MARINE CORPS PERSONNEL MANUAL

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INTRODUCTION TO THE MARINE CORPS PERSONNEL MANUAL

0001 PURPOSE

1. The purpose of the Marine Corps Personnel Manual is to promulgate policies, procedures, guidance and technical instructions for personnel management and administration in the Marine Corps as prescribed by the Commandant.

0002 STATUS

1. This manual is binding upon all personnel in matters concerning personnel management, procedures and administration of Marines, pursuant to authority contained in paragraph 1000, Marine Corps Manual.

2. Any deviation from the instructions contained in this manual must be authorized in writing by the Commandant of the Marine Corps.

0003 SCOPE

1. The Marine Corps Personnel Manual contains instructions for implementation of the broad regulatory policies originated by the Commandant of the Marine Corps or derived from the sources indicated in the Marine Corps Manual. In addition, this manual supplements the Marine Corps Manual with procedural and technical instructions pertaining to the administration of the personnel records and accounting system.

0004 RESPONSIBILITY

1. The currency, accuracy and completeness of publication and distribution of this manual and changes thereto is the responsibility of the Commandant of the Marine Corps.

2. Upon receipt, the maintenance and upkeep of this manual becomes a command responsibility. In the event pages or portions of this manual are missing, not legible, etc., they will be requisitioned from the Marine Corps Supply Activity, Philadelphia, Pennsylvania.

0005 USE

1. The Marine Corps Personnel Manual is designed to assist all personnel, but primarily commanders and administrative personnel at all echelons, in the day-to-day administration of the personnel system.

2. This manual will be used in conjunction with the Marine Corps Manual to ensure compliance with the regulations and policies established by the Commandant of the Marine Corps.

3. If additional copies of the Personnel Manual are required for efficient personnel administration, letters of request containing detailed justification will be forwarded to the Commandant of the Marine Corps (Code ABP).

0006 ORGANIZATION

1. The contents of this manual are arranged on a functional basis, utilizing chapters as the major division, which are numbered in sequence and listed in the table of contents.

2. Paragraph numbering is based upon a 4- or 5-digit number which may be broken down as follows:

Example: 7234.1a(1)(a)

Chapter 7
Paragraph 234
Subparagraph

3. Each part within a chapter is assigned a block of 50 paragraph numbers except part F, chapter 12 and parts A and B, chapter 16, which are assigned blocks of 200. It is therefore possible to identify the various parts within each chapter by reference to the paragraph number and to provide for expansion of parts. For example, part A of chapter 11 is assigned paragraph numbers 11000-11049; part B of chapter 11 is assigned paragraph numbers 11050-11099. Those paragraph numbers not utilized within each part are omitted.

4. The pages are numbered in a separate series for each chapter, preceded by the number for the chapter; i.e., the tenth page of chapter 11 is numbered 11-10.

0007 CHANGES

1. Changes to the Marine Corps Personnel Manual shall conform to established criteria and will be designed for insertion on a page for page basis. Style and format shall be as specified by the Commandant of the Marine Corps.

2. A record of changes made will be maintained on the page provided for that purpose.

0008 METHOD OF CITATION

1. Reference to paragraphs of the Marine Corps Personnel Manual will be shown in the following manner:

a. Correspondence and Messages -

Ref: (a) MARCORPERSMAN, par 7234
(b) MARCORPERSMAN, par 7234.1
(c) MARCORPERSMAN, par 7234.1a
(d) MARCORPERSMAN, par 7234.1a(1)
(e) MARCORPERSMAN, par 7234.1a(1)(a)

b. Directives -

Ref: (a) MCO P5000.3, MARCORPERSMAN, par 7234
(b) MCO P5000.3, MARCORPERSMAN, par 7234.1
(c) MCO P5000.3, MARCORPERSMAN, par 7234.1a
(d) MCO P5000.3, MARCORPERSMAN, par 7234.1a(1)
(e) MCO P5000.3, MARCORPERSMAN, par 7234.1a(1)(a)

c. Personnel Records and Forms Only -

MCPM, par 7234
MCPM, par 7234.1
MCPM, par 7234.1a
MCPM, par 7234.1a(1)
MCPM, par 7234.1a(1)(a)

CHAPTER 1

MARINE CORPS PERSONNEL SYSTEM

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CHAPTER 1

MARINE CORPS PERSONNEL SYSTEM

PART A: GENERAL

1000 MARINE CORPS PERSONNEL SYSTEM

1. The Marine Corps Personnel System embraces all functions relative to personnel management.

2. The Marine Corps Personnel System does not embrace matters relating to the administration of affairs, commonly known as general administration.

1001 PERSONNEL MANAGEMENT

1. Personnel management is the process of planning, organizing, directing, and supervising the procurement, development, utilization and administration of personnel.

1002 PERSONNEL PROCEDURES

1. Personnel procedures are the essential methods by which personnel management is effected. They include procurement (recruiting and induction), classification, assignment and reassignment, promotion, separation, personnel record keeping, morale and welfare processes, and personnel administrative training. With the exception of procurement and separation, they are continuous processes which operate throughout the career of the individual officer or enlisted person. The procedures are treated in detail in subsequent chapters of this manual.

1003 COMMANDER'S PERSONNEL MANAGEMENT RESPONSIBILITIES

1. Personnel management is a function of all echelons of command. Commanders must implement personnel procedures in accordance with directives promulgated by the Commandant of the Marine Corps that will:

a. Place the right person on the right job through proper job analyses, efficient classification, and careful assignment.

b. Stimulate the individual's desire to perform his duties efficiently through incentives, such as timely leaves, fairness in award of promotions and decorations, preferred assignments, effective personal relations, and other morale and welfare services.

c. Utilize the individual's intelligence, preferences, and aptitudes through advanced training in courses which he is most likely to complete.

d. Provide the individual with opportunities for professional development through intelligently planned and progressive assignments and effective self-study education and training programs.

1004 PERSONNEL ADMINISTRATION

1. Personnel administration is concerned with the mechanics of maintaining personnel records and the preparation of correspondence, forms, etc., pertaining to personnel matters.

1005 CONTROL OF PERSONNEL RECORDS

1. Officer and enlisted service records are considered to be confidential except to persons properly and directly concerned. For this reason the release of information from such records will be rigidly controlled. For guidance pertinent to the control, production, access to, and release of information from personnel records, see paragraph 1070, Marine Corps Manual.

1006 OPERATION OF THE MARINE CORPS PERSONNEL SYSTEM

1. The operation of the Marine Corps Personnel System is a function of command.

2. The Director of Personnel, Marine Corps, under the direction of the Commandant, is responsible for the procurement and administration of officers and enlisted personnel of the Marine Corps; the distribution, appointment, promotion, retirement, discipline and discharge of commissioned officers, warrant officers and enlisted personnel, and for their welfare; adjudication of personal claims; casualty processing; maintenance of officer and enlisted personnel records; and for coordination of requirements for data from the Personnel Accounting System which are needed for personnel operations.

3. In lower echelons the adjutants of commands and such assistants as may be assigned for specific duties as personnel officers, classification and assignment officers, etc., under the direction of responsible commanders, are charged with the supervision and operation of the Marine Corps Personnel System, in accordance with announced policies of the Commandant of the Marine Corps. In effecting the policies the following principles should be strived for:

a. Simplification of administration.

b. Accomplishment of speed, flexibility, and uniformity of administration.

c. Efficient use of machine records.

PART B: PERSONNEL SECTIONS

1050 GENERAL

1. The personnel section is that component of an organization which conducts personnel administration. Where a separate section to conduct matters relating to general administration is not authorized, as in the case of smaller commands, the personnel section also conducts such matters.

2. The Commandant of the Marine Corps will determine those echelons at which personnel sections will be established. These echelons are known as administrative commands.

3. The provisions of subparagraph 2, above, will not prohibit the temporary establishment of provisional personnel sections for the purpose of expediting the conduct of personnel administration in small nonadministrative commands when the requirement therefor is incident to field operations.

1051 BASIC PERSONNEL SECTION

1. This is the section established at the lowest administrative echelon of a particular command. When the echelon is the company, or its equivalent, company administration is said to be in effect; when the echelon is the battalion, or its equivalent, battalion administration is said to be in effect.

1052 PERSONNEL ADMINISTRATION IN HEADQUARTERS OF HIGHER ECHELONS

1. To secure coordination of personnel administration the headquarters of the echelon immediately above the basic personnel section level will:

a. Act as a coordinating agency for all personnel matters between elements of the command and the next higher administrative echelon.

b. Supervise the work of personnel sections to ensure accuracy, uniformity, and promptness in the preparation and submission of records, reports, orders, and correspondence on personnel matters.

c. Maintain locator records and personnel statistics, as required.

d. Designate consolidating echelons of reports if such is not already prescribed.

1053 ADMINISTRATION CENTER

1. Personnel sections may be grouped in one locality under the coordination and supervision of the highest administrative echelon of a command; such a grouping will be known as an administrative center.

1054 PERSONNEL ADMINISTRATION IN ATTACHED ORGANIZATIONS

1. The conduct of personnel administration in attached organizations, to which personnel sections are not organic, will be in accordance with one of the following:

a. The personnel section of the organization to which attached will assume responsibility for it, or

b. The original parent organization, if distances are not too great, will retain responsibility for it, or

c. The parent organization will furnish administrative personnel from its personnel section to its detached elements and the parent organization will retain responsibility.

2. Under the condition prescribed in subparagraph 1a, above, it will be assured that the identity of the attached organization and the relation of the personnel assigned thereto is not lost.

PART C: GRADE STRUCTURE AND PRECEDENCE

1100 DEFINITIONS

1. RANK. Rank means order of precedence among members of the Armed Forces (10 U.S.C. 101).

2. GRADE. Grade means a step or degree in a graduated scale of office or military rank, that is established and designated as a grade by law or regulation (10 U.S.C. 101).

3. PRECEDENCE. Right to come before others, based especially on grade, and also on date of appointment and office.

4. COMMISSIONED OFFICERS. Officers appointed to their military grade by a commission. All Marine Corps officers are commissioned with the exception of those serving in the grade of warrant officer, W-1.

5. WARRANT OFFICERS. Officers serving in the grades of chief warrant officer, W-4, W-3, or W-2, and warrant officer, W-1.

6. TEMPORARY OFFICER. An officer serving in the grade of second lieutenant or above, whose permanent grade is warrant officer, W-1 through chief warrant officer, W-4 or enlisted grade. A chief warrant officer or warrant officer whose permanent grade is an enlisted grade is also considered to be a temporary officer.

7. STAFF NONCOMMISSIONED OFFICERS. Those enlisted personnel serving in the grade of staff sergeant or higher.

8. NONCOMMISSIONED OFFICERS. Those enlisted personnel serving in the grade of corporal or higher.

1101 OFFICER GRADE STRUCTURE

1. Officer grades in order of seniority are:

Grade	
General	O-10
Lieutenant General	O-9
Major General	O-8
Brigadier General	O-7
Colonel	O-6
Lieutenant Colonel	O-5
Major	O-4
Captain	O-3
First Lieutenant	O-2
Second Lieutenant	O-1
Chief Warrant Officer, W-4	W-4
Chief Warrant Officer, W-3	W-3
Chief Warrant Officer, W-2	W-2
Warrant Officer, W-1	W-1

1102 OFFICER PRECEDENCE

1. The date of rank of an officer is that stated in his commission or warrant, and when no commission or warrant for his current grade has been issued to him, the date established by the Secretary of the Navy will determine the date of rank.

2. Usually, officers of the same grade take precedence with each other according to their respective dates of rank, but when such officers have the same dates of rank, or have lost or gained numbers through due process of law, their precedence shall be indicated in the Combined Lineal List of Officers on Active Duty in the Marine Corps.

3. Any designation of officers which causes them to be restricted in the performance of duty has no effect on their precedence as determined by their dates of rank in grade and position in the Combined Lineal List.

1103 ENLISTED GRADE STRUCTURE

1. Grade Structure

a. Enlisted grades in order of seniority are:

Grade	
Sergeant Major Master Gunnery Sergeant	E-9
First Sergeant Master Sergeant	E-8
Gunnery Sergeant	E-7
Staff Sergeant	E-6
Sergeant	E-5
Corporal	E-4
Lance Corporal	E-3
Private First Class	E-2
Private	E-1

b. In addition to the above, the Secretary of the Navy has authorized a special enlisted grade of Marine Aviation Cadet.

1104 ENLISTED PRECEDENCE

1. Sergeants major, master gunnery sergeants, first sergeants and master sergeants take precedence among themselves according to the precedence number assigned by the Commandant of the Marine Corps on the Lineal List maintained at Headquarters Marine Corps, the lowest number taking precedence. Sergeants major, regardless of date of rank, take precedence over all master gunnery sergeants. First sergeants, regardless of date of rank, take precedence over all master sergeants.

2. Gunnery sergeants and staff sergeants with the same date of rank, within their respective grades, take precedence among themselves according to the precedence number assigned by the Commandant of the Marine Corps, the lowest number taking precedence.

3. Other enlisted personnel of the same grade take precedence among themselves according to the date of rank assigned or prescribed by the Commandant of the Marine Corps, the earliest date taking precedence.

PART D: CORRESPONDENCE

1150 REGULATORY INSTRUCTIONS

1. The basic regulations governing preparation and forwarding of Marine Corps correspondence are contained in the U. S. Navy Regulations and the Navy Correspondence Manual. The instructions contained herein are supplementary thereto.

1151 CIVILIAN CORRESPONDENCE

1. When a commander receives correspondence from a civilian source he shall make a prompt, courteous, and complete reply, subject to security regulations. Accuracy and correctness in such replies cannot be overemphasized.

2. When information requested is not readily available, the correspondence should be acknowledged stating that the information will be forwarded upon becoming available. In the event that doubt arises as to whether information should be furnished, the correspondence should be transmitted to higher authority for action.

3. An exception may be made in regard to civilian correspondence obviously lacking sincerity and courtesy or endeavoring to provoke controversy. Such may merely be acknowledged, filed without reply, or referred to higher authority as considered appropriate.

1152 CONGRESSIONAL CORRESPONDENCE

1. When replies are made to correspondence from members of the U. S. Congress or cabinet officers, copies of replies together with a copy of the basic correspondence will be forwarded to the Commandant of the Marine Corps (Code ABK). Letters of transmittal are not required.

1153 OFFICIAL CORRESPONDENCE

1. Official correspondence endorsed and forwarded without comment shall be construed to mean full concurrence with all matter contained in the basic correspondence and preceding endorsements.

CHAPTER 2

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CHAPTER 2

OFFICER AND ENLISTED PROCUREMENT

PART A: MILITARY PERSONNEL PROCUREMENT

2000 GENERAL

1. The scope and objective of, and responsibility for, the procurement of military personnel of the Marine Corps are contained in paragraph 1100, Marine Corps Manual.

2001 PROCUREMENT INSTRUCTIONS

1. External Procurement. Detailed instructions for the procurement of officers and enlisted personnel from sources external to the Marine Corps are contained in the Recruiting Service Manual and in other current directives. Additional instructions are contained in parts B, C and D of this chapter.

2. Internal Procurement. Detailed instructions for the internal procurement of officers and enlisted personnel, to include reenlistments and extensions, are contained in parts B, C, D and E, of this chapter, and in other current directives. The career advisory program, which is designed to aid in the retention of qualified Marines, is outlined in paragraph 1133, Marine Corps Manual, and implementing instructions set forth in current directives.

2002 AGE LIMITATIONS

1. Figures 2-1 and 2-2 prescribe the minimum and maximum ages for appointment to commissioned and warrant grades and for enlistment and reenlistment in the Marine Corps and Marine Corps Reserve. Requests for waivers of the limitations specified in figures 2-1 and 2-2 will be submitted to the Commandant of the Marine Corps (Code DP), citing this paragraph.

TABLE OF MINIMUM AND MAXIMUM AGES FOR APPOINTMENT TO COMMISSIONED AND WARRANT GRADES IN THE MARINE CORPS AND MARINE CORPS RESERVE

1. General requirements for appointment to commissioned and warrant grades in the U. S. Marine Corps and Marine Corps Reserve are contained in paragraph 1120, Marine Corps Manual.

2. Unless otherwise approved by the Commandant of the Marine Corps, candidates for appointment to commissioned and warrant grades in the Marine Corps and Marine Corps Reserve must meet the age requirement specified in the table below. Where no age is stated, no appointments are made for the program indicated.

SOURCE FROM WHICH PROCURED	USMC MIN	USMC MAX*	USMCR MIN	USMCR MAX*	REMARKS
Naval Reserve Officers Training Corps (NROTC)	20	25	20	25	
Army Reserve Officers Training Corps (AROTC)	20	27			Must be commissioned prior to 28th birthday.
Platoon Leaders Class (Ground)	20	27	20	27	
Platoon Leaders Class (Aviation)			20	26	
Platoon Leaders Class (Law)			20	27	
Officers Candidate Course (OCC)			20	27	
Aviation Officer Candidate (AOC)			20	26	
Civilian College Graduates	20	27	20	27	
Service Academy Graduates; USNA, USMA, USAFA	20	27	20	27	
Woman Officer Candidate Course (WOCC)	21	29	21	29	
Former Officers of the Armed Forces					On date of appointment or reappointment in the Marine Corps Reserve, must be less than the following ages: Maj-41; Capt-35; 1stLt-31; 2dLt-27.
Specialist Officer					Reserve appointment within following age limitations: Maj-29 to 55 yrs of age (if over 41 yrs of age, must be designated for limited assignment coverage); Capt-26 to 35; 1stLt-23 to 31; 2dLt-20 to 27.
Limited Duty Officer Program		43			
Warrant Officer Program					Male appointment in USMC must be of an age to permit 30 yrs total service by age 62. Female appointment in USMC must be of an age to permit 20 yrs total service by age 55. Male appointment in USMCR must be less than 46 yrs of age on 1 Jul of FY in which appointed. Female appointment in USMCR must be less than 40 yrs of age on 1 Jan of FY in which appointed.
Navy Enlisted Scientific Education Program (NESEP)	20	31			
Meritorious NCO program	20	30	20	30	
Enlisted and former enlisted men of USMC and USMCR with more than 90 days active duty			20	30	Does not apply to flight training applicants.
Organized Marine Corps Reserve			20	29	Must be commissioned prior to 30th birthday.
Marine Aviation Cadet	20	25	20	27½	Under the provisions of 10 USC 6914, to be eligible for augmentation an officer must have successfully completed aviation cadet training when he was under 25 yrs of age. Must be at least 18 and under 25 yrs of age on the date application is submitted.

*Must be less than the maximum age indicated on 1 July of the year in which appointed unless otherwise indicated in remarks column.

Figure 2-1

TABLE OF MINIMUM AND MAXIMUM AGES FOR ENLISTMENT AND REENLISTMENT IN THE MARINE CORPS AND MARINE CORPS RESERVE

1. The age limits for enlistment and reenlistment in the Marine Corps and Marine Corps Reserve are as reflected in the following table. The Commandant of the Marine Corps may waive the maximum limitations specified herein when such waiver is considered in the best interest of the Marine Corps.

TYPE ENLISTMENT/REENLISTMENT	COMPONENT	MIN	MAX	REMARKS
Recruit - Male	USMC	17	28	Parents consent required under 18 years of age.
Recruit - Male	USMCR	17	25	Parents consent required under 18 years of age.
Recruit - Female	USMC/USMCR	18	28	Parents consent required under 21 years of age.
All Others-Male	USMC/USMCR	17	32	Maximum age must be less than 32 years after deducting all previous honorable active service in USA, USN, USMC, USAF and USCG, including active duty in reserve components, thereof from the applicant's present age. For USMCR include all inactive duty (including National Guard) in reserve components. Parents consent required under 18 years of age.
All Others-Female	USMC/USMCR	18	32	Maximum age must be less than 32 years after deducting all previous honorable active service in USA, USN, USMC, USAF, and USCG, including active duty in reserve components thereof, from the applicant's present age. For USMCR include with the above all inactive duty in reserve components. Parents consent required under 21 years of age.

Figure 2-2

PART B: REGULAR OFFICER PROCUREMENT

2050 U. S. NAVAL ACADEMY

1. Graduates of the Naval Academy. Graduates may be appointed to commissioned grade in the Marine Corps. The Chief of Naval Personnel allots to the Regular Marine Corps each year a quota from the current graduating class of the Naval Academy. This quota is filled by the appointment, upon graduation, of members of the class whose applications for commissions in the Marine Corps are submitted to and approved by the Superintendent of the Naval Academy. Preference for appointment in the Marine Corps is given to applicants who were formerly enlisted men of the Marine Corps or Marine Corps Reserve, and to those who are sons of career Marines. Final selection of applicants is made in accordance with such policy as is approved by the Secretary of the Navy. No midshipman at the U. S. Naval Academy or cadet at the U. S. Military Academy or U. S. Air Force Academy who fails to graduate therefrom shall be eligible for appointment as a commissioned officer in the Marine Corps until after graduation of the class of which he was a member.

2. Enlisted Marines to U. S. Naval Academy. Information concerning the preliminary examination to be administered nominated enlisted men in the Marine Corps and Marine Corps Reserve on active duty, and other aspects of the program are outlined in articles C-1203, D-2307, D-2308 BuPers Manual. Selection boards are established by commanders in accordance with article C-1203(6)(b), BuPers Manual which ensure that only eligible men who qualify in all respects are recommended.

3. Members of selection boards have a strict obligation to eliminate every applicant, who, in the opinion of the board, lacks career motivation as a Marine Corps officer.

4. Eligible persons must have completed recruit training at the time of application in order to be eligible for this program. Submission of requests for preliminary examinations and transfer policy will be promulgated by a Marine Corps directive. The names of nominated candidates will be published in a BuPers notice. Candidates who are not found qualified for any reason will not be notified of their ineligibility.

2051 NAVAL RESERVE OFFICERS TRAINING CORPS (REGULAR)

1. The Naval Reserve Officer Training Corps is a Navy administered program which is offered on the basis of a nation-wide competition. There is no established quota for enlisted personnel for entrance into NROTC. Selection for this program is on a competitive basis determined in part by an annual examination. Selectees are appointed midshipmen in the U.S. Naval Reserve and receive a 4-year subsidized college education. Upon successful completion of the established course, accepted Marine Corps option students shall be appointed to commissioned grade in the Marine Corps. Those not physically qualified for such appointment, but qualified for appointment in the Marine Corps Reserve, shall be so appointed.

2052 BASIC CLASS GRADUATES

1. Outstanding graduates of Basic Class who have been recommended by the appropriate training command for such appointment may be appointed commissioned officers in the Marine Corps. Appointments to commissioned grade in the Marine Corps shall be made in such numbers as prescribed by the Commandant of the Marine Corps to meet the needs of the Marine Corps.

2053 FORMER NAVAL AVIATION CADETS AND MARINE AVIATION CADETS

1. Former Naval Aviation cadets and Marine Aviation cadets commissioned in the Marine Corps Reserve may be appointed in the Marine Corps when vacancies exist. Applications shall be considered only in response to augmentation programs as announced by the Commandant of the Marine Corps.

2054 CIVILIAN COLLEGE GRADUATES

1. A male citizen of the United States may be appointed to a commissioned grade in the Marine Corps upon satisfactory completion of a 4-year course at an accredited college or university as evidenced by the receipt of a baccalaureate degree.

2055 FORMER OFFICERS OF THE REGULAR MARINE CORPS

1. A former officer of the Marine Corps who resigns in good standing from the naval service may be reappointed to the grade of second lieutenant in the Marine Corps to rank junior to those officers on the active list of second lieutenants as it stands on the date of reappointment. He must establish his moral, mental, physical and professional qualifications to perform the duties of that grade to the satisfaction of the Secretary of the Navy. To be eligible for appointment, an officer must not have reached his 30th birthday at the time of appointment. Waivers may be considered for those applicants who can complete a total of 30 years active service by the age of 62.

2056 NAVY ENLISTED SCIENTIFIC EDUCATION PROGRAM

1. This program is designed to provide the Marine Corps with Regular officers with a scientific background and is open to all active duty Marines who meet the eligibility requirements. It provides an opportunity for outstanding enlisted men on active duty to achieve a career as a Marine Corps officer. The Marine who successfully completed the program will receive a baccalaureate degree in the area of science and mathematics and will be appointed a second lieutenant in the Marine Corps.

2. Eligibility requirements for this program are as follows:

a. Status--Male or female personnel of the Marine Corps or Marine Corps Reserve on active duty.

b. Grade--Any enlisted grade.

c. Minimum prior service--Must have completed recruit training or its equivalent by 1 October of the year in which making application.

d. Maximum age--Must be less than 26 years of age on 1 July of the year in which he will enter college.

e. Education--Be a high school graduate or possess a high school level GED test score qualification.

f. Classification Testing--Possess a GCT score or a derivative score of 125 or more determined by the sum of the Verbal, Arithmetic Reasoning and Pattern Analysis Test scores of the Aptitude Area Classification Test divided by three. Commanders may request waiver of this requirement for an applicant who has demonstrated scholastic ability by civil or military school performance, has a GCT score of at least 110 or a derivative score of 110 determined by the sum of the Verbal, Arithmetic Reasoning and Pattern Analysis Test scores of the Aptitude Area Classification Test divided by three and who possess officer potential.

g. Obligated service--Must agree to enlist, reenlist, or extend as necessary to have 6 years obligated service in the Regular Marine Corps upon assignment to college.

h. Physical qualification--Final determination of physical qualifications will be made by the Chief, Bureau of Medicine and Surgery.

i. Marital status--May be either married or single.

j. Citizenship--Must be a citizen of the United States.

k. Recommendation--Must be recommended by the commander.

3. Implementing instructions concerning the forwarding of the application,

screening examination and other pertinent information will be periodically promulgated by a Marine Corps directive.

2057 LIMITED DUTY

1. An applicant for appointment to commissioned grade in the Marine Corps for limited duty in the technical fields in which he is proficient must meet the following requirements:

a. Be a temporary commissioned officer, chief warrant officer, warrant officer, or enlisted person serving in the grade of staff sergeant or above.

b. Must have completed at least 10 years of active naval service but less than 12 years active naval service on 1 July of the fiscal year in which appointed, exclusive of active duty for training in a Reserve component.

c. Temporary officers selected for appointment to commissioned grade for limited duty and whose permanent grade is below staff sergeant, must request reversion to the enlisted grade of gunnery sergeant and be appointed from that grade.

2. Applicants will remain eligible for consideration for appointment to second lieutenant, limited duty, notwithstanding previous nonselection, as long as otherwise eligible in accordance with foregoing provisions.

3. Applicants who are selected and who are in a flight status, will upon acceptance of appointment in limited duty status, have their flight status revoked. Appointees may be placed in flight status in accordance with paragraph 4015.

2058 TEMPORARY LIMITED DUTY

1. A temporary unrestricted commissioned officer of the Marine Corps or a former temporary commissioned officer of the Marine Corps now serving as a permanent warrant officer or an enlisted person of the Marine Corps may be temporarily appointed to commissioned grade in the Marine Corps for limited duty in the technical field in which he is proficient.

2059 CHIEF WARRANT OFFICER AND WARRANT OFFICER (PERMANENT)

1. To be eligible for initial appointment in any warrant officer grade, an applicant must meet the following requirements:

a. Be a citizen of the United States.

b. Be physically qualified to perform all duty in the field or at sea.

c. Be selected for appointment to the grade of warrant officer by a board of officers convened by the Commandant of the Marine Corps.

d. Additional eligibility criteria will be outlined in annual warrant officer program directives of the 1040 series.

2060 CHIEF WARRANT OFFICER AND WARRANT OFFICER (TEMPORARY)

1. Enlisted persons in the grade of sergeant or above of the Marine Corps and Marine Corps Reserve and commissioned officers of the Marine Corps Reserve may be temporarily appointed to warrant officer grades in the Marine Corps or Marine Corps Reserve, as appropriate, pursuant to 10 USC 5596 by the Secretary of the Navy. Initial appointments to warrant grades will be to the grade of warrant officer, W-1.

2. To be eligible for initial temporary appointment to the grade of warrant officer in the Marine Corps an applicant must meet the following requirements:

a. Be a citizen of the United States.

b. Be physically qualified to perform all duty in the field or at sea.

c. Be selected for appointment to the grade of warrant officer by a board of officers convened by the Commandant of the Marine Corps.

2061 WOMEN OFFICERS

1. The general provisions of the following programs apply to women in accordance with current directives and in such numbers as may be prescribed by the Commandant of the Marine Corps. Women officers must be able to complete a total of 20 years service by the age of 50:

a. Former officers of the Regular Marine Corps (par. 2055).

b. Navy Enlisted Scientific Education Program (par. 2056).

c. Limited Duty Officer Programs (permanent and temporary) (pars. 2057 and 2058).

d. Chief Warrant Officer and Warrant Officer Programs (permanent and temporary) (pars. 2059 and 2060).

2. Outstanding graduates of the Women Officer Training Class who have been recommended by the appropriate training command for such appointment may be appointed commissioned officers in the Marine Corps. Appointments shall be made in such numbers as prescribed by the Commandant of the Marine Corps to meet the needs of the Marine Corps.

PART C: RESERVE OFFICER PROCUREMENT

2100 APPOINTMENT REQUIREMENTS

1. The general requirements for appointment to commissioned grade in the U. S. Marine Corps Reserve are contained in the Marine Corps Manual, paragraph 1120.

2101 SOURCES OF PROCUREMENT

1. Sources of Reserve officer procurement are active duty, inactive duty, and civilian applicants.

2102 APPOINTMENT OF ENLISTED MEN AND FORMER ENLISTED MEN OF THE MARINE CORPS AND MARINE CORPS RESERVE

1. An enlisted man or former enlisted man of the Marine Corps or Marine Corps Reserve may be appointed to commissioned grade in the Marine Corps Reserve for unrestricted duty provided he meets the following requirements:

a. If a member of the Marine Corps or Marine Corps Reserve, he must apply for appointment to commissioned grade. He must be recommended by his commander (or as appropriate, the Commanding General, Marine Air Reserve Training Command; Director, Marine Corps District; or the Commanding Officer, Marine Corps Reserve Data Services Center) in the endorsement on the application, which shall state that he meets the general requirements for appointment to commissioned grade as prescribed in the Marine Corps Manual, paragraph 1120.

b. If not a member of the Marine Corps or Marine Corps Reserve, he must have previously served not less than 60 days on active duty, and have demonstrated that he possesses traits of leadership, initiative, maturity, loyalty, character, and physical stamina required of a Marine officer,

c. Possess such education qualifications as may be prescribed by the Commandant of the Marine Corps; and

d. Meet such mental test requirements as may be established by the Commandant of the Marine Corps.

2103 FORMER OFFICERS OF THE ARMED SERVICES OF THE UNITED STATES

1. Former officers of the Marine Corps, Navy, Army, Air Force, Coast Guard, and Reserve components thereof, the National Guard of the United States and the Coast and Geodetic Survey, may be appointed to commissioned grade in the U. S. Marine Corps Reserve dependent upon the needs of the service. In the event of appointment, original appointment will not be in a grade higher than that held in the component of the former service. Applicant must meet age requirements specified in figure 2-1.

2. No officer shall be initially appointed to commissioned grade in the Marine Corps Reserve in a grade above major unless selected therefor by a duly constituted selection board.

2104 SPECIALIST OFFICERS

1. An especially desirable candidate who possesses an exceptional skill which would be of value to the Marine Corps may be appointed, within quotas, as a specialist officer. Such appointments for duty in a particular specialty will be in a grade not above major, and will be commensurate with the individual's age, experience, and qualifications. Appointment normally will be in accordance with the age requirements set forth in figure 2-1 of this chapter.

2. Prior to actually appointing a specialist officer, full consideration will be given to:

a. Service needs.

b. Experience of the applicant.

c. Qualifications of the applicant.

d. Age of the applicant, within prescribed limits and to generally parallel existing Marine Corps minimum age-grade characteristics at time of appointment.

2105 NAVAL RESERVE OFFICER TRAINING CORPS (CONTRACT)

1. A limited number of civilian college students may contract with the Secretary of the Navy to participate in the NROTC program. These contract students maintain civilian status and are not entitled to the subsidy received by the NROTC midshipmen. Such students, upon successful completion of the academic and naval science requirements of the established courses, may be commissioned in the Marine Corps Reserve.

2106 SECOND LIEUTENANT (TEMPORARY)

1. Chief warrant officers, warrant officers, sergeants major, master gunnery sergeants, first sergeants, master sergeants, gunnery sergeants, and staff sergeants of the Marine Corps and Marine Corps Reserve may be eligible for original temporary appointments in the grade of second lieutenant in such numbers as may be required to meet the needs of the Marine Corps. Temporary appointments carry neither a commitment as to length of time they will be in effect nor to the possibility of transfer to permanent commissioned status in the Marine Corps or Marine Corps Reserve at a later date for the following reasons: the needs of the Marine Corps; budgetary limitations; and/or cause.

2. To be eligible for appointment to the grade of second lieutenant (temporary) in the Marine Corps or Marine Corps Reserve, an applicant must meet the following requirements:

a. Be a citizen of the United States.

b. Be physically qualified.

c. Be recommended by the commander in an endorsement upon the individuals application.

d. Meet such mental test requirements as may be established by the Commandant of the Marine Corps.

e. Possess such educational qualifications as may be prescribed by the Commandant of the Marine Corps.

f. Be selected for appointment to the grade of second lieutenant (temporary) by a board of officers convened by the Commandant of the Marine Corps.

2107 CHIEF WARRANT OFFICER, WARRANT OFFICER (PERMANENT) AND CHIEF WARRANT OFFICER, WARRANT OFFICER (TEMPORARY)

1. Eligible members of the Marine Corps Reserve may be appointed to the grade of chief warrant officer, warrant officer (permanent) or chief warrant officer, warrant officer (temporary) in the Marine Corps Reserve. The general provisions for eligibility are outlined in paragraphs 2059 and 2060.

2108 OFFICER CANDIDATE COURSE

1. Enlisted men who have satisfactorily completed a 4-year course at an accredited college or university, as evidenced by receipt of a baccalaureate degree, are eligible for assignment to the Officer Candidate Course. Upon completion of the prescribed training and upon recommendation by the training command, graduates of the Officer Candidate Course are appointed to the grade of second lieutenant and assigned to duty under instruction at the Basic School, as ground officers.

2109 AVIATION OFFICER CANDIDATE PROGRAM

1. Enlisted men who have satisfactorily completed a 4-year course at an accredited college or university, as evidenced by receipt of a baccalaureate degree, are eligible for assignment to the Officer Candidate Course. Upon completion of the prescribed training and upon recommendation by the training command, graduates of the Officer Candidate Course are appointed to the grade of second lieutenant. After being found physically and aeronautically adapted for flight training, they are assigned to duty undergoing flight training. If found not physically qualified or aeronautically adapted for flight training, they are assigned to duty under instruction at the Basic School, as ground officers.

2110 PLATOON LEADERS CLASS (GROUND AND AVIATION)

1. Men who are full-time day freshmen, sophomores, or juniors at a 4-year degree granting college or university are eligible for enrollment in the Platoon Leaders Class (Ground and Aviation) programs. Members are required to undergo two summer training periods of 6 weeks duration each, prior to receipt of their baccalaureate degree. Upon completion of their degree requirements, providing they are physically qualified and are recommended by their training command for commissioning, they are commissioned second lieutenants in the U. S. Marine Corps Reserve. Members of the Platoon Leaders Class (Ground), after being commissioned are assigned to duty under instruction at the Basic School. Members of the Platoon Leaders Class (Aviation), subsequent to being commissioned, who are physically and aeronautically adapted for duty involving flying, are assigned to flight training. If a member of the Platoon Leaders Class (Aviation) is not physically or aeronautically adapted for duty involving flying, he is assigned to duty under instruction at the Basic School as a ground officer.

2111 WOMEN OFFICERS TRAINING CLASS

1. Graduates of the Women Officers Training Class may be appointed to commissioned grade in the U. S. Marine Corps Reserve if they meet the following requirements:

a. Have satisfactorily completed a 4-year course at an accredited college or university, as evidenced by the receipt of a baccalaureate degree. An enlisted member of the Marine Corps or Marine Corps Reserve must meet educational requirements established by the Commandant of the Marine Corps;

b. Be unmarried and agree to remain so until commissioned; and

c. Be recommended for appointment by the appropriate training command.

2112 MARINE AVIATION CADET PROGRAM

1. Enlisted men who have satisfactorily completed at least two scholastic years in an accredited college or university, or possess such educational qualifications as may be prescribed by the Commandant of the Marine Corps, are eligible for enrollment in the Marine Aviation Cadet program. Persons applying for this program must be physically qualified and aeronautically adapted for duty involving flying. They must be unmarried and agree to remain unmarried until completion of flight training. Upon assignment to flight training, personnel are appointed to the special enlisted grade of Marine aviation cadet. Upon satisfactory completion of the prescribed course of instruction members are designated naval aviators and commissioned as second lieutenants in the U. S. Marine Corps Reserve.

2113 MERITORIOUS NCO PROGRAM

1. Male noncommissioned officers serving on active duty whose Marine Corps service has been meritorious in nature may be appointed to commissioned grade in the U. S. Marine Corps Reserve. To be considered, they must meet the following requirements:

a. Be recommended by their commanders.

b. Have established their mental fitness for commissioning by the attainment of an educational level prescribed by the Commandant of the Marine Corps.

c. Complete the prescribed course of training in the Officer Candidate Course.

2114 WOMEN OFFICERS

1. The general provisions of the following programs apply to the procurement and appointment of women officers to commissioned grade in the Marine Corps Reserve in accordance with current directives and in such numbers as may be prescribed by the Commandant of the Marine Corps:

a. Appointment of enlisted men and former enlisted men of the Marine Corps and Marine Corps Reserve (par. 2102).

b. Former officers of the armed services of the United States (par. 2103).

c. Specialist Officers (par. 2104).

d. Second Lieutenants (temporary) (par. 2106).

e. Chief Warrant Officer, Warrant Officer (permanent and temporary) (par. 2107).

f. Women Officers Training Class (par. 2111).

PART D: ENLISTED RECRUITING

2150 DEFINITIONS

1. A recruit enlistment is the enlistment of an individual who, in accordance with current directives, is required to undergo recruit training.

2. An initial enlistment is the first entry of an individual into the Regular Marine Corps or the Marine Corps Reserve. Whether or not an initial enlistment is also a recruit enlistment will be determined from current directives concerning the requirement to undergo recruit training. (See subpar. 2200.2a (4).)

3. The effective date of enlistment is the commencement date of the contract. Normally this will be the same date as the date the oath of enlistment is administered. However, if in the case of reenlistment, the oath is administered prior to or on the date of discharge, the effective date will be subsequent to that date. (See chapter 15 and subpar. 2207.3a(3).)

4. Recruiting Officer

a. An officer assigned to duty as officer in charge of a recruiting station is, by virtue of such assignment, a recruiting officer.

b. The commander of each post, station, detachment or organization is, by virtue of such command, the recruiting officer for the command.

c. Commanders may designate one or more officers of their commands as the recruiting officers for the command.

d. Other officers may be specifically designated as recruiting officers by the Commandant of the Marine Corps.

2151 GENERAL

1. General authority to effect enlistments is contained in paragraph 1130, Marine Corps Manual.

2. Regular recruit enlistments and inductions will be effected only through the recruiting service. Applicants for recruit enlistment in the Regular Marine Corps who apply at a post, station, detachment or organization will be referred to a Marine Corps Recruiting Station for processing. (See subpar. 2200.2a(4).)

3. Recruit or initial enlistment in the Marine Corps Reserve of nonprior active duty applicants will be effected only through units of the Organized Marine Corps Reserve, Ground or Aviation, except for specific programs administered by the recruiting service.

4. Enlistments and reenlistments in the Marine Corps Reserve of applicants with prior active Marine Corps service, who are discharged from the Marine Corps and who have fulfilled their military service obligation under the Universal Military Training and Service Act (UMT&S) may be effected by the command at which discharged, provided the applicant is recommended for reenlistment by the commander who discharges him, and provided the Reserve enlistment is effected within 24 hours of discharge.

5. Detailed instructions for effecting recruit and initial enlistments both Regular and Reserve are contained in the Recruiting Service Manual and other current directives.

6. All enlistments in the Marine Corps will be for general service unless otherwise authorized by the Commandant of the Marine Corps.

7. All enlistments shall be effected in the grade of private. Instructions concerning appointment and reappointment are contained in current directives.

8. The place of enlistment is the place where the oath of enlistment is administered.

2152 ENLISTMENT RECORDS

1. Instructions concerning the preparation of enlistment records are contained in chapter 15 and in other current directives.

2. Health records will be prepared in accordance with the Manual of the Medical Department, U. S. Navy.

2153 ENLISTMENT OF SPECIALISTS IN THE MARINE CORPS RESERVE

1. Men with or without prior service who do not meet the age or physical

requirements for general service, but who do possess special qualifications which could be profitably utilized by the Marine Corps in time of war or national emergency may be recommended by the recruiting officer to the Commandant of the Marine Corps for enlistment and assignment to Class III. The recruiting officer will state the nature of the candidate's disqualification for general duty (forwarding a Report of Medical Examination, Standard Form 88, in duplicate, and a Report of Medical History, Standard Form 89, in cases of physical disqualification) and the specialty for which recommended. The candidate will be required to submit data covering the following points in sufficient detail to enable the Commandant of the Marine Corps to analyze his qualifications properly and to evaluate his actual or potential ability as a specialist:

a. Degree of proficiency in specialty.

b. General educational background.

c. Highest grade reached in school.

d. Major studies.

e. Background in specialty.

f. Specialty or technical schools attended.

g. Experience in specialty.

h. Relation of present employment to specialty.

i. Relation of previous employment to specialty.

j. Prior military or naval service.

k. Nature of duties performed.

l. Highest grade attained.

m. Proof of specialist qualifications when practicable, in the form of certificates of proficiency, letters from employers attesting to his special knowledge and ability, or similar evidence.

2. The Commandant of the Marine Corps will consider the applicant's special qualifications in conjunction with his age and physical qualification, and notify the recruiting officer of approval or disapproval; if approved, the grade to which he may be appointed on enlistment.

2154 PHYSICAL EXAMINATIONS

1. No person will be enlisted, reenlisted or voluntarily extended in the Marine Corps or Marine Corps Reserve unless he has passed a physical examination as prescribed in paragraph 6120, Marine Corps Manual, except as set forth below.

2. Waivers

a. For immediate reenlistment

(1) When medical officers of the Armed Forces are not available, physical examination for the purpose of immediate reenlistment in the same Regular or Reserve status may be waived by the Commandant of the Marine Corps (Code DP) upon recommendation of the Chief, Bureau of Medicine and Surgery.

(2) Where a waiver of physical examination is granted, a notation will be made on the Enlistment Contract and Record (NAVMC 118(2)-PD (Rev. 9-59)) in accordance with paragraph 15105.

b. For Reserve enlistment. Persons last discharged from the Armed Forces within the preceding 12-month period are eligible for enlistment in the Marine Corps Reserve without physical examination provided otherwise qualified, except that no such person will be enlisted without physical examination whose medical record or physical appearance indicates he is not physically qualified for active duty, or whose discharge certificate indicates reason for discharge due to physical disability.

c. For extension of enlistment

(1) When medical officers of the Armed Forces are not available,

physical examination for extension of enlistment of persons on active duty may be waived by the Commandant of the Marine Corps (Code DP), upon recommendation of the Chief, Bureau of Medicine and Surgery.

(2) When the Commanding Officer, Marine Corps Reserve Data Services Center, determines that a medical officer of the Armed Forces is not available, he may waive physical examination of Class III reservists upon extension of enlistment. This provision does not apply to Volunteer reservists who have previously been disqualified for assignment to active duty. Such cases will require physical examination.

(3) Notation of waiver of physical examination for extension of enlistment will be recorded on the Extension of Enlistment (NAVMC 321a-PD) in accordance with paragraph 15069.

d. Of disqualifying defects. Neither recruiting officers nor examining physicians are authorized to waive disqualifying physical defects. Requests for waiver of such defects will be submitted in accordance with paragraph 15063.

PART E: REENLISTMENT AND EXTENSIONS

2200 GENERAL

1. Reenlistments and extensions are defined in the Marine Corps Manual, paragraph 1133.

2. Types of Reenlistment

a. Regular

(1) Immediate: The reenlistment of an individual in the Regular Marine Corps within 24 hours from the time of separation from the Regular Marine Corps, exclusive of Sundays and holidays.

(2) Continuous: The reenlistment of an individual in the Regular Marine Corps who has been separated from the Regular Marine Corps for 90 days or less.

(3) Broken: The reenlistment of an individual in the Regular Marine Corps who has been separated from the Regular Marine Corps for more than 90 days.

(4) The enlistment in the Regular Marine Corps of a reservist who has had no prior Regular Marine Corps service is an initial enlistment rather than a reenlistment. Extended active duty as a reservist does not alter this.

b. Reserve. Reenlistments within the Marine Corps Reserve may be immediate, continuous, or broken. (See subpars. 2201.2a and b, below.)

2201 AUTHORITY TO EFFECT REENLISTMENTS AND EXTENSIONS

1. Regular

a. Immediate reenlistments and extensions may be effected at any post, station, detachment or organization provided the applicant is physically and otherwise qualified in accordance with existing instructions.

b. All applicants for continuous and broken reenlistment will be referred to a Marine Corps Recruiting Station for processing.

2. Reserve

a. Immediate reenlistment or extension of enlistment in the Marine Corps Reserve of reservists serving on extended active duty, or enlistment of such reservists into the Regular Marine Corps may be effected at any post, station, detachment or organization. Reserves reenlisted in accordance with provisions contained herein will be reassigned to the Reserve class in which serving at time of discharge.

b. Reenlistment in the Marine Corps Reserve of nonactive duty reservists will be effected only by the Commanding General, Marine Air Reserve Training Command; Directors, Marine Corps Districts; Commanding Officer, Marine Corps Reserve Data Services Center; Inspector-Instructors; or by Reserve unit or detachment commander in accordance with current directives.

2202 GENERAL SERVICE ENLISTMENTS

1. All reenlistments in the Marine Corps will be for general service.

2203 GRADE UPON REENLISTMENT

1. All reenlistments shall be effected in the grade of private.

2. Instructions concerning appointment or reappointment upon reenlistment are contained in current directives.

2204 PERIODS OF REENLISTMENT

1. Regular. Individuals may enlist or reenlist in the Marine Corps for a period of 2, 3, 4 or 6 years, at their option, in accordance with current directives.

2. Reserve. Individuals may enlist or reenlist in the Marine Corps Reserve for a period of 3 or 4 years, at their option, unless a longer period is required by current directives.

2205 REENLISTMENT STANDARDS AND QUALIFICATIONS

1. Standards for reenlistment are contained in the Marine Corps Manual, paragraph 1133, and in other current directives.

2. Marital and Dependency Status, Regular and Reserve

a. Women who have children under 18 years of age or who are pregnant are unacceptable for reenlistment. If a woman has any legal or other responsibility for custody, control, care or support of any child or children under 18 years of age including stepchildren, adopted or foster children, or has forfeited her rights to such children through divorce proceedings, she is not eligible for reenlistment. If a woman who has surrendered all rights to custody and control of her child or children through formal adoption desires to reenlist, her case will be referred to the Commandant of the Marine Corps (Code DP), for decision.

b. Male applicants who are married or who have other dependents, and women applicants who are married or who have dependents other than children under 18 years of age, who have had prior active service in the Marine Corps (prior Marine Corps service, active or inactive, in the case of applicants for reenlistment in the Marine Corps Reserve) may be accepted for reenlistment provided they are in one of the following categories:

(1) Eligible for appointment or reappointment to the grade of corporal or higher in accordance with current instructions.

(2) Eligible for appointment or reappointment to the grade of lance corporal in accordance with current instructions, and;

(a) They are desirable applicants with good records and are recommended for reenlistment by their commanders.

(b) Their marital status or existence of dependents has not caused any hardship or interfered with their overall value to the Marine Corps.

(c) The reenlistment is an immediate reenlistment.

(3) Eligible for appointment or reappointment to the grade of private first class in accordance with current instructions, and:

(a) They are desirable applicants, above average in performance of duty, and are recommended by their commanders for reenlistment.

(b) Their marital status or existence of dependents has not caused any hardship or interfered with their overall value to the Marine Corps.

(c) Their marital status or existence of dependents has been waived by the Commandant of the Marine Corps. Commanders will ensure that waiver requests are submitted to the Commandant of the Marine Corps (Code DP), in sufficient time prior to expiration of enlistment or release from active duty to allow for processing.

(d) The reenlistment is an immediate reenlistment.

(4) Applicants who are married or who have dependents who apply for continuous or broken reenlistment in the Regular Marine Corps will be referred to a Marine Corps Recruiting Station for processing.

(5) Waiver of the above provisions may be granted by the Commandant of the Marine Corps when such action is considered to be in the best interests of the service.

3. Character of Prior Service

a. No person will be accepted for reenlistment who was last discharged for inaptitude, unsuitability, under conditions other than honorable, or whose discharge certificate or report of separation contains the statement "is not

physically qualified for reenlistment," without specific authority of the Commandant of the Marine Corps (Code DP).

b. Personnel who were previously discharged or separated from active Marine Corps service after 30 April 1954 are not eligible for reenlistment without prior approval of the Commandant of the Marine Corps (Code DP) if their report of separation from the Armed Forces (DD Form 214) does not contain the remark "Recommended for Reenlistment."

4. Security Restrictions

a. No person will be accepted for reenlistment who refuses or fails to complete fully a loyalty certificate, or who makes entries thereon which disclose derogatory information, without specific authority from the Commandant of the Marine Corps (Code DP).

b. No person will be accepted for reenlistment who was last discharged pursuant to the Military Personnel Security Program regardless of the character of discharge.

5. Inductees

a. Induction standards are prescribed by the Secretary of Defense.

b. No inductee will be discharged from his inductee status to enlist in the Marine Corps who does not meet the requirements for reenlistment in the Marine Corps.

6. Procedure for Requesting Service Beyond 20/30 Years Active Service

a. Requests for service beyond 20/30 years active service submitted pursuant to the Marine Corps Manual, paragraphs 1133.3d and 3e must be received at Headquarters Marine Corps not less than 3 months nor more than 6 months prior to the expiration of the current enlistment or extension thereof. The designated period of submission may be disregarded in the event special assignment is contingent on such reenlistment. In such cases, the reason for such action will be contained in the request. A definite recommendation will be included in the commanding officer's endorsement.

b. For corporals and below, commanding officers will forward copies of pages 3, 11, 12 and if applicable, 13 of the individual's current service record book with the request.

2206 VOLUNTARY EXTENSIONS OF ENLISTMENT

1. Except as provided in the following paragraphs, any enlisted person, excluding Marine Corps Reservists, Status Code "K" and "H", who is qualified for reenlistment and whose retention in the service is desirable may voluntarily extend his enlistment.

2. Length of Extension

a. Voluntary extensions of enlistment will be for periods of 3 months, 6 months, 9 months, 1 full year, 2 full years, 3 full years or 4 full years.

b. Extensions for less than 1 full year shall be authorized only when in the best interests of the Marine Corps.

3. Number of Extensions

a. No more than two voluntary extensions of any duration will be permitted on any one enlistment.

b. The total of both extensions will not exceed 4 years.

c. An individual who has completed 19, 20, 23, 26 or 29 years of active Federal Service may extend his enlistment for a third time for a period of 1 year, provided the total of all extensions does not exceed 4 years.

d. Other restrictions on extensions beyond 20 or 30 years service are contained in the Marine Corps Manual, paragraph 1133.

(1) Administrative procedures for requesting an extension of current enlistment for service beyond 20/30 years active service are the same as those prescribed for reenlistment for the same purpose. (See subpar. 2205.6.)

4. Effective Date of Extensions

a. A voluntary extension must be executed prior to or on the date of expiration of enlistment; otherwise it is not valid.

b. An agreement to extend enlistment becomes a legal document on the day it is subscribed and sworn to; this is known as the date of execution which must be prior to the effective date. The effective date is the date on which the extension commences.

c. An extension of enlistment commences on the day after the date of expiration of enlistment or extension thereof. Time lost due to sickness misconduct must be made good before an extension becomes effective.

5. Cancellation of Extension Agreement

a. Commanders are authorized to cancel an agreement to extend enlistment prior to its effective date under the following circumstances:

(1) The individual's conduct or physical condition so warrants.

(2) When closing out the individual's service record because of desertion.

(3) When the individual requests cancellation for the purpose of reenlisting and, upon expiration of enlistment, executes an enlistment contract for any authorized period of enlistment, but not less than the term of the extension agreement.

(4) When an individual who extends his enlistment for a special reason, as shown on his extension agreement, so requests, provided the following conditions exist:

(a) The individual, through no fault of his own, has failed to receive the benefits for which he extended.

(b) No official notification or guarantee of any kind has been received which would assure future receipt of such benefits.

b. A legal extension of enlistment will not be canceled:

(1) After it has commenced.

(2) Because an individual, who has extended for the purpose of attending a service school, is dropped from the course due to lack of application or for misconduct.

c. Cancellation of an extension agreement is not a bar to the execution of another extension agreement, provided the individual is eligible.

6. The consent of parent(s) or legal guardian(s) of all men under 18 years of age and all women under 21 years of age at the time of extension of enlistment is required. The extension will not be subscribed and sworn to until an extension of the original Consent, Declaration of Parent or Legal Guardian (DD 373) has been obtained.

a. The extension of consent will be prepared by the activity effecting the

extension and will in general conform to the format indicated below:

"I/We having previously consented to the enlistment of (insert grade, name and service number) for a period of ( ) years which commenced on (date of enlistment) do hereby further consent to an extension of this enlistment for a period of___years/months for which he/she has made voluntary application.

_____
(Signature of Parent or Guardian)

_____ _____
Signature of Witness (Signature of Parent or Guardian) (if applicable)"

b. The above certificate will be sent to the parent(s) or guardian(s) who consented to the original enlistment as indicated on DD Form 373. Where such action is not possible for reasons of death, etc., the form may be executed by the surviving parent or present guardian, and the wording of the form modified to fit the circumstances.

c. The form may be witnessed by a notary public or a member of the Recruiting Service. The form may be forwarded directly to the parent(s) or guardian(s) with appropriate instructions or via the appropriate Recruiting Station.

d. The certificate will be completed in duplicate when executed by the parent(s) or guardian(s) and attached to the original and duplicate of the extension of enlistment.

2207 INVOLUNTARY EXTENSIONS AND RETENTIONS

1. In addition to voluntary agreements to extend enlistment, the retention of a person or the extension of his enlistment beyond the normal date of expiration of his enlistment is authorized under certain circumstances. In such cases, the date of expiration of enlistment is postponed, either for a definite or indefinite period.

2. Whenever an individual is so retained or his enlistment so extended, the reason and authority therefor will be entered on page 11 of the service record book in accordance with paragraph 15115.

3. Occasions for Involuntary Extension, or Retention

a. For duration of war or national emergency

(1) The enlistments of all persons in the Regular Marine Corps may be involuntarily extended by the Secretary of the Navy in the event of war or national emergency proclaimed by the President, for such additional time as the Secretary may deem necessary in the public interest, but not later than 6 months after termination of the war or national emergency.

(2) Unless sooner determined by the Secretary of the Navy, all enlistments and periods of obligation in the Marine Corps Reserve in force at the beginning of a war or national emergency declared by the Congress or entered into during the existence of such war or national emergency, which otherwise would expire, shall continue in force until 6 months after termination of the war or national emergency, whichever is later.

(3) A person whose enlistment is extended under the provisions of subparagraphs (1) or (2), above, may, while serving on such involuntary extension, voluntarily reenlist. The effective date of such reenlistment will be the date the oath of enlistment is administered.

b. For enlisted personnel undergoing or awaiting trial

(1) When action is initiated with a view to trial because of an offense committed by an individual prior to termination of his enlistment, or extension thereof, even though the term of enlistment may have expired, he may be retained in the service for trial to be held after his period of service would otherwise have expired.

(2) An individual may not be held beyond the term of his enlistment for the purpose of being a witness at a court-martial.

c. For enlisted personnel serving on a ship at sea

(1) An individual serving on a ship at sea on the date of expiration of enlistment will be retained in the service until arrival at the next port.

(2) An individual serving on board a ship outside the continental limits of the United States on the date of expiration of enlistment may be retained in the service until return of the ship to a continental port of the United States. Retention for return to the United States may be effected upon request of the individual concerned, or may be effected by the senior officer present afloat, if, in his opinion, retention is essential to the public interests.

(3) Instructions relating to separations within and outside the continental United States are contained in paragraph 13300.

d. Enlisted personnel undergoing medical treatment

(1) An individual on active duty, hospitalized or in need of medical care as a result of disease or injury incurred in line of duty and not due to misconduct, will, with his consent be retained on active duty beyond the date of expiration of active service until he is able to meet the physical requirements for release from active duty, discharge, or reenlistment, or until it is determined that recovery to such an extent is impossible, whichever is earlier. Tacit consent may be assumed for retention in the service beyond the expiration of enlistment in cases of mental incompetency or physical incapacity. Further retention may be authorized in meritorious cases upon proper recommendation accompanied by supporting facts.

(2) A person on active duty whose period of active service expires while under treatment for disease or injury incurred not in line of duty, or which is the result of his own misconduct, may not be extended under the provisions of subparagraph (1), above. Such cases should be brought before a medical board for recommendation as to disposition at a time which will permit action thereon to be taken prior to the normally scheduled date of expiration of enlistment. If it is determined by the board of medical survey that the person is not physically fit for service or reenlistment and the report of the medical board is approved by the appropriate authority, personnel will normally be discharged for disability rather than expiration of enlistment.

e. Personnel found physically disqualified for discharge at the time of expiration of enlistment will be retained in the service and their accounts will not be closed until disposition of the case has been made by the medical officer.

2208 DELETED (Ch. 9)

2209 RECORDS

1. Instructions concerning the preparation of reenlistment and extension records are contained in chapter 15, and in other current directives.

2210 PLACE OF TRANSFER

1. Personnel reenlisted in the Marine Corps will be retained or transferred in accordance with current directives.

2211 MOBILIZATION

1. Effective M-day, the provisions of paragraph 2206 and subparagraphs 2207.3b, c, d, and e are suspended and voluntary extensions of enlistment are not authorized. Voluntary extensions which were executed prior to M-day shall not be disturbed. M-day is defined in the current Marine Corps Mobilization Capabilities Plan.

PART F: RECALL

2250 GENERAL

1. General provisions relative to recall to active duty of Reserve and Retired personnel, officer and enlisted, are contained in paragraph 1141, Marine Corps Manual.

2. Instructions for effecting recall of personnel will be promulgated by the Commandant of the Marine Corps as required.

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CHAPTER 3

CLASSIFICATION OF MILITARY PERSONNEL

PART A: GENERAL

3000 SCOPE AND OBJECTIVE

1. This chapter contains the instructions, procedures, and regulations for implementing the classification system set forth in the Marine Corps Manual, subparagraph 1200.1.

2. Except as specifically authorized in this chapter and by current directives, commanders are required to obtain approval of the Commandant of the Marine Corps prior to assigning, changing, or voiding a primary or additional MOS of any officer.

3. As used in this chapter, the authority granted to "Commanders" is intended to apply to those officers whose command contains a basic personnel section as defined in paragraph 1051, unless a higher echelon in the military chain of command directs the suspension of classification authority at the basic personnel section level.

4. Prior to exercising the authority contained herein, commanders should consult the MCOP1200.7, MOS Manual for the purpose of reviewing the MOS description and qualification requirements pertinent to the MOS involved.

3001 CLASSIFICATION INSTRUMENTS

1. Reference Materials

a. The Military Occupational Specialty Manual (MOS Manual) provides a uniform method for identifying jobs and qualifications of personnel. It outlines the essential duties and tasks for each military occupational specialty required. The MOS Manual will be used as the source of information for classifying the military qualifications of personnel.

b. Marine Corps directives, pertaining to the classification system.

2. Interview. A classification interview is a planned and controlled conversation conducted by qualified personnel for the purpose of obtaining information to be used in conjunction with classification test results for the proper classification of personnel. The conduct of interviews is discussed in part D.

3. Testing. Classification tests and special tests prescribed by the Commandant of the Marine Corps will be utilized to obtain a more valid evaluation of an individual's abilities and aptitudes than can be obtained from an interview alone. Testing will be conducted in accordance with the instructions contained in part D.

3002 DEFINITIONS

1. Classification. Personnel classification is the process of obtaining, identifying, recording and continuously evaluating the military qualifications of personnel. Classification entails interviewing, reviewing records, testing, classifying military qualifications, and preparing and maintaining qualification records.

2. MOS Structure. A complete explanation of the MOS structure, categories, and definitions of classification terms applicable thereto is contained in part I of the MOS Manual.

3003 CLASSIFICATION OF MILITARY QUALIFICATIONS

1. Classification of military qualifications consists of assigning, changing, voiding and converting military occupational specialties in order to accurately identify each individual's current qualifications.

2. All military skills will be carefully evaluated, and proficiency in the performance of the qualification requirements of an MOS will be identified by the assignment of the appropriate MOS. Inasmuch as certain MOSs obviously involve higher level of qualification requirements; e.g., that of a radio technician as compared to a radio operator, an individual will be assigned that MOS which reflects the highest qualification level.

3. MOSs are assigned as primary and additional.

a. The primary MOS assigned to an individual should identify his most significant qualifications.

b. Additional MOSs may be assigned to identify other qualifications which are significant but different from those identified by the primary MOS. These MOSs may be within the same, or from different, occupational fields as that of the primary MOS.

4. Some billets may require only a portion of the qualification requirements of an MOS, therefore, the fact that an individual is satisfactorily performing duties of that billet does not necessarily qualify him for the MOS.

5. In all cases, the assignment of MOSs will be made in accordance with the instructions contained in part B or part C, as applicable.

3004 PERSONNEL TO BE CLASSIFIED

1. Each officer and enlisted Marine will be classified and NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed, prepared. Each officer up to and including the grade of lieutenant colonel and each enlisted Marine shall be administered appropriate classification tests as listed in paragraph 3153 and NAVMC 118(8)-PD, Classification and Assignment Test Results, produced for all personnel so tested.

2. An individual without prior service who is inducted, enlisted, or appointed to officer grade in the Marine Corps or Marine Corps Reserve will be classified as soon as practicable after entry, or at the first organization to which the individual reports for duty or training.

3005 PERSONNEL TO BE RECLASSIFIED

1. Personnel with prior service in the Marine Corps or Marine Corps Reserve who are inducted, enlisted, reenlisted, or appointed to officer grade in the Marine Corps or Marine Corps Reserve will be reclassified by the organization effecting the reenlistment or appointment provided records are available. Otherwise, reclassification will be effected at the first organization to which they report for duty or training.

3006 CONVERSION OF MOSs

1. Changes in MOSs with respect to job description, numerical code (MOS), or title may necessitate conversion of such MOSs to a current authorized MOS. Changes to the MOS Manual will be issued as required, and each change published will include a conversion table indicating the MOSs affected. Commanders will take appropriate administrative action on the effective date of the change.

3007 RECORDING AND REPORTING CLASSIFICATION INFORMATION

1. Instructions for the recording of classification information in the officer qualification records or the enlisted service record books are contained in paragraphs 15112 and 15161.

2. Instructions for the recording of classification information on the individual record card and reporting such information on the unit diary are contained in chapter 16 of this manual.

3008 IDENTIFICATION

1. All correspondence addressed to the Commandant of the Marine Corps concerning an individual's MOS or classification tests of any type will include:

a. Grade.

b. Individual's name and Jr., Sr., II, etc.

c. Service number.

d. Present MOS(s).

e. Component.

PART B: OFFICERS

3050 GENERAL

1. The military qualifications of all officers shall be classified as prescribed in this part, the MOS Manual, and the Marine Corps Manual. For the purposes of this part, the term "officer" includes commissioned and warrant officers.

3051 ASSIGNING PRIMARY MOSs

1. The primary MOS of an officer shall be the MOS appropriate to his category as described in the MOS Manual and which identifies his most significant qualifications in terms of the needs of the service and effective personnel management. Due consideration will also be given to such other factors as:

a. Formal school training specifically related to duties reflected in an MOS.

b. The duties performed by the officer.

c. The duty assignment policy for officer personnel.

d. The MOS preference of the officer.

2. The initial assignment of a primary MOS will be made by the Commandant of the Marine Corps.

3. The following special instructions are prescribed for the assignment and/or voiding of MOSs and identification codes of the below listed officers:

a. General Officer: Commanders will assign the appropriate identifying and reporting code when an officer accepts appointment to the grade of brigadier general. General officers are not assigned additional MOSs.

b. Colonel: Commanders will, upon an officer's acceptance of appointment to the grade of colonel, assign the appropriate MOS or identifying and reporting code as primary and a maximum of two of the most significant MOSs held prior to appointment, as additional.

c. Inactive Duty Officers: Commanders will assign an appropriate basic MOS in lieu of the "Basic Officer" identifying and reporting code to those inactive duty officers whose records indicate an entrance level aptitude or potential in an occupational field.

3052 CHANGING PRIMARY MOSs

1. Commanders will, except in the case of Class III officers on inactive duty, and when otherwise directed in specific cases, change the basic MOS of an officer to an MOS which is in the same occupational field and is authorized for assignment as primary for the category of the officer concerned, provided:

a. The officer has completed a course of instruction which specifically qualified him to perform the duties of the MOS, or

b. The officer has demonstrated proficiency in the duties of the MOS and is considered fully qualified to perform in a billet of the MOS at his current grade.

2. In the event an officer is not considered qualified for an MOS other than the basic MOS after performance of duties in an occupational field for a period of 6 months while on active duty, the commander will report the circumstances to the Commandant of the Marine Corps (Code DF). Such reports shall contain a specific recommendation for:

a. Retention of the officer in present duties for further on-the-job training, or

b. Training of the officer in another occupational field.

3. The officer concerned shall be given an opportunity to make a statement in regard to an unfavorable report (par. 15000.3a(1) and U.S. Navy Regulations, article 1701.8(a)).

3053 VOIDING PRIMARY MOSs

1. Commanders will not void the primary MOS of an officer without prior approval of the Commandant of the Marine Corps except as provided in paragraphs 3051 and 3052 and current directives.

2. A request for authority to void an officer's primary MOS shall contain the reasons therefor and the commander's recommendation for assignment of a new primary MOS.

3054 ASSIGNING, CHANGING AND VOIDING ADDITIONAL MOSs

1. Commanders will not assign, change, or void an additional MOS of an officer without prior approval of the Commandant of the Marine Corps except as provided in paragraph 3051 and current directives. Except for Class II reservists a basic MOS is not assigned as an additional MOS.

2. A maximum of two additional MOSs may be assigned to each officer except as stated in subparagraph 3051.3 with the more significant MOS appearing as the first additional MOS. The assignment, subsequent change, or voiding of additional MOSs will be effected, giving consideration to the factors governing the assignment of a primary MOS as contained in subparagraph 3051.1.

3100 GENERAL

1. Commanders are authorized to classify the military qualifications of enlisted personnel in accordance with the policies and procedures prescribed in this part, the MOS Manual and the Marine Corps Manual.

2. Authority to classify recruits may be delegated to classification and assignment officers.

3. The approval of the Commandant of the Marine Corps must be obtained prior to:

a. Changing, voiding or converting primary or additional MOSs that were assigned as a result of satisfactory completion of a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps.

b. Changing, voiding or converting any primary or additional MOS which is designated as an authorized Proficiency Pay (Specialty) MOS as listed in directives of the 7200 series of the Marine Corps Directives System.

c. Changing, voiding or converting a primary or additional MOS that is designated as a "Short" MOS as defined in directives of the 1220 series of the Marine Corps Directives System.

d. Changing, voiding or converting a primary or additional MOS that requires approval of the Commandant of the Marine Corps as indicated in the MOS Manual, or as published by a separate directive.

e. Changing to a primary or additional MOS that requires completion of a school for which quotas are established and allocated by the Commandant of the Marine Corps as a prerequisite for assignment.

4. The restrictions imposed by subparagraphs 3a, b and c, above, are automatically waived and such MOSs will be changed without the approval of the Commandant of the Marine Corps in the following instances:

a. When a Marine's MOS should be changed to a higher level MOS than the terminal grade of his present primary MOS; i.e., when he meets the specified requirements for promotion, the commander will change his primary MOS to the higher level MOS for which he is qualified within the same occupational field and which indicates increased proficiency and qualifications over and above that indicated by his former MOS subject to the restrictions imposed by subparagraph 3101.2.

b. Upon completion of a course of instruction for which the Commandant of the Marine Corps allocates quotas, provided the instruction specifically qualifies the Marine for a more technical MOS within the same occupational field than the one assigned at the onset of the training.

c. Upon receipt of official notification that a gunnery sergeant has been selected for first sergeant, the MOS will immediately be changed to 9999. If, upon receipt of DD Form 216 MC, Certificate of Appointment to the grade of first sergeant, the commanding officer returns it to the Commandant of the Marine Corps, as outlined in paragraph 6255, all previous MOSs held prior to selection will be restored.

d. In accordance with the instructions contained in the Marine Corps Directives System applicable to Marine Corps reservists not on active duty.

5. In the event it is considered desirable to change an individual's primary MOS between two categories of MOSs either of which require the approval of the Commandant of the Marine Corps, requests therefor will be addressed to the Commandant of the Marine Corps (Code DF). Occasions would be, but are not, limited to the following:

a. When necessary to resolve which MOS will be assigned as primary if the Marine completes two courses of instruction for which the Commandant of the Marine Corps allocated quotas, if the courses of instruction involve two unrelated formal schools.

b. From a "Proficiency Pay (Specialty)" or "Short" MOS to a school trained MOS.

c. When it is considered desirable to change a primary MOS from an MOS assigned as the result of the completion of a course of instruction for which the Commandant of the Marine Corps allocated quotas, to one which has been designated as a "Proficiency Pay (Specialty)" or "Short" MOS.

d. When it is considered desirable to change a primary MOS designated as a "Short" MOS to one designated as a "Proficiency Pay (Specialty)" MOS, or vice versa.

3101 ASSIGNING PRIMARY MOSs

1. Each enlisted Marine shall be assigned a primary MOS. The MOS assigned will identify the billet for which the Marine is best qualified. Prime consideration shall be given to the following factors:

a. Satisfactory completion of a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps.

b. The needs of the Marine Corps as promulgated periodically by separate directive.

c. Satisfactory completion of courses of instruction for which the Commandant of the Marine Corps does not allocate quotas or the completion of correspondence courses.

d. The Marine's civilian education, experience, aptitudes and capabilities.

e. The duty assignment policy for enlisted personnel.

f. The duty preference of the Marine.

2. The primary MOS shall be an MOS which exists at the grade of the Marine, or at the grade to which the Marine is eligible for promotion with three exceptions:

a. Master sergeant's and gunnery sergeant's MOSs will be changed when they have been selected for promotion as required.

b. In the case of a private or private first class, the primary MOS may be an MOS which exists at the lance corporal level, despite the fact that the Marine is not eligible for promotion.

c. Sergeants in occupational field 03 eligible for promotion will retain the MOS in which presently qualified. Their MOS will be changed to 0369 only upon promotion to staff sergeant.

3. A basic MOS identifies entrance level aptitude, a potential in the occupational field, and a requirement for training in a primary MOS of the occupational field. Except for Class II reservists, it is not assigned to individuals as an additional MOS. The assignment of a basic MOS in an occupational field as a primary MOS shall be based on such considerations listed in subparagraph 1, above, as are applicable.

4. A Marine who, upon recruit enlistment for general duty in the Marine Corps or Marine Corps Reserve, is to be immediately assigned to active duty and is required to undergo recruit training will not be assigned a primary MOS until such training has commenced. Until that time, the basic identification code will be used for reporting and accounting purposes. Upon completion of recruit training, and prior to transfer or assignment to duty, the Marine will be assigned as primary to the basic MOS in an appropriate occupational field.

5. A Marine, upon enlistment in the Six Months Training Program of the Organized Marine Corps Reserve, who is not immediately ordered to active duty for training, will be assigned the basic identification code for reporting and accounting purposes. Six-month trainees who are members of Organized Marine Corps Reserve aviation units will be assigned a basic primary MOS

of 6400, Basic Aircraft Maintenance Man, prior to being ordered to active duty for training. During recruit training these six-month trainees may be assigned such other basic aviation MOS as may be appropriate based on the needs of the Marine Corps. All other Organized reservists, when ordered to active duty for training, will not be assigned an MOS other than the basic identification code until after commencement of recruit training.

6. A Marine who, upon initial enlistment in the Marine Corps Reserve for other than the Six Months Training Program, is ordered to inactive duty will be assigned as primary the basic MOS in an appropriate occupational field when enlisted, if he has had any training or experience which indicated aptitude for duty in a specific field. Otherwise, he will not be assigned a primary MOS until interviewed and his qualifications have been established by the commander. Until that time, the basic identification code will be used for reporting and accounting purposes.

7. A Marine who reenlists for general duty in the Marine Corps or Marine Corps Reserve within 24 hours after discharge will retain his primary MOS. The authority that initially assigned the primary MOS will be recorded in the new service record book.

8. A Marine who reenlists for general duty in the Marine Corps or Marine Corps Reserve after separation from the service in excess of 24 hours will retain his primary MOS, provided that MOS exists at the grade to which the Marine is reappointed. If the primary MOS held at the time of discharge does not exist at the grade to which reappointed, the Marine will be reassigned as primary an appropriate MOS which is in the same occupational field and which exists at his grade. In the event an appropriate primary MOS cannot be determined, the case will be referred to the Commandant of the Marine Corps (Code DF). Pending action by the Commandant, the basic identification code will be used for reporting and accounting purposes.

9. A Marine, entering upon an enlistment or reenlistment approved by the Commandant for a specific type of duty, shall be assigned as primary the MOS for which enlisted or reenlisted. Such assignment will be made when the Marine enlists or reenlists.

10. A Marine whose primary MOS has been voided may be assigned as primary any MOS:

a. Which is in the same occupational field, and

b. Which exists at the grade of the Marine, and

c. For which the Marine is considered fully qualified. If the Marine is not qualified for any MOS which is in the same occupational field and which exists at his grade, the case will be referred to the Commandant of the Marine Corps (Code DF). Pending action by the Commandant, the basic identification code will be used for reporting and accounting purposes.

11. Commanding officers may request that a Woman Marine be assigned a primary MOS normally restricted to male Marines when it is determined that she possesses special skills for the assignment of that MOS. A request of this nature will be forwarded to the Commandant of the Marine Corps (Code DF) for decision.

3102 CHANGING PRIMARY MOSs

1. Commanders will change a Marine's primary MOS when he has completed a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps based on the following criteria:

a. Instructions contained in the course of instruction assignment directive.

b. Specific MOS for which trained.

c. The course of instruction qualifies the Marine for a more technical MOS than the one assigned at the onset of the training.

d. The MOS exists at the current grade of the Marine or at the grade for which he has become eligible for promotion except as noted in subparagraph 3101.2.

e. Separate instructions issued by the Commandant of the Marine Corps based on the current needs of the Marine Corps.

2. Commanders will change a Marine's primary MOS to the basic MOS in the occupational field to which assigned for retraining, except in those cases when the assignment will not involve a change in occupational field, regardless of the grade of the Marine, in accordance with the policies and procedures prescribed in paragraph 4108. If the retraining assignment involves a change in occupational field, the previous primary MOS should normally be retained as a first additional MOS. When the required proficiency level has been attained either through formal school training or on-the-job training, commensurate with the grade currently held, the commander will assign the primary MOS for which retrained.

3. Commanders will change the primary MOS of a Marine below the grade of lance corporal from the basic MOS to any other MOS which is in the same occupational field and which exists at the lance corporal level when he has demonstrated qualifications for MOS by actual performance on the job. Commanders will continually review records of personnel with basic MOSs with a view to assigning an MOS above the basic level immediately upon individual qualification.

4. When a Marine is assigned duties within an occupational field, but not specifically related to his primary MOS, his primary MOS will not be changed, until such time as he has acquired proficiency within the proposed MOS to warrant the assignment of the new MOS as either primary or additional. (Example Mortar Man, MOS 0341/none/none assigned duties as Ontos Crewman, MOS 0353 retains MOS 0341 as primary until qualified as an 0353. Upon qualification as an 0353 his MOS spread would be changed to either MOS 0353/0341/none or MOS 0341/0353/none.)

5. Commanders may change a Marine's primary MOS to any other which is in the same occupational field and which exists at the pay grade of the Marine or to a grade for which he is eligible for promotion, subject to the restrictions imposed in subparagraphs 3100.5 and 3101.2 based on the following criteria:

a. Completion of a course of instruction for which the Commandant of the Marine Corps does not allocate quotas, provided the instruction specifically qualifies the Marine for a more technical MOS than the one assigned at the onset of the training.

b. Demonstration of the qualification requirements of an MOS by actual performance in a billet.

c. When, through the successful completion of correspondence courses, or other endeavors, the new MOS will identify qualification requirements attained by the Marine that show a higher degree of ability or knowledge than the current MOS held.

d. The change of MOS of members of the Marine Corps Reserve not on active duty does not require voiding of an MOS identifying a military skill obtained through formal training while on active duty.

6. Commanders may change a Marine's primary MOS from the basic MOS in an occupational field to the basic MOS in any other occupational field to which the Marine is assigned for duty except for assignment to duty in billets not identified by a primary MOS; e.g., Corrections Man, Projectionist 35mm, etc. The provisions of this paragraph are not applicable to Marines in retraining assignments.

7. General officers in command and Directors of Marine Corps Districts are authorized to change primary MOSs above the basic level from one occupational field to another, subject to the restrictions set forth in subparagraph 3100.3. In all cases, a copy of all documents that instigated and approved the reclassification action will be forwarded to the Commandant of the Marine Corps (Code DGH) for record purposes.

8. The authority contained in subparagraph 7, above, may be delegated by these commanders to any echelon of their command as deemed appropriate.

9. A change of primary MOS during a period when an individual is serving in a category "B" MOS is not considered to be in the best interest of the Marine Corps or the individual Marine, therefore, it is prohibited.

10. A request for authority to change primary or additional enlisted MOSs in any case not covered herein, will be submitted to the Commandant of the Marine Corps (Code DF).

3103 VOIDING PRIMARY MOSs

1. Commanders will void a Marine's primary MOS for cause when:

a. His special designation, such as Marine Corps postal clerk, is revoked due to unsatisfactory service or disciplinary action, or

b. He proves unsatisfactory for the MOS due to physical disability or incompetence. In case of physical disability, the procedures outlined in the current Marine Corps Order (6110 series) concerning physical profiling of male personnel will be used as a guide for reclassification action.

c. He is promoted above the terminal grade of the MOS, or

d. He is reduced below the initial grade of the MOS, except that a Marine reduced to private, or private first class, and who prior to reduction was assigned a lance corporal MOS as primary will retain such MOS, unless the reduction was for reasons set forth in subparagraphs a or b, above.

2. A request for authority to void a primary MOS of a Marine in any case not covered by this paragraph will be submitted to the Commandant of the Marine Corps (Code DF), or to a commander listed in subparagraph 3102.7, if appropriate, and will contain the reasons therefor and recommendation for assignment of a new primary MOS (see subpar. 3101.10).

3104 ASSIGNING ADDITIONAL MOSs

1. Each Marine may be assigned a maximum of two additional MOSs. Such MOSs will identify qualifications for assignment to billets which are not identified by the primary MOS. The individual must be considered as fully qualified for the assignment of the additional MOS as he is for the assignment of the primary MOS.

2. Commanders will assign as the first additional MOS, a category "B" MOS, which is appropriate for the grade of the Marine, upon successful completion of a course of instruction which qualified him for a category "B" MOS.

3. Commanders may assign as additional any MOS which is above the basic level and which is appropriate for the grade of the Marine, when:

a. He has completed a course of instruction which specifically qualified him for the MOS, or

b. He has demonstrated qualifications for the MOS by actual performance on the job in present grade, or

c. Available records indicate that he was qualified for the MOS at the time of discharge.

4. In the case of a private or private first class, the additional MOS may be an MOS which exists at the lance corporal level, despite the fact that the Marine is not eligible for promotion.

3105 CHANGING ADDITIONAL MOSs

1. Commanders are authorized to change an additional MOS of a Marine to any other which is above the basic level, and which exists at the grade of the Marine, when:

a. He has completed a course of instruction which has qualified him for the MOS, or

b. He has demonstrated qualifications by actual performance on the job in present grade.

c. See subparagraph 3100.3 for additional restrictions on changing additional MOSs.

3106 VOIDING ADDITIONAL MOSs

1. Commanders will void an additional MOS of a Marine, for cause, when:

a. He is promoted above the terminal grade of the MOS, or

b. He proves unsatisfactory for the MOS due to physical disability or incompetence, or

c. His special designation is revoked for reason of unsatisfactory service, or disciplinary action, or

d. He is reduced below the initial grade of the MOS, except that a Marine reduced to private or private first class, and who prior to reduction was assigned a lance corporal level MOS as additional, will retain such MOS unless the reduction was for reasons outlined in subparagraphs b or c, above, or

e. His degree of qualification, as determined by the commander is below the minimum required for the assignment of the MOS as outlined in the MOS Manual. This action is authorized provided the MOS is not one that requires the approval of the Commandant of the Marine Corps prior to assignment, changing or voiding.

f. See subparagraph 3100.3 for additional restrictions on voiding additional MOSs.

PART D: CLASSIFICATION INTERVIEWING AND TESTING--OFFICERS AND ENLISTED PERSONNEL

3150 PURPOSE

1. The purpose of classification testing is to identify an individual's military assignment potential; to provide a measure of an individual's general mental ability, and to measure an individual's specific aptitude for a given requirement.

2. Initial Classification. Initial classification includes all classification actions accomplished by the recruit depots and the Organized Marine Corps Reserve. It includes testing, interviewing, analysis of test and interview results culminating in a recommended individual job-area assignment. The objective is to identify military potential and to match this potential with existing Marine Corps manpower requirements.

3. Field Classification. Field classification includes all classification actions effected subsequent to initial classification. Field classification is accomplished at all administrative levels of the Marine Corps. Its primary objectives are:

a. Assignment of individual Marines to specific table of organization billets, based on military potential and the billet requirements of the organization.

b. The intelligent reclassification, retraining or reassignment to assure the effective use of personnel consistent with individual military potential and the overall skill requirements of the Marine Corps.

3151 INTERVIEWING

1. Interviews will be utilized to obtain information pertaining to the abilities, skills and aptitudes which are necessary for the effective classification of the individual Marine, and for the preparation or verification of NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed.

2. The success of the classification interview depends upon the skill of the interviewer, the degree of his preparation, and the manner in which the interview is conducted. Preparation requires a thorough knowledge of reference materials pertinent to the field of classification and attention to the physical details under which the interview is conducted. The interviewer must control the interview at all times, not in a domineering manner but with well-worded questions directed towards the desired goal.

3. A classification interview will be conducted whenever it is necessary to prepare a new NAVMC 118(8a)-PD. Normally the interview will be conducted at the first organization in the Marine Corps or Marine Corps Reserve to which the individual is assigned or reports for duty or training after induction, enlistment, reenlistment or appointment to officer grade.

4. Classification information contained on NAVMC 118(8a)-PD will be verified through interview:

a. Within 10 days after an individual reports to a new permanent duty station.

b. Within 10 days prior to the date of discharge (except in the case of Class III reservists on inactive duty), release from active duty or reenlistment.

c. During the annual administrative audit of individual records except in the case of Class III reservists on inactive duty.

3152 AUTHORITY FOR TESTING

1. Regular Establishment. The commanding generals of the Marine Corps Recruit Depots are authorized to administer the Basic Classification Test Battery of the Aptitude-Area Classification Test to recruits. The commanders listed below are authorized to administer and score the Field Classification Test Battery of the Aptitude-Area Classification Test, and other classification tests, as listed in

paragraph 3153. This authority includes the approval or disapproval of retests (see par. 3155) for personnel on active duty. This authority may be further delegated by these commanders to division, wing or force troops level or to commanders at the battalion/group level geographically separated from the parent command, as appropriate:

Commandant, Marine Corps Schools, Quantico
Commanding General, Fleet Marine Force, Atlantic
Commanding General, Fleet Marine Force, Pacific
Commanding General, Marine Corps Base, Camp Lejeune
Commanding General, Marine Corps Base, Camp Pendleton
Commanding General, Marine Corps Base, Twentynine Palms, California
Commanding General, Marine Corps Recruit Depot, Parris Island
Commanding General, Marine Corps Recruit Depot, San Diego
Commanding General, Marine Corps Air Bases, Western Area, El Toro
Commanding General, Marine Corps Air Bases, Eastern Area, Cherry Point
Commanding General, Marine Corps Supply Center, Barstow
Commanding General, Marine Crops Supply Center, Albany

a. The delegation, by the above commanders to division, wing, force troops or battalion/group level does not relieve the delegating commanders of the responsibility for accountability of testing materials nor will a separate testing account of the subordinate command be maintained at Headquarters Marine Corps.

b. Commands not under the administrative control of the above commanders, or their subordinate commands who have been delegated testing authority, are authorized to establish liaison with the commands holding testing authority, for the purpose of administering classification tests/retests. Commands delegated testing authority are encouraged to administer tests/retests, or furnish tests for administration to personnel of commands not under their administrative control, but which are in close proximity to them. No expense to the Government is authorized for these purposes. The decision of the command holding the testing authority is paramount concerning whether or not a request for administering tests/retests will be approved. Commands disapproving requests for testing/retesting from units not administratively subordinate to them will forward the request to the Commandant of the Marine Corps (Code DFM) indicating their reason for disapproval.

2. Reserve Establishment. The commanders listed below are authorized to approve, administer and score tests/retests for active duty personnel of their commands and for members of the Marine Corps Reserve on inactive duty when a minimum score is an established prerequisite for a specific program, provided the individual is otherwise fully qualified and recommended for the program. The actual administration and scoring of classification testing may be delegated to other subordinate commanders; no separate testing accounts will be maintained at HQMC however.

Commanding General, Marine Air Reserve Training Command
Directors, Marine Corps Districts

Commanders not under the administrative control of the above commands, but in close proximity thereto, are authorized to establish liaison with the above commands for the purpose of classification testing, as outlined in subparagraph 3152.1b, above.

3. Requests for authority to administer classification tests/retests to personnel of commands not under the cognizance of a commander as listed above

and unable to obtain classification testing service from a command holding classification tests, shall be submitted to the Commandant of the Marine Corps (Code DFM) for approval. Approved requests will serve as automatic requisitions for the required test material.

3153 CLASSIFICATION TESTS AND ADMINISTRATION OF CLASSIFICATION TESTS

1. Classification test scores should not be used as qualifying standards in promotion programs which are based on demonstrated performance; they may be used however as prerequisites or screening aids in selecting personnel for training or special programs.

2. Each test used in the classification program will be administered under the direct supervision of an officer or an enlisted person who is thoroughly familiar with classification testing procedures. Tests shall be administered in strict compliance with the instructions applicable for each test.

3. General Classification Test (GCT). The Commandant, Marine Corps Schools, Quantico, Virginia and the Commanding Officer, Marine Aviation Detachment, Pensacola, Florida, are the only commands authorized to maintain General Classification Test material on a permanent basis. The GCT is to be administered to officers, subject to the provisions of subparagraph 3004.1 and to personnel actually undergoing training which leads to commissioned status. The GCT will not be administered to enlisted personnel except as stated above. To eliminate GCT testing for enlisted personnel undergoing officer training who qualified for a commissioning program under an Aptitude-Area Classification Testing requisite, the following procedure will apply on a machine produced service record book page described in paragraph 3154. The A-A "VE" score will be printed in the GCT "RV" space. The A-A "AR" and "PA" scores will be printed in the GCT "AR" and "PA" spaces, respectively. N/A will be entered in the GCT "AC" space. In the GCT space will be entered the score attained by adding the A-A "VE," "AR" and "PA" scores and dividing such score by three. A printed footnote at the bottom of the machine printed page will indicate that these scores were derived from the Aptitude-Area Classification Test Battery.

a. The test is comprised of four separate tests as follows:

Reading and Vocabulary (RV)

Arithmetic Computation (AC)

Arithmetic Reasoning (AR)

Pattern Analysis (PA)

b. The overall General Classification Test Score is arrived at through computation instructions contained in the GCT Manual.

4. The Aptitude-Area Classification Test (A-A). The Aptitude-Area classification concept was developed through intensive research in the aptitudes of military personnel, better understanding of military job requirements and the validation of new testing instruments. It envisions mental aptitude as a collection of abilities, not as a single ability. Each individual has these abilities in varying degrees - more of some, less of others. To classify an enlisted Marine adequately for one of the many Marine Corps jobs that must be filled, the Marine Corps has to know his particular pattern of abilities - what he can do best, how many outstanding abilities he has, how he compares with others in each ability. Aptitude, as used in this concept, means readiness to acquire skill and the potential to become proficient, given the opportunity and appropriate training. The A-A tests identify and measure those aptitudes which are significantly related to military jobs and thereby provide a profile of an enlisted Marine's strengths and weaknesses in terms of his assignment potential. See MCO P1200.7, MOS Manual for the relationship between Aptitude-Areas and MOSs. By matching the Aptitude-Areas and MOSs, assignments can be facilitated.

a. The Aptitude-Area Classification Test is comprised of two separate test batteries, the Basic Classification Test Battery and the Field Classification Test Battery.

(1) The Basic Classification Test Battery, administered only to Male Recruits, unless otherwise directed, consists of eleven tests.

(2) The Field Classification Test Battery consists of 8 of the 11 tests, and is administered to:

(a) Male Marines (1st term reenlistees) not previously administered either battery of the A-A test. Tests may be administered prior to reenlistment, but not more than 120 days prior to anticipated reenlistment date. The command effecting the reenlistment is responsible for administering the test battery, however, commands not retaining A-A tests, which effect first term reenlistment of personnel who are to be transferred within 30 days of reenlistment to a command possessing A-A tests, may omit testing, provided they notify the receiving command that the test battery must be administered to the reenlistee.

(b) Women Recruits

(c) Enlisted personnel (Regular and Reserve) applying for an assignment/program which has prerequisites stated in terms of both GCT and A-A scores, if the Marine has a GCT score which fails to meet the stated GCT requisite.

(d) Enlisted personnel upon reentry into the service on active duty if the period of separation or inactive duty has been in excess of 1 year and the individual has prior active Marine Corps or Marine Corps Reserve service.

(e) Members of the Organized Marine Corps Reserve who have no prior Marine Corps active service, but do have prior active duty with another branch of the U.S. Armed Forces, upon joining an Organized Marine Corps Reserve Unit.

b. Partial administration of the Aptitude-Area Classification Test Battery will not be permitted without specific authority from the Commandant of the Marine Corps (Code DFM).

c. The initial administration of the Aptitude-Area Classification Test Battery is not a retest of the General Classification Test which is currently administered to officers and personnel undergoing training leading to commissioned status and which was formerly administered to enlisted personnel.

d. In both the Basic Classification Test Battery and the Field Classification Test Battery, the individual test scores are converted into Aptitude-Area Scores, which are derived from a combination of the individual test scores.

e. All tests and aptitude-areas derived therefrom are listed below. The tests are to be administered in the order listed:

Tests

Verbal (VE)
Arithmetic Reasoning (AR)
Pattern Analysis (PA)
Classification Inventory (CI)
Mechanical Aptitude (MA)
Clerical Speed (ACS)
Radio Code (ARC)
General Information (GIT)
Shop Mechanics (SM)
Automotive Information (AI)
Electronics Information (ELI)

Aptitude-Areas

Infantry (IN)
Armor, Artillery and Engineer (AE)
Electronic (EL)
General Maintenance (GM)
Motor Maintenance (MM)
Clerical (CL)
General Technical (GT)

f. The following tests of the Aptitude-Area Classification Test Battery measure the indicated qualities:

TEST	SYMBOL	QUALITY
Verbal	VE	Ability to understand the meaning of words; grasp concepts in verbal form; present ideas clearly.
Arithmetic Reasoning	AR	Facility for problem solving; ability to handle mathematical computation.
Pattern Analysis	PA	Ability to mentally manipulate spatial relations and visualize three dimensional form.
Classification Inventory	CI	Evaluates interest, personality and and feeling of social responsibility - behavior basis to good personal adjustment and to good citizenship.
Mechanical Aptitude	MA	Ability to comprehend mechanical principles.
Clerical Speed	ACS	Perception in working with detailed numeric and verbal material.
Radio Code	ARC	Facility for learning radio code.
General Information	GIT	Measures masculine interests especially in outdoor type activities.
Shop Mechanics	SM	Knowledge of mechanical and construction craft information.
Automotive Information	AI	Knowledge of automotive and related principles.
Electronics Information	ELI	Knowledge of electrical and radio information and theory.

(1) If a requirement exists for one or more of the ability areas shown above, selection should be based on the test scores which indicate the higher desired quality.

g. The following are the various combinations of tests and aptitude-areas, and identifies the categories of Marines to which they are applicable:

TESTS

	VE	AR	PA	CI	MA	ACS	ARC	GIT	SM	AI	ELI
Basic Classification Test Battery (Male Recruits Only)	x	x	x	x	x	x	x	x	x	x	x
Field Classification Test Battery (Male Marines, not recruits)	x	x	x		x	x			x	x	x
Women Marine (including Women Recruits)	x	x	x		x	x			x	x	x

APTITUDE-AREAS

	IN	AE	EL	GM	MM	CL	GT
Basic Classification Test Battery (Male Recruits Only)	x	x	x	x	x	x	x
Field Classification Test Battery (Male Marines, not recruits)	x	x	x	x	x	x	x
Women Marines (including Women Recruits)			x	x	x	x	x

Since Aptitude-Areas IN and AE have different computation formulas, based on whether the Basic test or the Field test are administered, caution must be used to ensure the correct formula is used. DA Pamphlet 611-100 contains all computation formulas. The IN and AE areas computed for the Field test are to be computed using the formula for CO-A for the IN area, and the CO-B formula for the AE area.

h. The use of selected tests and aptitude-areas for special purposes will be directed by the Commandant of the Marine Corps. Instructions for special test programs will be promulgated, as required, by Headquarters Marine Corps.

i. Each Aptitude-Area Classification Test is provided as a separate test booklet, except the Radio Code (ARC) which is in tape-recorded form. Individual answer sheets are provided for each test, except the Army Clerical Speed (ACS) test, which is a self-contained test booklet and answer sheet.

j. A standard score of 100 indicates "average" in the separate tests of the Aptitude-Area Classification Test Battery and in the Aptitude-Area Scores. Insofar as practical an individual should possess a score of 90 or better in the appropriate aptitude-area for assignment or reassignment to entry billets.

k. Aptitude-Area score requirements for assignment to formal school training are reflected in the MCO P1500.12, Marine Corps Formal Schools Manual.

5. Language Proficiency Test (LPT). Foreign language proficiency will be evaluated by means of an LPT in all cases for which an LPT is available. The LPT will be administered immediately following the initial identification of a foreign language ability when there is reasonable evidence that the ability possessed is significant enough to warrant testing. Foreign languages and test material form numbers for the languages for which a LPT is available are:

LANGUAGE	TEST BOOKLET NO.	SCORING KEY NO.	LANGUAGE TAPE NO.
Albanian	6302	6302-1	6302-2
Arabic, Iraqi	6305	6305-1	6305-2
Bulgarian	6314	6314-1	6314-2
Burmese	6315	6315-1	6315-2
Chinese, Cantonese	6318	6318-1	6318-2
Chinese-Mandarin	6320	6320-1	6320-2
Czech	6322	6322-1	6322-2
Danish	6323	6323-1	6323-2
Dutch	6324	6324-1	6324-2
Finnish	6326	6326-1	6326-2
French	6327	6327-1	6327-2
German	6329	6329-1	6329-2
Greek, Modern	6330	6330-1	6330-2
Hebrew, Modern	6332	6332-1	6332-2
Hungarian	6335	6335-1	6335-2
Icelandic	6336	6336-1	6336-2
Indonesian	6338	6338-1	6338-2
Italian	6339	6339-1	6339-2
Japanese	6340	6340-1	6340-2
Korean	6346	6346-1	6346-2
Lithuanian	6350	6350-1	6350-2
Norwegian	6355	6355-1	6355-2
Persian	6358	6358-1	6358-2
Polish	6359	6359-1	6359-2
Portuguese	6361	6361-1	6361-2
Romanian	6362	6362-1	6362-2
Russian	6363	6363-1	6363-2
Serbo-Croatian	6364	6364-1	6364-2
Slovenian	6367	6367-1	6367-2
Spanish	6368	6368-1	6368-2
Swedish	6370	6370-1	6370-2
Thai	6373	6373-1	6373-2
Turkish	6376	6376-1	6376-2
Ukrainian	6378	6378-1	6378-2
Vietnamese	6380	6380-1	6380-2
Yiddish	6383	6383-1	6383-2

a. All personnel will be given an opportunity to indicate their ability in any foreign language during initial classification processing upon entry on active duty or upon joining an Organized Marine Corps Reserve Unit and at any subsequent time that an ability in a foreign language is acquired. Identification of these languages will based on the individual's claim of ability and background which indicates knowledge of a foreign language; i.e., language use in the home, completion of a language course, extended foreign residence, etc.

b. The Language Proficiency Test (series 1958) is designed as the standard test to determine the degree of proficiency of personnel who profess

ability in a foreign language for which a test is available. LPT facilities are maintained at the installations listed in paragraph 3152.

(1) Commanders of test facilities listed in paragraph 3152 will be responsible for the evaluation of language proficiency by testing all Marine Corps personnel within their command when ability is professed in a foreign language for which a LPT is available. (See subpars. 3152.1b and 3152.2.) A command requesting LPT test materials must have a tape recorder capable of reproducing sound from tape 1/4 inch by 1200 feet, recorded at a speed of 7 1/2 inches per second on 60-cycle alternating current. Requests for authority to administer LPTs, that are addressed to this Headquarters, will include:

Name, grade, service number, MOS(s) and component of individual to be tested
Statement of availability of the required tape recorder
Foreign language test(s) to be administered to the individual
Form number of test booklet(s), and language tape(s) required

c. The LPT will be administered during the initial classification processing upon entry on active duty, if appropriate, and in the following instances:

(1) To personnel who were previously administered the LPT (series 1958) after a period of 2 years has elapsed from the date of previous testing, completion of a course of instruction in the language or completion of a duty assignment requiring the use of the language.

(2) To personnel who possess a language MOS, or those whose records indicate language ability, who have not previously been tested.

(3) To all other personnel who claim the ability to understand, speak, and/or read a foreign language for which a test is available.

(4) Upon the direction of the Commandant of the Marine Corps.

d. The administration of the LPT program will be in accordance with the following:

(1) Testing and scoring will be conducted by qualified personnel in accordance with the instructions contained in the LPT Manual and the following:

(a) Part I (Listening Comprehension) of the LPT is recorded on magnetic tape and will be administered by use of a tape recorder meeting the specifications described in subparagraph 3153.5b(1), above.

(b) Spoken Arabic consists of several dialects and since the written Arabic is common to all dialects, the following special procedure will apply in the evaluation of proficiency in this language:

1. An individual claiming proficiency in any Arabic dialect will be given Part I (Listening Comprehension) and Part II (Reading Comprehension) of the prepared test for Arabic, Iraqi. The score and rating attained on each part will be recorded as proficiency in Arabic, Iraqi.

(2) Materials required are as follows:

Tape Recorder	(see subpar. 3153.5b(1)
LPT Manual	DA Pamphlet 611-300
Answer Sheet	DA Form 6000 (same for all LPTs)
Test Booklet	(see subpar. 3153.5 for form number)
Language Tape	(see supbar. 3153.5 for form number)
Scoring Key	(see subpar. 3153.5 for form number)

e. The following is a listing of ratings and the scores within the rating for the LPT - series 1958:

Adjectival Rating	Part I	Part II	Total Score
Good	46 - 60	46 - 60	92 - 120
Fair	28 - 45	28 - 45	56 - 91
Poor	16 - 27	16 - 27	32 - 55
Not Rated	0 - 15	0 - 15	0 - 31

f. Marine Security Guards assigned duty with Company "F," Headquarters Battalion, Headquarters Marine Corps will be identified at such time as they attain a tested rating of S-1 or higher on an oral examination administered at an overseas post by a Foreign Service Institute Regional Language Supervisor. In the event an individual progresses to level S-2, S-3 and S-4, this progression will be reported as it occurs.

(1) As a level of proficiency is reached, this fact will be reported by Administrative Action Form (NAVMC 10274-ADM) to the Commanding General (Data Processing Officer), Marine Corps Base, Camp Lejeune, North Carolina 28542, for entry into the personnel accounting system, with a copy to Commandant of the Marine Corps (Code DGH), to include the following information:

(a) Last name, first name and middle initial

(b) Service number and grade

(c) Date proficiency level obtained, month and year

(d) Name of language and language code

(e) Part I score

(f) Part II score

(2) The following scores will be reported for both Part I and Part II to indicate the levels of proficiency as shown:

Level	Part I Score	Part II Score
S-1	20	20
S-2	33	33
S-3	48	48
S-4	58	58

(3) This procedure is authorized for use only by Company "F," Headquarters Battalion, Headquarters Marine Corps.

6. Language Proficiency Interview. Evaluation of proficiency in foreign languages for which Language Proficiency Tests are not available will be accomplished by interview if there is reasonable evidence that the ability possessed is significant to warrant recording in the personnel accounting system and service records.

a. Interviews will be conducted by a qualified linguist in the language being evaluated if possible.

b. If it is determined that the individual does possess ability in a language, this information will be transmitted to the Recruit Depot in the same personnel accounting jurisdiction as the command by naval letter or administrative action form. The transmitting document must contain all standard identifying information in addition to the reporting unit code number, the name of the language(s) and the month and year the interview was conducted.

c. The Marine Corps Directives System (1550 series) provides guidance criteria for language proficiency interviews.

7. Language Proficiency Recording. The order in which proficiency in foreign languages will be recorded on the machine produced NAVMC 118(8)-PD, Classification and Assignment Test Results, described in subparagraph 15112.2 will be as follows:

a. Formal school training in the language.

b. Administration of a language proficiency test.

c. Language proficiency interview.

Space is allocated for recording scores for Parts I, II and total score but no adjectival rating for foreign languages on NAVMC 118(8)-PD. If the individual is qualified in three or more foreign languages, this fact will be signified by an "X" placed in the "Yes" box opposite "Additional Language Proficiency Test Administered." The third or fourth (or more as the case may be) language when initially introduced into the system will be recorded on NAVMC 118(8)-PD in the "Remarks" section by the computer center one time and one time only. Succeeding NAVMC 118(8)-PDs produced by the computer center will thereafter only reflect the most significant language(s) in which the individual is qualified in the "Language Proficiency Tests" section based on the precedence shown above. All other foreign languages previously reflected in the "Remarks" section of the initial NAVMC 118(8)-PD must therefore be transcribed to the new NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed, prior to the obsolete NAVMC 118(8)-PD being destroyed.

8. Language Aptitude Test (LAT). The language aptitude test is designed to aid in selecting personnel for training in various language schools by determining their aptitude for learning a foreign language. It will be administered to all officers and enlisted personnel being considered for or who are applying for assignment to language training.

a. Language Aptitude Testing facilities are maintained at the installations listed in paragraph 3152.

b. Materials required for the administration of the LAT are:

Directions for Administration of the LAT	- DA Pamphlet 611-131
LAT Test Booklet	- DA Pamphlet 6131
Standard Answer Sheet	- DA Form 6000

c. Requests for assignment to a language school from personnel who cannot be tested at one of the commands holding LAT material will serve as a request for test material. Requests for assignment to a language course will be forwarded to the Commandant of the Marine Corps (Code DF) only in the case of individuals who attain a score of 18 or above on the LAT. The score attained will be included in the commanding officer's forwarding endorsement. Requests for assignment to language school are not desired from officers.

d. Scores will be recorded in the "Special Qualifications" section of the NAVMC 118(8a)-PD.

9. Oral Trade Test Questions. The Oral Trade Test Questions (NAVMC 1062-PD) are designed to ascertain a person's knowledge with reference to a civilian occupation in which he claims to be skilled. These tests will be administered during initial classification by Recruit Depots and Reserve activities as necessary. The questions deal with an individual's knowledge and are not to be considered a measure of skill. Test results will not be recorded in the service records of personnel tested.

a. Tests will be administered and scored in accordance with the Oral Trade Test Manual. Materials required are:

NAVMC 1062-PD and printed change 1-56.

b. The score for each set of trade questions is the number of questions answered correctly. At the end of each set of trade questions there appears the interpretation of scores for that set of questions in the terms W (well informed); S (some information) and L (little information). The range of scores is indicated for each of these terms in each set of questions.

10. Typing Test. The typing test is designed as a measure of typing speed and is designated as the standard typing

test for use in the Marine Corps classification program. It will be administered at the Recruit Depots to all recruits who claim typing ability, and may be administered as deemed necessary, by the commands listed in paragraph 3152. It is to be used in situations where exact knowledge of an individual's typing proficiency is required, such as assignment to schools where a minimum typing speed is specified, and it may be used in situations where such knowledge would be helpful in making proper personnel assignments.

a. The typing test will be administered and scored in accordance with the Marine Corps Typing Tests Manual.

b. Materials required are as outlined in the Marine Corps Typing Tests Manual (NAVMC 1186-PD). Reproduction of certain portions of this test is authorized in the Typing Tests Manual.

c. Test results will be recorded in the service record book of enlisted personnel in accordance with instructions contained in chapter 15.

11. Electronics Technician Selection Test (ETST). This test is used in selecting Marines for training in electronics. The test covers five areas including mathematics, general science, shop practice, electricity and radio. The ETST will be administered only at Recruit Depots or at the direction of the Commandant of the Marine Corps.

12. Defense Officer Record Examination (DORE). This test is administered to all newly-commissioned male officers at MCS, Quantico, Va., MAD, Pensacola, Fla., or MAD, Corpus Christi, Tex. All tests are machine-scored at MCS, Quantico, Va., and test results are entered into the Personnel Accounting System at Headquarters Marine Corps. Scores will be recorded on NAVMC 118(8)-PD by computer-generated process as described in par. 15112.

13. Other tests, controlled by the Commandant of the Marine Corps will be furnished and administered in individual cases, and/or for specific purposes dependent upon the circumstances.

3154 CLASSIFICATION TEST ANSWER SHEET - HANDLING, SCORING AND RECORDING PROCEDURES

1. Regular Establishment

a. The machine scoring of classification test answer sheets demands strict compliance with the instructions and procedures set forth herein to ensure that classification test scores are promptly and properly entered into the personnel accounting system and individual records.

b. Classification test scores will not be considered "official" until they have been machine scored. Implementation of machine scoring of classification test answer sheets when the results are required to be known to establish qualifications for immediate classification/assignment action will not prohibit hand scoring when required. Ultimately, all classification test answer sheets must be machine scored before they are introduced into official records. This applies equally to initial testing and retesting.

c. Classification tests included in the machine scoring concept are the General Classification Test, Aptitude-Area Classification Test, Language Proficiency Test, Defense Officer Record Examination, and the Electronics Technician Selection Test. When it is determined that the results of the test(s) must be known immediately, and this requirement is sufficiently justified to the Commandant of the Marine Corps by the commanding officer, scoring keys will be included in the test material furnished to permit hand scoring.

d. Classification test answer sheets will be transmitted to the Recruit Depot in the same personnel accounting jurisdiction as the command administering the test. The use of Airmail in transmitting answer sheets is authorized

where appropriate. The envelope containing the test answer sheets will be mailed to the Commanding General (Classification), Marine Corps Recruit Depot as appropriate. Insert "TEST ANSWER SHEETS" in the lower left-hand corner of the envelope.

e. Handling procedures

(1) All test answer sheets will be marked with electrographic pencil.

(2) All test answer sheets must be completely and legibly filled out and must include the testee's service number.

(3) The Reporting Unit Code Number of the organization to which the individual being tested is administratively joined, must be stamped or printed plainly in the upper right-hand corner (Line 8) of all answer sheets to ensure correct and timely return/reporting procedures.

(4) Every precaution must be taken to ensure that the test answer sheets are not folded or mutilated upon transmission to the machine scoring activity.

(5) All answer sheets must be thoroughly screened to ensure there are no double answers and that all erasures are clean and thorough prior to transmission to the machine scoring activity.

(6) Units provided test materials on an individual basis by the Commandant of the Marine Corps or a test center will ensure proper return of the test components to the issuing command and the answer sheets to the respective Recruit Depot to prevent unnecessary handling delays in obtaining test results.

f. Scoring procedures

(1) Classification test answer sheets may be hand scored as set forth in subparagraph 1b, above, however; they must be sent to the appropriate Recruit Depot for machine scoring in each instance.

g. Reporting procedures

(1) Upon receipt of the classification test answer sheets at the recruit depot they will be machine scored. The Recruit Depot will transmit the scores to the appropriate electronic computer installation which will generate a machine prepared service record book NAVMC 118(8)-PD, in duplicate. The original will be sent to the reporting unit and the duplicate to the Commandant of the Marine Corps (Code DGH).

(2) Unit Diary entries are not required.

h. Scored answer sheets will be retained on hand at the Recruit Depot for a minimum of 6 months from date of testing in compliance with existing regulations.

i. Correspondence concerning non-receipt, incorrect or incomplete machine prepared service record book pages will be directed to the Recruit Depot in the same personnel accounting jurisdiction as the command administering the test, providing it is initiated within 6 months from the date of testing; otherwise the correspondence will be directed to the Commandant of the Marine Corps (Code DFM).

2. Reserve Establishment

a. Classification test answer sheets for Reserve personnel on inactive duty will not undergo the machine scoring and reporting procedures outlined in subparagraph 1, above. All classification tests for inactive duty Reserve personnel will be hand scored.

b. Classification test scores on inactive duty Reserve personnel will be recorded in the service record book as set forth in subparagraph 15112.5g.

3155 RETESTING

1. Retesting is permitted only to meet a valid military requirement; i.e., reclassification, determining eligibility for formal school training, duty assignment or commissioning programs. Requests for retests will not be answered by Headquarters Marine Corps if based solely upon the desire to obtain higher scores.

2. All commanders listed in paragraph 3152 and commands whom they so delegate are authorized to accomplish retesting subject to the instructions contained herein.

3. Requests for retesting from individuals or commanders unable to obtain classification testing service from a command holding classification tests will be forwarded to the Commandant of the Marine Corps (Code DFM). Requests for retests will contain the following information for each individual to be tested:

a. Name, grade, service number, MOS(s) and component.

b. Date previous test was administered.

c. Scores previously attained.

d. Justification for requesting a retest.

4. Requests for retests for personnel who have had access to, or are familiar with, test materials will contain a statement to that effect. All such requests will be forwarded to the Commandant of the Marine Corps (Code DFM) for testing authority.

5. When a retest has been administered; the new scores attained, whether higher or lower than the previous scores, will be the official score.

6. No retest will be administered within a 1-year period following the date of the previous test unless it is required to meet a requisite for a reenlistment option.

7. Procedures or information relative to retesting with specific classification test are as follows:

a. GENERAL CLASSIFICATION TEST (GCT)

(1) All requests for retests under the GCT will be forwarded to the Commandant of the Marine Corps (Code DFM).

b. LANGUAGE PROFICIENCY TEST (LPT)

(1) Retests of the LPT are authorized when, in the opinion of the commanding officer, the results of the previous tests do not reflect current ability in any phase of the language, and as required in subparagraph 3153.5c.

c. LANGUAGE APTITUDE TEST (LAT)

(1) Retests of the LAT are not authorized without the approval of the Commandant of the Marine Corps.

d. TYPING TEST

(1) Retests will be authorized in those cases where definite evidence is available to indicate improvement of typing ability since the administration of the original typing test.

3156 INTERPRETING CLASSIFICATION TEST RESULTS

1. Test results are normally expressed in terms of standard scores which are grouped into five broad categories called "Grades." Scores are grouped into grades as follows:

Grade	Standard Score Range
I	130 and above
II	110 - 129
III	90 - 109
IV	60 - 89
V	59 and below

2. The above grades/standard score ranges apply to the General Classification Test, Aptitude-Area test scores, and Aptitude-Area scores.

3157 SUPPLY OF CLASSIFICATION TEST MATERIALS

1. Stocks of test materials are maintained by the commanders listed in paragraph 3152. Subordinate commands will request test materials directly from those commanders.

2. Materials which have become obsolete or unserviceable, or are no longer required, will be returned to the Commandant of the Marine Corps (Code DFM). Test materials returned will serve as an automatic requisition for replacement materials unless otherwise specified.

3. Commands authorized to maintain and administer classification tests will requisition necessary answer sheets through normal supply channels, with the exception of the Army Clerical Speed Test (ACS) which is controlled and issued by the Commandant of the Marine Corps (Code DFM). Commanders listed in paragraph 3152 will request Army Clerical Speed Test (ACS) replacement material when stocks reach what is considered a normal 90-day supply. This will permit enough leadtime for this Headquarters to procure the necessary forms and mail them to the requesting command without a disruption of testing. The maintenance of "usage data" will aid materially in submitting reasonable requests for replacement answer sheets. Instructions for requisitioning answer sheets not under the control of the Commandant of the Marine Corps will be found in the appropriate Marine Corps Order in the 4235 series. Tests, scoring keys and testing instructions will be requisitioned from the Commandant of the Marine Corps (Code DFM).

4. Reproduction of any test or test material in whole or in part is prohibited, unless specifically authorized by the Commandant of the Marine Corps, or unless so indicated in the test booklet or instructions.

3158 SECURITY OF CLASSIFICATION TEST MATERIALS

1. Commanders are responsible for the security of classification test materials within their commands. An officer will be designated as custodian of the classification test materials. Commanders shall issue such directives as deemed necessary to ensure proper security and to prevent compromise of test materials subject to the following instructions:

a. Classification test materials are for official use only. They will be transmitted via regular mail or hand carried, except in the case of overseas commands which may forward the material via Airmail. Packages of test materials will be double wrapped, tape

sealed and accompanied by a transmittal letter for all materials except blank answer sheets. The letter of transmittal will include a statement or enclosure which lists the test materials transmitted. The inner wrapper will be marked in such a manner as to clearly identify the contents as "test materials - to be opened by authorized personnel only."

b. Receipts will be accomplished for all test materials forwarded by letter of transmittal except for those test materials returned to the Commandant of the Marine Corps in accordance with subparagraph 3157.2.

c. Test booklets, scoring keys and answer sheets will be stowed in safes, vaults or locked receptacles when not in actual use.

d. Commanders will require that test materials be inventoried quarterly and upon the relief of custodians. These inventories are prescribed to strengthen the security and accountability of test materials. One copy of the inventory will be forwarded to the Commandant of the Marine Corps (Code DFM) upon relief of the custodian.

e. When not in the possession of personnel being tested, test materials shall be handled only by an officer or qualified enlisted personnel. In any case, each individual to whom test materials are entrusted, or to whom the contents are made known, will be held responsible for any act or failure which may in any way contribute to the compromise of any test or portion thereof.

f. The loss, compromise, destruction or misuse of any pieces of test material will be investigated by an officer and the complete report of investigation will be forwarded to the Commandant of the Marine Corps (Code DFM), via command channels. The form of the test will be immediately suspended from use within that command, and a statement to that effect will be included in the report of investigation or endorsement thereon. The test form will not be placed in use again within the command until authorized by the Commandant of the Marine Corps.

g. Test materials excluding used answer sheets will not be destroyed unless authorized by the Commandant of the Marine Corps.

h. Under normal circumstances test materials requested from this Headquarters for the purpose of testing individual Marines will be returned within 10 working days after receipt.

CHAPTER 3

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CHAPTER 3

CLASSIFICATION OF MILITARY PERSONNEL

PART A: GENERAL

3000 SCOPE AND OBJECTIVE

1. This chapter contains the instructions, procedures, and regulations for implementing the classification system set forth in the Marine Corps Manual, subparagraph 1200.1.

2. Except as specifically authorized in this chapter and by current directives, commanders are required to obtain approval of the Commandant of the Marine Corps prior to assigning, changing, or voiding a primary or additional MOS of any officer.

3. As used in this chapter, the authority granted to "Commanders" is intended to apply to those officers whose command contains a basic personnel section as defined in paragraph 1051, unless a higher echelon in the military chain of command directs the suspension of classification authority at the basic personnel section level.

4. Prior to exercising the authority contained herein, commanders should consult the MCOP1200.7, MOS Manual for the purpose of reviewing the MOS description and qualification requirements pertinent to the MOS involved.

3001 CLASSIFICATION INSTRUMENTS

1. Reference Materials

a. The Military Occupational Specialty Manual (MOS Manual) provides a uniform method for identifying jobs and qualifications of personnel. It outlines the essential duties and tasks for each military occupational specialty required. The MOS Manual will be used as the source of information for classifying the military qualifications of personnel.

b. Marine Corps directives, pertaining to the classification system.

2. Interview. A classification interview is a planned and controlled conversation conducted by qualified personnel for the purpose of obtaining information to be used in conjunction with classification test results for the proper classification of personnel. The conduct of interviews is discussed in part D.

3. Testing. Classification tests and special tests prescribed by the Commandant of the Marine Corps will be utilized to obtain a more valid evaluation of an individual's abilities and aptitudes than can be obtained from an interview alone. Testing will be conducted in accordance with the instructions contained in part D.

3002 DEFINITIONS

1. Classification. Personnel classification is the process of obtaining, identifying, recording and continuously evaluating the military qualifications of personnel. Classification entails interviewing, reviewing records, testing, classifying military qualifications, and preparing and maintaining qualification records.

2. MOS Structure. A complete explanation of the MOS structure, categories, and definitions of classification terms applicable thereto is contained in part I of the MOS Manual.

3003 CLASSIFICATION OF MILITARY QUALIFICATIONS

1. Classification of military qualifications consists of assigning, changing, voiding and converting military occupational specialties in order to accurately identify each individual's current qualifications.

2. All military skills will be carefully evaluated, and proficiency in the performance of the qualification requirements of an MOS will be identified by the assignment of the appropriate MOS. Inasmuch as certain MOSs obviously involve higher level of qualification requirements; e.g., that of a radio technician as compared to a radio operator, an individual will be assigned that MOS which reflects the highest qualification level.

3. MOSs are assigned as primary and additional.

a. The primary MOS assigned to an individual should identify his most significant qualifications.

b. Additional MOSs may be assigned to identify other qualifications which are significant but different from those identified by the primary MOS. These MOSs may be within the same, or from different, occupational fields as that of the primary MOS.

4. Some billets may require only a portion of the qualification requirements of an MOS, therefore, the fact that an individual is satisfactorily performing duties of that billet does not necessarily qualify him for the MOS.

5. In all cases, the assignment of MOSs will be made in accordance with the instructions contained in part B or part C, as applicable.

3004 PERSONNEL TO BE CLASSIFIED

1. Each officer and enlisted Marine will be classified and NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed, prepared. Each officer up to and including the grade of lieutenant colonel and each enlisted Marine shall be administered appropriate classification tests as listed in paragraph 3153 and NAVMC 118(8)-PD, Classification and Assignment Test Results, produced for all personnel so tested.

2. An individual without prior service who is inducted, enlisted, or appointed to officer grade in the Marine Corps or Marine Corps Reserve will be classified as soon as practicable after entry, or at the first organization to which the individual reports for duty or training.

3005 PERSONNEL TO BE RECLASSIFIED

1. Personnel with prior service in the Marine Corps or Marine Corps Reserve who are inducted, enlisted, reenlisted, or appointed to officer grade in the Marine Corps or Marine Corps Reserve will be reclassified by the organization effecting the reenlistment or appointment provided records are available. Otherwise, reclassification will be effected at the first organization to which they report for duty or training.

3006 CONVERSION OF MOSs

1. Changes in MOSs with respect to job description, numerical code (MOS), or title may necessitate conversion of such MOSs to a current authorized MOS. Changes to the MOS Manual will be issued as required, and each change published will include a conversion table indicating the MOSs affected. Commanders will take appropriate administrative action on the effective date of the change.

3007 RECORDING AND REPORTING CLASSIFICATION INFORMATION

1. Instructions for the recording of classification information in the officer qualification records or the enlisted service record books are contained in paragraphs 15112 and 15161.

2. Instructions for the recording of classification information on the individual record card and reporting such information on the unit diary are contained in chapter 16 of this manual.

3008 IDENTIFICATION

1. All correspondence addressed to the Commandant of the Marine Corps concerning an individual's MOS or classification tests of any type will include:

a. Grade.

b. Individual's name and Jr., Sr., II, etc.

c. Service number.

d. Present MOS(s).

e. Component.

PART B: OFFICERS

3050 GENERAL

1. The military qualifications of all officers shall be classified as prescribed in this part, the MOS Manual, and the Marine Corps Manual. For the purposes of this part, the term "officer" includes commissioned and warrant officers.

3051 ASSIGNING PRIMARY MOSs

1. The primary MOS of an officer shall be the MOS appropriate to his category as described in the MOS Manual and which identifies his most significant qualifications in terms of the needs of the service and effective personnel management. Due consideration will also be given to such other factors as:

a. Formal school training specifically related to duties reflected in an MOS.

b. The duties performed by the officer.

c. The duty assignment policy for officer personnel.

d. The MOS preference of the officer.

2. The initial assignment of a primary MOS will be made by the Commandant of the Marine Corps.

3. The following special instructions are prescribed for the assignment and/or voiding of MOSs and identification codes of the below listed officers:

a. General Officer: Commanders will assign the appropriate identifying and reporting code when an officer accepts appointment to the grade of brigadier general. General officers are not assigned additional MOSs.

b. Colonel: Commanders will, upon an officer's acceptance of appointment to the grade of colonel, assign the appropriate MOS or identifying and reporting code as primary and a maximum of two of the most significant MOSs held prior to appointment, as additional.

c. Inactive Duty Officers: Commanders will assign an appropriate basic MOS in lieu of the "Basic Officer" identifying and reporting code to those inactive duty officers whose records indicate an entrance level aptitude or potential in an occupational field.

3052 CHANGING PRIMARY MOSs

1. Commanders will, except in the case of Class III officers on inactive duty, and when otherwise directed in specific cases, change the basic MOS of an officer to an MOS which is in the same occupational field and is authorized for assignment as primary for the category of the officer concerned, provided:

a. The officer has completed a course of instruction which specifically qualified him to perform the duties of the MOS, or

b. The officer has demonstrated proficiency in the duties of the MOS and is considered fully qualified to perform in a billet of the MOS at his current grade.

2. In the event an officer is not considered qualified for an MOS other than the basic MOS after performance of duties in an occupational field for a period of 6 months while on active duty, the commander will report the circumstances to the Commandant of the Marine Corps (Code DF). Such reports shall contain a specific recommendation for:

a. Retention of the officer in present duties for further on-the-job training, or

b. Training of the officer in another occupational field.

3. The officer concerned shall be given an opportunity to make a statement in regard to an unfavorable report (par. 15000.3a(1) and U.S. Navy Regulations, article 1701.8(a)).

3053 VOIDING PRIMARY MOSs

1. Commanders will not void the primary MOS of an officer without prior approval of the Commandant of the Marine Corps except as provided in paragraphs 3051 and 3052 and current directives.

2. A request for authority to void an officer's primary MOS shall contain the reasons therefor and the commander's recommendation for assignment of a new primary MOS.

3054 ASSIGNING, CHANGING AND VOIDING ADDITIONAL MOSs

1. Commanders will not assign, change, or void an additional MOS of an officer without prior approval of the Commandant of the Marine Corps except as provided in paragraph 3051 and current directives. Except for Class II reservists a basic MOS is not assigned as an additional MOS.

2. A maximum of two additional MOSs may be assigned to each officer except as stated in subparagraph 3051.3 with the more significant MOS appearing as the first additional MOS. The assignment, subsequent change, or voiding of additional MOSs will be effected, giving consideration to the factors governing the assignment of a primary MOS as contained in subparagraph 3051.1.

3100 GENERAL

1. Commanders are authorized to classify the military qualifications of enlisted personnel in accordance with the policies and procedures prescribed in this part, the MOS Manual and the Marine Corps Manual.

2. Authority to classify recruits may be delegated to classification and assignment officers.

3. The approval of the Commandant of the Marine Corps must be obtained prior to:

a. Changing, voiding or converting primary or additional MOSs that were assigned as a result of satisfactory completion of a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps.

b. Changing, voiding or converting any primary or additional MOS which is designated as an authorized Proficiency Pay (Specialty) MOS as listed in directives of the 7200 series of the Marine Corps Directives System.

c. Changing, voiding or converting a primary or additional MOS that is designated as a "Short" MOS as defined in directives of the 1220 series of the Marine Corps Directives System.

d. Changing, voiding or converting a primary or additional MOS that requires approval of the Commandant of the Marine Corps as indicated in the MOS Manual, or as published by a separate directive.

e. Changing to a primary or additional MOS that requires completion of a school for which quotas are established and allocated by the Commandant of the Marine Corps as a prerequisite for assignment.

4. The restrictions imposed by subparagraphs 3a, b and c, above, are automatically waived and such MOSs will be changed without the approval of the Commandant of the Marine Corps in the following instances:

a. When a Marine's MOS should be changed to a higher level MOS than the terminal grade of his present primary MOS; i.e., when he meets the specified requirements for promotion, the commander will change his primary MOS to the higher level MOS for which he is qualified within the same occupational field and which indicates increased proficiency and qualifications over and above that indicated by his former MOS subject to the restrictions imposed by subparagraph 3101.2.

b. Upon completion of a course of instruction for which the Commandant of the Marine Corps allocates quotas, provided the instruction specifically qualifies the Marine for a more technical MOS within the same occupational field than the one assigned at the onset of the training.

c. Upon receipt of official notification that a gunnery sergeant has been selected for first sergeant, the MOS will immediately be changed to 9999. If, upon receipt of DD Form 216 MC, Certificate of Appointment to the grade of first sergeant, the commanding officer returns it to the Commandant of the Marine Corps, as outlined in paragraph 6255, all previous MOSs held prior to selection will be restored.

d. In accordance with the instructions contained in the Marine Corps Directives System applicable to Marine Corps reservists not on active duty.

5. In the event it is considered desirable to change an individual's primary MOS between two categories of MOSs either of which require the approval of the Commandant of the Marine Corps, requests therefor will be addressed to the Commandant of the Marine Corps (Code DF). Occasions would be, but are not, limited to the following:

a. When necessary to resolve which MOS will be assigned as primary if the Marine completes two courses of instruction for which the Commandant of the Marine Corps allocated quotas, if the courses of instruction involve two unrelated formal schools.

b. From a "Proficiency Pay (Specialty)" or "Short" MOS to a school trained MOS.

c. When it is considered desirable to change a primary MOS from an MOS assigned as the result of the completion of a course of instruction for which the Commandant of the Marine Corps allocated quotas, to one which has been designated as a "Proficiency Pay (Specialty)" or "Short" MOS.

d. When it is considered desirable to change a primary MOS designated as a "Short" MOS to one designated as a "Proficiency Pay (Specialty)" MOS, or vice versa.

3101 ASSIGNING PRIMARY MOSs

1. Each enlisted Marine shall be assigned a primary MOS. The MOS assigned will identify the billet for which the Marine is best qualified. Prime consideration shall be given to the following factors:

a. Satisfactory completion of a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps.

b. The needs of the Marine Corps as promulgated periodically by separate directive.

c. Satisfactory completion of courses of instruction for which the Commandant of the Marine Corps does not allocate quotas or the completion of correspondence courses.

d. The Marine's civilian education, experience, aptitudes and capabilities.

e. The duty assignment policy for enlisted personnel.

f. The duty preference of the Marine.

2. The primary MOS shall be an MOS which exists at the grade of the Marine, or at the grade to which the Marine is eligible for promotion with three exceptions:

a. Master sergeant's and gunnery sergeant's MOSs will be changed when they have been selected for promotion as required.

b. In the case of a private or private first class, the primary MOS may be an MOS which exists at the lance corporal level, despite the fact that the Marine is not eligible for promotion.

c. Sergeants in occupational field 03 eligible for promotion will retain the MOS in which presently qualified. Their MOS will be changed to 0369 only upon promotion to staff sergeant.

3. A basic MOS identifies entrance level aptitude, a potential in the occupational field, and a requirement for training in a primary MOS of the occupational field. Except for Class II reservists, it is not assigned to individuals as an additional MOS. The assignment of a basic MOS in an occupational field as a primary MOS shall be based on such considerations listed in subparagraph 1, above, as are applicable.

4. A Marine who, upon recruit enlistment for general duty in the Marine Corps or Marine Corps Reserve, is to be immediately assigned to active duty and is required to undergo recruit training will not be assigned a primary MOS until such training has commenced. Until that time, the basic identification code will be used for reporting and accounting purposes. Upon completion of recruit training, and prior to transfer or assignment to duty, the Marine will be assigned as primary to the basic MOS in an appropriate occupational field.

5. A Marine, upon enlistment in the Six Months Training Program of the Organized Marine Corps Reserve, who is not immediately ordered to active duty for training, will be assigned the basic identification code for reporting and accounting purposes. Six-month trainees who are members of Organized Marine Corps Reserve aviation units will be assigned a basic primary MOS

of 6400, Basic Aircraft Maintenance Man, prior to being ordered to active duty for training. During recruit training these six-month trainees may be assigned such other basic aviation MOS as may be appropriate based on the needs of the Marine Corps. All other Organized reservists, when ordered to active duty for training, will not be assigned an MOS other than the basic identification code until after commencement of recruit training.

6. A Marine who, upon initial enlistment in the Marine Corps Reserve for other than the Six Months Training Program, is ordered to inactive duty will be assigned as primary the basic MOS in an appropriate occupational field when enlisted, if he has had any training or experience which indicated aptitude for duty in a specific field. Otherwise, he will not be assigned a primary MOS until interviewed and his qualifications have been established by the commander. Until that time, the basic identification code will be used for reporting and accounting purposes.

7. A Marine who reenlists for general duty in the Marine Corps or Marine Corps Reserve within 24 hours after discharge will retain his primary MOS. The authority that initially assigned the primary MOS will be recorded in the new service record book.

8. A Marine who reenlists for general duty in the Marine Corps or Marine Corps Reserve after separation from the service in excess of 24 hours will retain his primary MOS, provided that MOS exists at the grade to which the Marine is reappointed. If the primary MOS held at the time of discharge does not exist at the grade to which reappointed, the Marine will be reassigned as primary an appropriate MOS which is in the same occupational field and which exists at his grade. In the event an appropriate primary MOS cannot be determined, the case will be referred to the Commandant of the Marine Corps (Code DF). Pending action by the Commandant, the basic identification code will be used for reporting and accounting purposes.

9. A Marine, entering upon an enlistment or reenlistment approved by the Commandant for a specific type of duty, shall be assigned as primary the MOS for which enlisted or reenlisted. Such assignment will be made when the Marine enlists or reenlists.

10. A Marine whose primary MOS has been voided may be assigned as primary any MOS:

a. Which is in the same occupational field, and

b. Which exists at the grade of the Marine, and

c. For which the Marine is considered fully qualified. If the Marine is not qualified for any MOS which is in the same occupational field and which exists at his grade, the case will be referred to the Commandant of the Marine Corps (Code DF). Pending action by the Commandant, the basic identification code will be used for reporting and accounting purposes.

11. Commanding officers may request that a Woman Marine be assigned a primary MOS normally restricted to male Marines when it is determined that she possesses special skills for the assignment of that MOS. A request of this nature will be forwarded to the Commandant of the Marine Corps (Code DF) for decision.

3102 CHANGING PRIMARY MOSs

1. Commanders will change a Marine's primary MOS when he has completed a formal course of instruction for which quotas are established and allocated by the Commandant of the Marine Corps based on the following criteria:

a. Instructions contained in the course of instruction assignment directive.

b. Specific MOS for which trained.

c. The course of instruction qualifies the Marine for a more technical MOS than the one assigned at the onset of the training.

d. The MOS exists at the current grade of the Marine or at the grade for which he has become eligible for promotion except as noted in subparagraph 3101.2.

e. Separate instructions issued by the Commandant of the Marine Corps based on the current needs of the Marine Corps.

2. Commanders will change a Marine's primary MOS to the basic MOS in the occupational field to which assigned for retraining, except in those cases when the assignment will not involve a change in occupational field, regardless of the grade of the Marine, in accordance with the policies and procedures prescribed in paragraph 4108. If the retraining assignment involves a change in occupational field, the previous primary MOS should normally be retained as a first additional MOS. When the required proficiency level has been attained either through formal school training or on-the-job training, commensurate with the grade currently held, the commander will assign the primary MOS for which retrained.

3. Commanders will change the primary MOS of a Marine below the grade of lance corporal from the basic MOS to any other MOS which is in the same occupational field and which exists at the lance corporal level when he has demonstrated qualifications for MOS by actual performance on the job. Commanders will continually review records of personnel with basic MOSs with a view to assigning an MOS above the basic level immediately upon individual qualification.

4. When a Marine is assigned duties within an occupational field, but not specifically related to his primary MOS, his primary MOS will not be changed, until such time as he has acquired proficiency within the proposed MOS to warrant the assignment of the new MOS as either primary or additional. (Example Mortar Man, MOS 0341/none/none assigned duties as Ontos Crewman, MOS 0353 retains MOS 0341 as primary until qualified as an 0353. Upon qualification as an 0353 his MOS spread would be changed to either MOS 0353/0341/none or MOS 0341/0353/none.)

5. Commanders may change a Marine's primary MOS to any other which is in the same occupational field and which exists at the pay grade of the Marine or to a grade for which he is eligible for promotion, subject to the restrictions imposed in subparagraphs 3100.5 and 3101.2 based on the following criteria:

a. Completion of a course of instruction for which the Commandant of the Marine Corps does not allocate quotas, provided the instruction specifically qualifies the Marine for a more technical MOS than the one assigned at the onset of the training.

b. Demonstration of the qualification requirements of an MOS by actual performance in a billet.

c. When, through the successful completion of correspondence courses, or other endeavors, the new MOS will identify qualification requirements attained by the Marine that show a higher degree of ability or knowledge than the current MOS held.

d. The change of MOS of members of the Marine Corps Reserve not on active duty does not require voiding of an MOS identifying a military skill obtained through formal training while on active duty.

6. Commanders may change a Marine's primary MOS from the basic MOS in an occupational field to the basic MOS in any other occupational field to which the Marine is assigned for duty except for assignment to duty in billets not identified by a primary MOS; e.g., Corrections Man, Projectionist 35mm, etc. The provisions of this paragraph are not applicable to Marines in retraining assignments.

7. General officers in command and Directors of Marine Corps Districts are authorized to change primary MOSs above the basic level from one occupational field to another, subject to the restrictions set forth in subparagraph 3100.3. In all cases, a copy of all documents that instigated and approved the reclassification action will be forwarded to the Commandant of the Marine Corps (Code DGH) for record purposes.

8. The authority contained in subparagraph 7, above, may be delegated by these commanders to any echelon of their command as deemed appropriate.

9. A change of primary MOS during a period when an individual is serving in a category "B" MOS is not considered to be in the best interest of the Marine Corps or the individual Marine, therefore, it is prohibited.

10. A request for authority to change primary or additional enlisted MOSs in any case not covered herein, will be submitted to the Commandant of the Marine Corps (Code DF).

3103 VOIDING PRIMARY MOSs

1. Commanders will void a Marine's primary MOS for cause when:

a. His special designation, such as Marine Corps postal clerk, is revoked due to unsatisfactory service or disciplinary action, or

b. He proves unsatisfactory for the MOS due to physical disability or incompetence. In case of physical disability, the procedures outlined in the current Marine Corps Order (6110 series) concerning physical profiling of male personnel will be used as a guide for reclassification action.

c. He is promoted above the terminal grade of the MOS, or

d. He is reduced below the initial grade of the MOS, except that a Marine reduced to private, or private first class, and who prior to reduction was assigned a lance corporal MOS as primary will retain such MOS, unless the reduction was for reasons set forth in subparagraphs a or b, above.

2. A request for authority to void a primary MOS of a Marine in any case not covered by this paragraph will be submitted to the Commandant of the Marine Corps (Code DF), or to a commander listed in subparagraph 3102.7, if appropriate, and will contain the reasons therefor and recommendation for assignment of a new primary MOS (see subpar. 3101.10).

3104 ASSIGNING ADDITIONAL MOSs

1. Each Marine may be assigned a maximum of two additional MOSs. Such MOSs will identify qualifications for assignment to billets which are not identified by the primary MOS. The individual must be considered as fully qualified for the assignment of the additional MOS as he is for the assignment of the primary MOS.

2. Commanders will assign as the first additional MOS, a category "B" MOS, which is appropriate for the grade of the Marine, upon successful completion of a course of instruction which qualified him for a category "B" MOS.

3. Commanders may assign as additional any MOS which is above the basic level and which is appropriate for the grade of the Marine, when:

a. He has completed a course of instruction which specifically qualified him for the MOS, or

b. He has demonstrated qualifications for the MOS by actual performance on the job in present grade, or

c. Available records indicate that he was qualified for the MOS at the time of discharge.

4. In the case of a private or private first class, the additional MOS may be an MOS which exists at the lance corporal level, despite the fact that the Marine is not eligible for promotion.

3105 CHANGING ADDITIONAL MOSs

1. Commanders are authorized to change an additional MOS of a Marine to any other which is above the basic level, and which exists at the grade of the Marine, when:

a. He has completed a course of instruction which has qualified him for the MOS, or

b. He has demonstrated qualifications by actual performance on the job in present grade.

c. See subparagraph 3100.3 for additional restrictions on changing additional MOSs.

3106 VOIDING ADDITIONAL MOSs

1. Commanders will void an additional MOS of a Marine, for cause, when:

a. He is promoted above the terminal grade of the MOS, or

b. He proves unsatisfactory for the MOS due to physical disability or incompetence, or

c. His special designation is revoked for reason of unsatisfactory service, or disciplinary action, or

d. He is reduced below the initial grade of the MOS, except that a Marine reduced to private or private first class, and who prior to reduction was assigned a lance corporal level MOS as additional, will retain such MOS unless the reduction was for reasons outlined in subparagraphs b or c, above, or

e. His degree of qualification, as determined by the commander is below the minimum required for the assignment of the MOS as outlined in the MOS Manual. This action is authorized provided the MOS is not one that requires the approval of the Commandant of the Marine Corps prior to assignment, changing or voiding.

f. See subparagraph 3100.3 for additional restrictions on voiding additional MOSs.

PART D: CLASSIFICATION INTERVIEWING AND TESTING--OFFICERS AND ENLISTED PERSONNEL

3150 PURPOSE

1. The purpose of classification testing is to identify an individual's military assignment potential; to provide a measure of an individual's general mental ability, and to measure an individual's specific aptitude for a given requirement.

2. Initial Classification. Initial classification includes all classification actions accomplished by the recruit depots and the Organized Marine Corps Reserve. It includes testing, interviewing, analysis of test and interview results culminating in a recommended individual job-area assignment. The objective is to identify military potential and to match this potential with existing Marine Corps manpower requirements.

3. Field Classification. Field classification includes all classification actions effected subsequent to initial classification. Field classification is accomplished at all administrative levels of the Marine Corps. Its primary objectives are:

a. Assignment of individual Marines to specific table of organization billets, based on military potential and the billet requirements of the organization.

b. The intelligent reclassification, retraining or reassignment to assure the effective use of personnel consistent with individual military potential and the overall skill requirements of the Marine Corps.

3151 INTERVIEWING

1. Interviews will be utilized to obtain information pertaining to the abilities, skills and aptitudes which are necessary for the effective classification of the individual Marine, and for the preparation or verification of NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed.

2. The success of the classification interview depends upon the skill of the interviewer, the degree of his preparation, and the manner in which the interview is conducted. Preparation requires a thorough knowledge of reference materials pertinent to the field of classification and attention to the physical details under which the interview is conducted. The interviewer must control the interview at all times, not in a domineering manner but with well-worded questions directed towards the desired goal.

3. A classification interview will be conducted whenever it is necessary to prepare a new NAVMC 118(8a)-PD. Normally the interview will be conducted at the first organization in the Marine Corps or Marine Corps Reserve to which the individual is assigned or reports for duty or training after induction, enlistment, reenlistment or appointment to officer grade.

4. Classification information contained on NAVMC 118(8a)-PD will be verified through interview:

a. Within 10 days after an individual reports to a new permanent duty station.

b. Within 10 days prior to the date of discharge (except in the case of Class III reservists on inactive duty), release from active duty or reenlistment.

c. During the annual administrative audit of individual records except in the case of Class III reservists on inactive duty.

3152 AUTHORITY FOR TESTING

1. Regular Establishment. The commanding generals of the Marine Corps Recruit Depots are authorized to administer the Basic Classification Test Battery of the Aptitude-Area Classification Test to recruits. The commanders listed below are authorized to administer and score the Field Classification Test Battery of the Aptitude-Area Classification Test, and other classification tests, as listed in

paragraph 3153. This authority includes the approval or disapproval of retests (see par. 3155) for personnel on active duty. This authority may be further delegated by these commanders to division, wing or force troops level or to commanders at the battalion/group level geographically separated from the parent command, as appropriate:

Commandant, Marine Corps Schools, Quantico
Commanding General, Fleet Marine Force, Atlantic
Commanding General, Fleet Marine Force, Pacific
Commanding General, Marine Corps Base, Camp Lejeune
Commanding General, Marine Corps Base, Camp Pendleton
Commanding General, Marine Corps Base, Twentynine Palms, California
Commanding General, Marine Corps Recruit Depot, Parris Island
Commanding General, Marine Corps Recruit Depot, San Diego
Commanding General, Marine Corps Air Bases, Western Area, El Toro
Commanding General, Marine Corps Air Bases, Eastern Area, Cherry Point
Commanding General, Marine Corps Supply Center, Barstow
Commanding General, Marine Crops Supply Center, Albany

a. The delegation, by the above commanders to division, wing, force troops or battalion/group level does not relieve the delegating commanders of the responsibility for accountability of testing materials nor will a separate testing account of the subordinate command be maintained at Headquarters Marine Corps.

b. Commands not under the administrative control of the above commanders, or their subordinate commands who have been delegated testing authority, are authorized to establish liaison with the commands holding testing authority, for the purpose of administering classification tests/retests. Commands delegated testing authority are encouraged to administer tests/retests, or furnish tests for administration to personnel of commands not under their administrative control, but which are in close proximity to them. No expense to the Government is authorized for these purposes. The decision of the command holding the testing authority is paramount concerning whether or not a request for administering tests/retests will be approved. Commands disapproving requests for testing/retesting from units not administratively subordinate to them will forward the request to the Commandant of the Marine Corps (Code DFM) indicating their reason for disapproval.

2. Reserve Establishment. The commanders listed below are authorized to approve, administer and score tests/retests for active duty personnel of their commands and for members of the Marine Corps Reserve on inactive duty when a minimum score is an established prerequisite for a specific program, provided the individual is otherwise fully qualified and recommended for the program. The actual administration and scoring of classification testing may be delegated to other subordinate commanders; no separate testing accounts will be maintained at HQMC however.

Commanding General, Marine Air Reserve Training Command
Directors, Marine Corps Districts

Commanders not under the administrative control of the above commands, but in close proximity thereto, are authorized to establish liaison with the above commands for the purpose of classification testing, as outlined in subparagraph 3152.1b, above.

3. Requests for authority to administer classification tests/retests to personnel of commands not under the cognizance of a commander as listed above

and unable to obtain classification testing service from a command holding classification tests, shall be submitted to the Commandant of the Marine Corps (Code DFM) for approval. Approved requests will serve as automatic requisitions for the required test material.

3153 CLASSIFICATION TESTS AND ADMINISTRATION OF CLASSIFICATION TESTS

1. Classification test scores should not be used as qualifying standards in promotion programs which are based on demonstrated performance; they may be used however as prerequisites or screening aids in selecting personnel for training or special programs.

2. Each test used in the classification program will be administered under the direct supervision of an officer or an enlisted person who is thoroughly familiar with classification testing procedures. Tests shall be administered in strict compliance with the instructions applicable for each test.

3. General Classification Test (GCT). The Commandant, Marine Corps Schools, Quantico, Virginia and the Commanding Officer, Marine Aviation Detachment, Pensacola, Florida, are the only commands authorized to maintain General Classification Test material on a permanent basis. The GCT is to be administered to officers, subject to the provisions of subparagraph 3004.1 and to personnel actually undergoing training which leads to commissioned status. The GCT will not be administered to enlisted personnel except as stated above. To eliminate GCT testing for enlisted personnel undergoing officer training who qualified for a commissioning program under an Aptitude-Area Classification Testing requisite, the following procedure will apply on a machine produced service record book page described in paragraph 3154. The A-A "VE" score will be printed in the GCT "RV" space. The A-A "AR" and "PA" scores will be printed in the GCT "AR" and "PA" spaces, respectively. N/A will be entered in the GCT "AC" space. In the GCT space will be entered the score attained by adding the A-A "VE," "AR" and "PA" scores and dividing such score by three. A printed footnote at the bottom of the machine printed page will indicate that these scores were derived from the Aptitude-Area Classification Test Battery.

a. The test is comprised of four separate tests as follows:

Reading and Vocabulary (RV)

Arithmetic Computation (AC)

Arithmetic Reasoning (AR)

Pattern Analysis (PA)

b. The overall General Classification Test Score is arrived at through computation instructions contained in the GCT Manual.

4. The Aptitude-Area Classification Test (A-A). The Aptitude-Area classification concept was developed through intensive research in the aptitudes of military personnel, better understanding of military job requirements and the validation of new testing instruments. It envisions mental aptitude as a collection of abilities, not as a single ability. Each individual has these abilities in varying degrees - more of some, less of others. To classify an enlisted Marine adequately for one of the many Marine Corps jobs that must be filled, the Marine Corps has to know his particular pattern of abilities - what he can do best, how many outstanding abilities he has, how he compares with others in each ability. Aptitude, as used in this concept, means readiness to acquire skill and the potential to become proficient, given the opportunity and appropriate training. The A-A tests identify and measure those aptitudes which are significantly related to military jobs and thereby provide a profile of an enlisted Marine's strengths and weaknesses in terms of his assignment potential. See MCO P1200.7, MOS Manual for the relationship between Aptitude-Areas and MOSs. By matching the Aptitude-Areas and MOSs, assignments can be facilitated.

a. The Aptitude-Area Classification Test is comprised of two separate test batteries, the Basic Classification Test Battery and the Field Classification Test Battery.

(1) The Basic Classification Test Battery, administered only to Male Recruits, unless otherwise directed, consists of eleven tests.

(2) The Field Classification Test Battery consists of 8 of the 11 tests, and is administered to:

(a) Male Marines (1st term reenlistees) not previously administered either battery of the A-A test. Tests may be administered prior to reenlistment, but not more than 120 days prior to anticipated reenlistment date. The command effecting the reenlistment is responsible for administering the test battery, however, commands not retaining A-A tests, which effect first term reenlistment of personnel who are to be transferred within 30 days of reenlistment to a command possessing A-A tests, may omit testing, provided they notify the receiving command that the test battery must be administered to the reenlistee.

(b) Women Recruits

(c) Enlisted personnel (Regular and Reserve) applying for an assignment/program which has prerequisites stated in terms of both GCT and A-A scores, if the Marine has a GCT score which fails to meet the stated GCT requisite.

(d) Enlisted personnel upon reentry into the service on active duty if the period of separation or inactive duty has been in excess of 1 year and the individual has prior active Marine Corps or Marine Corps Reserve service.

(e) Members of the Organized Marine Corps Reserve who have no prior Marine Corps active service, but do have prior active duty with another branch of the U.S. Armed Forces, upon joining an Organized Marine Corps Reserve Unit.

b. Partial administration of the Aptitude-Area Classification Test Battery will not be permitted without specific authority from the Commandant of the Marine Corps (Code DFM).

c. The initial administration of the Aptitude-Area Classification Test Battery is not a retest of the General Classification Test which is currently administered to officers and personnel undergoing training leading to commissioned status and which was formerly administered to enlisted personnel.

d. In both the Basic Classification Test Battery and the Field Classification Test Battery, the individual test scores are converted into Aptitude-Area Scores, which are derived from a combination of the individual test scores.

e. All tests and aptitude-areas derived therefrom are listed below. The tests are to be administered in the order listed:

Tests

Verbal (VE)
Arithmetic Reasoning (AR)
Pattern Analysis (PA)
Classification Inventory (CI)
Mechanical Aptitude (MA)
Clerical Speed (ACS)
Radio Code (ARC)
General Information (GIT)
Shop Mechanics (SM)
Automotive Information (AI)
Electronics Information (ELI)

Aptitude-Areas

Infantry (IN)
Armor, Artillery and Engineer (AE)
Electronic (EL)
General Maintenance (GM)
Motor Maintenance (MM)
Clerical (CL)
General Technical (GT)

f. The following tests of the Aptitude-Area Classification Test Battery measure the indicated qualities:

TEST	SYMBOL	QUALITY
Verbal	VE	Ability to understand the meaning of words; grasp concepts in verbal form; present ideas clearly.
Arithmetic Reasoning	AR	Facility for problem solving; ability to handle mathematical computation.
Pattern Analysis	PA	Ability to mentally manipulate spatial relations and visualize three dimensional form.
Classification Inventory	CI	Evaluates interest, personality and and feeling of social responsibility - behavior basis to good personal adjustment and to good citizenship.
Mechanical Aptitude	MA	Ability to comprehend mechanical principles.
Clerical Speed	ACS	Perception in working with detailed numeric and verbal material.
Radio Code	ARC	Facility for learning radio code.
General Information	GIT	Measures masculine interests especially in outdoor type activities.
Shop Mechanics	SM	Knowledge of mechanical and construction craft information.
Automotive Information	AI	Knowledge of automotive and related principles.
Electronics Information	ELI	Knowledge of electrical and radio information and theory.

(1) If a requirement exists for one or more of the ability areas shown above, selection should be based on the test scores which indicate the higher desired quality.

g. The following are the various combinations of tests and aptitude-areas, and identifies the categories of Marines to which they are applicable:

TESTS

	VE	AR	PA	CI	MA	ACS	ARC	GIT	SM	AI	ELI
Basic Classification Test Battery (Male Recruits Only)	x	x	x	x	x	x	x	x	x	x	x
Field Classification Test Battery (Male Marines, not recruits)	x	x	x		x	x			x	x	x
Women Marine (including Women Recruits)	x	x	x		x	x			x	x	x

APTITUDE-AREAS

	IN	AE	EL	GM	MM	CL	GT
Basic Classification Test Battery (Male Recruits Only)	x	x	x	x	x	x	x
Field Classification Test Battery (Male Marines, not recruits)	x	x	x	x	x	x	x
Women Marines (including Women Recruits)			x	x	x	x	x

Since Aptitude-Areas IN and AE have different computation formulas, based on whether the Basic test or the Field test are administered, caution must be used to ensure the correct formula is used. DA Pamphlet 611-100 contains all computation formulas. The IN and AE areas computed for the Field test are to be computed using the formula for CO-A for the IN area, and the CO-B formula for the AE area.

h. The use of selected tests and aptitude-areas for special purposes will be directed by the Commandant of the Marine Corps. Instructions for special test programs will be promulgated, as required, by Headquarters Marine Corps.

i. Each Aptitude-Area Classification Test is provided as a separate test booklet, except the Radio Code (ARC) which is in tape-recorded form. Individual answer sheets are provided for each test, except the Army Clerical Speed (ACS) test, which is a self-contained test booklet and answer sheet.

j. A standard score of 100 indicates "average" in the separate tests of the Aptitude-Area Classification Test Battery and in the Aptitude-Area Scores. Insofar as practical an individual should possess a score of 90 or better in the appropriate aptitude-area for assignment or reassignment to entry billets.

k. Aptitude-Area score requirements for assignment to formal school training are reflected in the MCO P1500.12, Marine Corps Formal Schools Manual.

5. Language Proficiency Test (LPT). Foreign language proficiency will be evaluated by means of an LPT in all cases for which an LPT is available. The LPT will be administered immediately following the initial identification of a foreign language ability when there is reasonable evidence that the ability possessed is significant enough to warrant testing. Foreign languages and test material form numbers for the languages for which a LPT is available are:

LANGUAGE	TEST BOOKLET NO.	SCORING KEY NO.	LANGUAGE TAPE NO.
Albanian	6302	6302-1	6302-2
Arabic, Iraqi	6305	6305-1	6305-2
Bulgarian	6314	6314-1	6314-2
Burmese	6315	6315-1	6315-2
Chinese, Cantonese	6318	6318-1	6318-2
Chinese-Mandarin	6320	6320-1	6320-2
Czech	6322	6322-1	6322-2
Danish	6323	6323-1	6323-2
Dutch	6324	6324-1	6324-2
Finnish	6326	6326-1	6326-2
French	6327	6327-1	6327-2
German	6329	6329-1	6329-2
Greek, Modern	6330	6330-1	6330-2
Hebrew, Modern	6332	6332-1	6332-2
Hungarian	6335	6335-1	6335-2
Icelandic	6336	6336-1	6336-2
Indonesian	6338	6338-1	6338-2
Italian	6339	6339-1	6339-2
Japanese	6340	6340-1	6340-2
Korean	6346	6346-1	6346-2
Lithuanian	6350	6350-1	6350-2
Norwegian	6355	6355-1	6355-2
Persian	6358	6358-1	6358-2
Polish	6359	6359-1	6359-2
Portuguese	6361	6361-1	6361-2
Romanian	6362	6362-1	6362-2
Russian	6363	6363-1	6363-2
Serbo-Croatian	6364	6364-1	6364-2
Slovenian	6367	6367-1	6367-2
Spanish	6368	6368-1	6368-2
Swedish	6370	6370-1	6370-2
Thai	6373	6373-1	6373-2
Turkish	6376	6376-1	6376-2
Ukrainian	6378	6378-1	6378-2
Vietnamese	6380	6380-1	6380-2
Yiddish	6383	6383-1	6383-2

a. All personnel will be given an opportunity to indicate their ability in any foreign language during initial classification processing upon entry on active duty or upon joining an Organized Marine Corps Reserve Unit and at any subsequent time that an ability in a foreign language is acquired. Identification of these languages will based on the individual's claim of ability and background which indicates knowledge of a foreign language; i.e., language use in the home, completion of a language course, extended foreign residence, etc.

b. The Language Proficiency Test (series 1958) is designed as the standard test to determine the degree of proficiency of personnel who profess

ability in a foreign language for which a test is available. LPT facilities are maintained at the installations listed in paragraph 3152.

(1) Commanders of test facilities listed in paragraph 3152 will be responsible for the evaluation of language proficiency by testing all Marine Corps personnel within their command when ability is professed in a foreign language for which a LPT is available. (See subpars. 3152.1b and 3152.2.) A command requesting LPT test materials must have a tape recorder capable of reproducing sound from tape 1/4 inch by 1200 feet, recorded at a speed of 7 1/2 inches per second on 60-cycle alternating current. Requests for authority to administer LPTs, that are addressed to this Headquarters, will include:

Name, grade, service number, MOS(s) and component of individual to be tested
Statement of availability of the required tape recorder
Foreign language test(s) to be administered to the individual
Form number of test booklet(s), and language tape(s) required

c. The LPT will be administered during the initial classification processing upon entry on active duty, if appropriate, and in the following instances:

(1) To personnel who were previously administered the LPT (series 1958) after a period of 2 years has elapsed from the date of previous testing, completion of a course of instruction in the language or completion of a duty assignment requiring the use of the language.

(2) To personnel who possess a language MOS, or those whose records indicate language ability, who have not previously been tested.

(3) To all other personnel who claim the ability to understand, speak, and/or read a foreign language for which a test is available.

(4) Upon the direction of the Commandant of the Marine Corps.

d. The administration of the LPT program will be in accordance with the following:

(1) Testing and scoring will be conducted by qualified personnel in accordance with the instructions contained in the LPT Manual and the following:

(a) Part I (Listening Comprehension) of the LPT is recorded on magnetic tape and will be administered by use of a tape recorder meeting the specifications described in subparagraph 3153.5b(1), above.

(b) Spoken Arabic consists of several dialects and since the written Arabic is common to all dialects, the following special procedure will apply in the evaluation of proficiency in this language:

1. An individual claiming proficiency in any Arabic dialect will be given Part I (Listening Comprehension) and Part II (Reading Comprehension) of the prepared test for Arabic, Iraqi. The score and rating attained on each part will be recorded as proficiency in Arabic, Iraqi.

(2) Materials required are as follows:

Tape Recorder	(see subpar. 3153.5b(1)
LPT Manual	DA Pamphlet 611-300
Answer Sheet	DA Form 6000 (same for all LPTs)
Test Booklet	(see subpar. 3153.5 for form number)
Language Tape	(see supbar. 3153.5 for form number)
Scoring Key	(see subpar. 3153.5 for form number)

e. The following is a listing of ratings and the scores within the rating for the LPT - series 1958:

Adjectival Rating	Part I	Part II	Total Score
Good	46 - 60	46 - 60	92 - 120
Fair	28 - 45	28 - 45	56 - 91
Poor	16 - 27	16 - 27	32 - 55
Not Rated	0 - 15	0 - 15	0 - 31

f. Marine Security Guards assigned duty with Company "F," Headquarters Battalion, Headquarters Marine Corps will be identified at such time as they attain a tested rating of S-1 or higher on an oral examination administered at an overseas post by a Foreign Service Institute Regional Language Supervisor. In the event an individual progresses to level S-2, S-3 and S-4, this progression will be reported as it occurs.

(1) As a level of proficiency is reached, this fact will be reported by Administrative Action Form (NAVMC 10274-ADM) to the Commanding General (Data Processing Officer), Marine Corps Base, Camp Lejeune, North Carolina 28542, for entry into the personnel accounting system, with a copy to Commandant of the Marine Corps (Code DGH), to include the following information:

(a) Last name, first name and middle initial

(b) Service number and grade

(c) Date proficiency level obtained, month and year

(d) Name of language and language code

(e) Part I score

(f) Part II score

(2) The following scores will be reported for both Part I and Part II to indicate the levels of proficiency as shown:

Level	Part I Score	Part II Score
S-1	20	20
S-2	33	33
S-3	48	48
S-4	58	58

(3) This procedure is authorized for use only by Company "F," Headquarters Battalion, Headquarters Marine Corps.

6. Language Proficiency Interview. Evaluation of proficiency in foreign languages for which Language Proficiency Tests are not available will be accomplished by interview if there is reasonable evidence that the ability possessed is significant to warrant recording in the personnel accounting system and service records.

a. Interviews will be conducted by a qualified linguist in the language being evaluated if possible.

b. If it is determined that the individual does possess ability in a language, this information will be transmitted to the Recruit Depot in the same personnel accounting jurisdiction as the command by naval letter or administrative action form. The transmitting document must contain all standard identifying information in addition to the reporting unit code number, the name of the language(s) and the month and year the interview was conducted.

c. The Marine Corps Directives System (1550 series) provides guidance criteria for language proficiency interviews.

7. Language Proficiency Recording. The order in which proficiency in foreign languages will be recorded on the machine produced NAVMC 118(8)-PD, Classification and Assignment Test Results, described in subparagraph 15112.2 will be as follows:

a. Formal school training in the language.

b. Administration of a language proficiency test.

c. Language proficiency interview.

Space is allocated for recording scores for Parts I, II and total score but no adjectival rating for foreign languages on NAVMC 118(8)-PD. If the individual is qualified in three or more foreign languages, this fact will be signified by an "X" placed in the "Yes" box opposite "Additional Language Proficiency Test Administered." The third or fourth (or more as the case may be) language when initially introduced into the system will be recorded on NAVMC 118(8)-PD in the "Remarks" section by the computer center one time and one time only. Succeeding NAVMC 118(8)-PDs produced by the computer center will thereafter only reflect the most significant language(s) in which the individual is qualified in the "Language Proficiency Tests" section based on the precedence shown above. All other foreign languages previously reflected in the "Remarks" section of the initial NAVMC 118(8)-PD must therefore be transcribed to the new NAVMC 118(8a)-PD, Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed, prior to the obsolete NAVMC 118(8)-PD being destroyed.

8. Language Aptitude Test (LAT). The language aptitude test is designed to aid in selecting personnel for training in various language schools by determining their aptitude for learning a foreign language. It will be administered to all officers and enlisted personnel being considered for or who are applying for assignment to language training.

a. Language Aptitude Testing facilities are maintained at the installations listed in paragraph 3152.

b. Materials required for the administration of the LAT are:

Directions for Administration of the LAT	- DA Pamphlet 611-131
LAT Test Booklet	- DA Pamphlet 6131
Standard Answer Sheet	- DA Form 6000

c. Requests for assignment to a language school from personnel who cannot be tested at one of the commands holding LAT material will serve as a request for test material. Requests for assignment to a language course will be forwarded to the Commandant of the Marine Corps (Code DF) only in the case of individuals who attain a score of 18 or above on the LAT. The score attained will be included in the commanding officer's forwarding endorsement. Requests for assignment to language school are not desired from officers.

d. Scores will be recorded in the "Special Qualifications" section of the NAVMC 118(8a)-PD.

9. Oral Trade Test Questions. The Oral Trade Test Questions (NAVMC 1062-PD) are designed to ascertain a person's knowledge with reference to a civilian occupation in which he claims to be skilled. These tests will be administered during initial classification by Recruit Depots and Reserve activities as necessary. The questions deal with an individual's knowledge and are not to be considered a measure of skill. Test results will not be recorded in the service records of personnel tested.

a. Tests will be administered and scored in accordance with the Oral Trade Test Manual. Materials required are:

NAVMC 1062-PD and printed change 1-56.

b. The score for each set of trade questions is the number of questions answered correctly. At the end of each set of trade questions there appears the interpretation of scores for that set of questions in the terms W (well informed); S (some information) and L (little information). The range of scores is indicated for each of these terms in each set of questions.

10. Typing Test. The typing test is designed as a measure of typing speed and is designated as the standard typing

test for use in the Marine Corps classification program. It will be administered at the Recruit Depots to all recruits who claim typing ability, and may be administered as deemed necessary, by the commands listed in paragraph 3152. It is to be used in situations where exact knowledge of an individual's typing proficiency is required, such as assignment to schools where a minimum typing speed is specified, and it may be used in situations where such knowledge would be helpful in making proper personnel assignments.

a. The typing test will be administered and scored in accordance with the Marine Corps Typing Tests Manual.

b. Materials required are as outlined in the Marine Corps Typing Tests Manual (NAVMC 1186-PD). Reproduction of certain portions of this test is authorized in the Typing Tests Manual.

c. Test results will be recorded in the service record book of enlisted personnel in accordance with instructions contained in chapter 15.

11. Electronics Technician Selection Test (ETST). This test is used in selecting Marines for training in electronics. The test covers five areas including mathematics, general science, shop practice, electricity and radio. The ETST will be administered only at Recruit Depots or at the direction of the Commandant of the Marine Corps.

12. Defense Officer Record Examination (DORE). This test is administered to all newly-commissioned male officers at MCS, Quantico, Va., MAD, Pensacola, Fla., or MAD, Corpus Christi, Tex. All tests are machine-scored at MCS, Quantico, Va., and test results are entered into the Personnel Accounting System at Headquarters Marine Corps. Scores will be recorded on NAVMC 118(8)-PD by computer-generated process as described in par. 15112.

13. Other tests, controlled by the Commandant of the Marine Corps will be furnished and administered in individual cases, and/or for specific purposes dependent upon the circumstances.

3154 CLASSIFICATION TEST ANSWER SHEET - HANDLING, SCORING AND RECORDING PROCEDURES

1. Regular Establishment

a. The machine scoring of classification test answer sheets demands strict compliance with the instructions and procedures set forth herein to ensure that classification test scores are promptly and properly entered into the personnel accounting system and individual records.

b. Classification test scores will not be considered "official" until they have been machine scored. Implementation of machine scoring of classification test answer sheets when the results are required to be known to establish qualifications for immediate classification/assignment action will not prohibit hand scoring when required. Ultimately, all classification test answer sheets must be machine scored before they are introduced into official records. This applies equally to initial testing and retesting.

c. Classification tests included in the machine scoring concept are the General Classification Test, Aptitude-Area Classification Test, Language Proficiency Test, Defense Officer Record Examination, and the Electronics Technician Selection Test. When it is determined that the results of the test(s) must be known immediately, and this requirement is sufficiently justified to the Commandant of the Marine Corps by the commanding officer, scoring keys will be included in the test material furnished to permit hand scoring.

d. Classification test answer sheets will be transmitted to the Recruit Depot in the same personnel accounting jurisdiction as the command administering the test. The use of Airmail in transmitting answer sheets is authorized

where appropriate. The envelope containing the test answer sheets will be mailed to the Commanding General (Classification), Marine Corps Recruit Depot as appropriate. Insert "TEST ANSWER SHEETS" in the lower left-hand corner of the envelope.

e. Handling procedures

(1) All test answer sheets will be marked with electrographic pencil.

(2) All test answer sheets must be completely and legibly filled out and must include the testee's service number.

(3) The Reporting Unit Code Number of the organization to which the individual being tested is administratively joined, must be stamped or printed plainly in the upper right-hand corner (Line 8) of all answer sheets to ensure correct and timely return/reporting procedures.

(4) Every precaution must be taken to ensure that the test answer sheets are not folded or mutilated upon transmission to the machine scoring activity.

(5) All answer sheets must be thoroughly screened to ensure there are no double answers and that all erasures are clean and thorough prior to transmission to the machine scoring activity.

(6) Units provided test materials on an individual basis by the Commandant of the Marine Corps or a test center will ensure proper return of the test components to the issuing command and the answer sheets to the respective Recruit Depot to prevent unnecessary handling delays in obtaining test results.

f. Scoring procedures

(1) Classification test answer sheets may be hand scored as set forth in subparagraph 1b, above, however; they must be sent to the appropriate Recruit Depot for machine scoring in each instance.

g. Reporting procedures

(1) Upon receipt of the classification test answer sheets at the recruit depot they will be machine scored. The Recruit Depot will transmit the scores to the appropriate electronic computer installation which will generate a machine prepared service record book NAVMC 118(8)-PD, in duplicate. The original will be sent to the reporting unit and the duplicate to the Commandant of the Marine Corps (Code DGH).

(2) Unit Diary entries are not required.

h. Scored answer sheets will be retained on hand at the Recruit Depot for a minimum of 6 months from date of testing in compliance with existing regulations.

i. Correspondence concerning non-receipt, incorrect or incomplete machine prepared service record book pages will be directed to the Recruit Depot in the same personnel accounting jurisdiction as the command administering the test, providing it is initiated within 6 months from the date of testing; otherwise the correspondence will be directed to the Commandant of the Marine Corps (Code DFM).

2. Reserve Establishment

a. Classification test answer sheets for Reserve personnel on inactive duty will not undergo the machine scoring and reporting procedures outlined in subparagraph 1, above. All classification tests for inactive duty Reserve personnel will be hand scored.

b. Classification test scores on inactive duty Reserve personnel will be recorded in the service record book as set forth in subparagraph 15112.5g.

3155 RETESTING

1. Retesting is permitted only to meet a valid military requirement; i.e., reclassification, determining eligibility for formal school training, duty assignment or commissioning programs. Requests for retests will not be answered by Headquarters Marine Corps if based solely upon the desire to obtain higher scores.

2. All commanders listed in paragraph 3152 and commands whom they so delegate are authorized to accomplish retesting subject to the instructions contained herein.

3. Requests for retesting from individuals or commanders unable to obtain classification testing service from a command holding classification tests will be forwarded to the Commandant of the Marine Corps (Code DFM). Requests for retests will contain the following information for each individual to be tested:

a. Name, grade, service number, MOS(s) and component.

b. Date previous test was administered.

c. Scores previously attained.

d. Justification for requesting a retest.

4. Requests for retests for personnel who have had access to, or are familiar with, test materials will contain a statement to that effect. All such requests will be forwarded to the Commandant of the Marine Corps (Code DFM) for testing authority.

5. When a retest has been administered; the new scores attained, whether higher or lower than the previous scores, will be the official score.

6. No retest will be administered within a 1-year period following the date of the previous test unless it is required to meet a requisite for a reenlistment option.

7. Procedures or information relative to retesting with specific classification test are as follows:

a. GENERAL CLASSIFICATION TEST (GCT)

(1) All requests for retests under the GCT will be forwarded to the Commandant of the Marine Corps (Code DFM).

b. LANGUAGE PROFICIENCY TEST (LPT)

(1) Retests of the LPT are authorized when, in the opinion of the commanding officer, the results of the previous tests do not reflect current ability in any phase of the language, and as required in subparagraph 3153.5c.

c. LANGUAGE APTITUDE TEST (LAT)

(1) Retests of the LAT are not authorized without the approval of the Commandant of the Marine Corps.

d. TYPING TEST

(1) Retests will be authorized in those cases where definite evidence is available to indicate improvement of typing ability since the administration of the original typing test.

3156 INTERPRETING CLASSIFICATION TEST RESULTS

1. Test results are normally expressed in terms of standard scores which are grouped into five broad categories called "Grades." Scores are grouped into grades as follows:

Grade	Standard Score Range
I	130 and above
II	110 - 129
III	90 - 109
IV	60 - 89
V	59 and below

2. The above grades/standard score ranges apply to the General Classification Test, Aptitude-Area test scores, and Aptitude-Area scores.

3157 SUPPLY OF CLASSIFICATION TEST MATERIALS

1. Stocks of test materials are maintained by the commanders listed in paragraph 3152. Subordinate commands will request test materials directly from those commanders.

2. Materials which have become obsolete or unserviceable, or are no longer required, will be returned to the Commandant of the Marine Corps (Code DFM). Test materials returned will serve as an automatic requisition for replacement materials unless otherwise specified.

3. Commands authorized to maintain and administer classification tests will requisition necessary answer sheets through normal supply channels, with the exception of the Army Clerical Speed Test (ACS) which is controlled and issued by the Commandant of the Marine Corps (Code DFM). Commanders listed in paragraph 3152 will request Army Clerical Speed Test (ACS) replacement material when stocks reach what is considered a normal 90-day supply. This will permit enough leadtime for this Headquarters to procure the necessary forms and mail them to the requesting command without a disruption of testing. The maintenance of "usage data" will aid materially in submitting reasonable requests for replacement answer sheets. Instructions for requisitioning answer sheets not under the control of the Commandant of the Marine Corps will be found in the appropriate Marine Corps Order in the 4235 series. Tests, scoring keys and testing instructions will be requisitioned from the Commandant of the Marine Corps (Code DFM).

4. Reproduction of any test or test material in whole or in part is prohibited, unless specifically authorized by the Commandant of the Marine Corps, or unless so indicated in the test booklet or instructions.

3158 SECURITY OF CLASSIFICATION TEST MATERIALS

1. Commanders are responsible for the security of classification test materials within their commands. An officer will be designated as custodian of the classification test materials. Commanders shall issue such directives as deemed necessary to ensure proper security and to prevent compromise of test materials subject to the following instructions:

a. Classification test materials are for official use only. They will be transmitted via regular mail or hand carried, except in the case of overseas commands which may forward the material via Airmail. Packages of test materials will be double wrapped, tape

sealed and accompanied by a transmittal letter for all materials except blank answer sheets. The letter of transmittal will include a statement or enclosure which lists the test materials transmitted. The inner wrapper will be marked in such a manner as to clearly identify the contents as "test materials - to be opened by authorized personnel only."

b. Receipts will be accomplished for all test materials forwarded by letter of transmittal except for those test materials returned to the Commandant of the Marine Corps in accordance with subparagraph 3157.2.

c. Test booklets, scoring keys and answer sheets will be stowed in safes, vaults or locked receptacles when not in actual use.

d. Commanders will require that test materials be inventoried quarterly and upon the relief of custodians. These inventories are prescribed to strengthen the security and accountability of test materials. One copy of the inventory will be forwarded to the Commandant of the Marine Corps (Code DFM) upon relief of the custodian.

e. When not in the possession of personnel being tested, test materials shall be handled only by an officer or qualified enlisted personnel. In any case, each individual to whom test materials are entrusted, or to whom the contents are made known, will be held responsible for any act or failure which may in any way contribute to the compromise of any test or portion thereof.

f. The loss, compromise, destruction or misuse of any pieces of test material will be investigated by an officer and the complete report of investigation will be forwarded to the Commandant of the Marine Corps (Code DFM), via command channels. The form of the test will be immediately suspended from use within that command, and a statement to that effect will be included in the report of investigation or endorsement thereon. The test form will not be placed in use again within the command until authorized by the Commandant of the Marine Corps.

g. Test materials excluding used answer sheets will not be destroyed unless authorized by the Commandant of the Marine Corps.

h. Under normal circumstances test materials requested from this Headquarters for the purpose of testing individual Marines will be returned within 10 working days after receipt.

CHAPTER 5

TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS

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CHAPTER 5

TRAVEL OF MARINE CORPS PERSONNEL & DEPENDENTS

PART A: REGULATORY TRAVEL INSTRUCTIONS AND GENERAL INFORMATION ON TRAVEL ORDERS

5000 GENERAL

1. The Marine Corps Manual, paragraph 1320, contains the basic information pertaining to regulatory travel instructions and general information on travel orders.

5001 DEFINITION OF ORDERS

1. Travel orders are orders which direct individual or group movement between designated points. A competent travel order is a written instrument issued or approved by the Commandant of the Marine Corps or such person or persons to whom authority has been delegated or redelegated (see the Marine Corps Manual, par. 1320) to issue travel orders.

5002 NECESSITY FOR ORDERS

1. No reimbursement for travel is authorized unless orders by competent authority have been issued therefor.

a. Commanders issuing and endorsing orders will ensure that individuals are furnished sufficient copies of both orders and endorsements thereto to facilitate the accomplishment of the required administrative actions both at the old and new duty stations.

2. Reimbursement for travel is not authorized when the travel is performed in anticipation of or prior to receipt of orders. (See Joint Travel Regulations, par. M7000, item 8, in connection with dependents travel.)

5003 AUTHORIZED FORM OF ORDERS FOR TRAVEL AND REIMBURSEMENT

1. Written Orders. Written orders issued by competent authority are required for official travel or for reimbursement of expenses incident thereto. For the purposes of reimbursement, orders written in the field which quote or reference higher authority which is authorized to initiate such orders, are competent orders.

2. Verbal Orders. A verbal order given in advance of travel and subsequently confirmed in writing, giving date of verbal order and approved by competent authority, will meet the requirement for written orders. The confirmation will contain a statement that due to the urgency of the travel involved, it was not practicable to issue written orders prior to commencement of the travel.

3. Telephonic Orders. Orders written in the field which quote or reference orders received by telephone from competent authority must be subsequently confirmed by the authority who issued such orders by telephone. This will be done either by issue of further orders reducing the telephonic orders to writing or by approval by competent authority of orders written in the field referencing such telephonic orders. Reimbursement for travel expenses under telephonic orders may not be made until such confirmation is obtained.

4. Endorsement on Message or Speedletter Orders. When message, telegraphic or radio orders or speedletter orders are presented, each shall bear the endorsement "Original orders received," signed by the individual to whom they are addressed, unless such messages or speedletters are delivered to the individual through his commander, in which event each such order shall bear the endorsement "Certified original message or speedletter," signed by the commander or by such person as may be designated by the commander. Such orders will be treated as original orders.

5. Confirmation of Messages. In order to reduce the length of messages relating to the transfer or assignment of Marine Corps personnel, Headquarters, U.S. Marine Corps and commands authorized to issue orders will generally use abbreviated equivalents for certain phrases, sentences and groups of sentences employed therein. Such message orders in abbreviated form must be addressed only to military commands. The reference line in the orders will show the date time group, month and year of the messages. The order will transcribe into unabbreviated form the entire contents of the message before delivery to the individual or individuals concerned. Abbreviated equivalents for phrases, sentences and groups of sentences applying to message orders are listed in chapter 17. Abbreviations not contained therein, but which, through long usage and custom, are understood by all concerned, may be used.

6. Orders Not Originated by Competent Authority. Travel orders which are not originated by competent authority and issued under unusual conditions must be approved by the Commandant of the Marine Corps or such authority which is authorized to initiate such orders to allow reimbursement for travel expenses incurred in compliance therewith.

7. Authorization to Perform Travel. Commanders should not direct personnel to perform official travel without furnishing transportation or providing for reimbursement of transportation expenses. On certain occasions; however, though travel may be desirable from the Marine Corps viewpoint, it may not be sufficiently justifiable to warrant expenditure of travel funds. Under these circumstances any command may write an "authorization," permitting the individual addressed to travel, but at no expense to the Government for travel and/or per diem. (See the Marine Corps Manual, par. 1320.) Such authorization should always contain the following statement:

"The above is authorized with the understanding that you will be entitled to no reimbursement for travel and/or per diem in connection herewith. In case you do not desire to execute these orders at no expense to the Government for travel and/or per diem, you will regard this authorization as revoked and it will be returned for cancellation."

8. Service Charges by Commissioned Officers' Messes (OPEN), Guest Houses and Hostess Houses to Officers on Temporary and Temporary Additional Duty.

a. Officers on temporary and temporary additional duty will not be assigned quarters in a commissioned officers' mess (OPEN), hostess house, guest house, or similar facility where a service charge is made, unless other government quarters are not available or are inadequate for the purpose.

b. In the event such assignment is determined to be necessary, charges will not exceed the amount by which appropriate regulations provide for increase in per diem allowances under the circumstances.

c. Government quarters to be assigned without charges will normally be BOQ's (for permanent or transient personnel) but may be barracks or any other habitable facility.

d. Only when all existing government facilities have been considered impracticable for utilization will a commanding officer (or his representative) sign a certificate to that effect for payment of per diem allowances on that basis.

e. This policy does not prevent an officer from voluntarily occupying quarters and paying any charges levied (without reimbursement for charges) in lieu of government quarters assigned, provided his orders endorsed to reflect that government quarters were available without service charge.

5004 CIRCUITOUS TRAVEL

1. Marine Corps personnel serving overseas may travel via a circuitous

route on permanent change of station only when specifically authorized by the Commandant of the Marine Corps.

2. Transportation will be furnished on a space requirement basis in connection with circuitous travel only for the transpacific or transatlantic portion of that travel. The mode of transportation, air or surface, will be determined by the transportation officer at the overseas point of departure for continental United States.

a. Applications for circuitous travel will be submitted to the Commandant of the Marine Corps (Code DF) in sufficient time to permit approval and issuance of appropriate orders. Applications will be approved only when the applicant indicates that he has sufficient funds to defray cost of transportation between his last duty station and the point from which transoceanic transportation at government expense will be furnished and sufficient accrued leave to cover time in excess of proceed time and the constructive travel time by the normal route. Circuitous travel will not be authorized for personnel returning to the continental United States for separation or for unaccompanied dependents.

b. Commanders will indicate in orders issued or by endorsement thereto the type of carrier on which personnel normally would have been returned to the continental United States; the points between which transoceanic transportation at government expense will be furnished; constructive travel time by the normal transportation that would have been utilized; a statement indicating that member is in a leave status between date (specify) of relief from last duty station and his availability date (specify) for transoceanic transportation to continental United States.

c. Individual will be responsible for furnishing copies of orders to the commander of the area from which transportation will be furnished to the continental United States in sufficient time for him to be able to notify the applicant of transportation arrangements prior to his departure from his last duty station.

d. Transportation in kind, a monetary allowance, or reimbursement is not authorized:

(1) For any portion of circuitous travel performed by commercial means when government transportation is available for travel by the normal route;

(2) For travel via foreign flag carriers; or

(3) Over a route or any portion thereof which is served by suitable government transportation notwithstanding that commercial transportation may have been authorized for travel in whole or in part via the normal route.

e. In connection with circuitous travel, government transportation is considered to be available and timely to the degree directed in the orders for travel via the normal route.

f. Constructive travel time will be allowed for the transoceanic travel via the direct route to continental United States by the directed mode. Travel time within the continental United States will be authorized for mode utilized based on the distance from the continental United States port of entry prescribed for the normal route to new duty station or from actual port of entry to the new duty station, whichever is the lesser.

g. All travel and related expenses incurred while in a leave status will be paid by the member on a nonreimbursable basis. Space available travel on government transportation is authorized during the leave period.

h. Transoceanic transportation will be provided for circuitous travel in accordance with existing policies in the same manner and on the same basis as for personnel assigned to the area where the transoceanic transportation will originate.

i. Authorized land mileage or transportation in kind incident to circuitous travel will be based on the cost to travel from the continental United States port of entry prescribed for the normal route to the new duty station or from the actual port of entry to the new duty station, whichever is the lesser.

j. If contributed currency is used to pay cost of travel expenses, the use of government transportation facilities to travel by a circuitous route is not authorized. In such instances orders issued for circuitous travel will specify that commercial travel costs in excess of those by the direct route will be paid by the member on a nonreimbursable basis; that travel time in excess of that required for travel via the direct route will be charged as leave and that travel time will be allowed in accordance with subparagraph 2f, above.

3. The above information will be brought to the individual's attention prior to issuing orders authorizing travel via a circuitous route.

5005 REFERENCES IN ORDERS

1. To be competent for reimbursement purposes, orders issued outside Headquarters, U.S. Marine Corps must always reference the authority under which the orders are issued.

5006 SIGNATURES

1. Signatures on orders will be in accordance with U.S. Navy Regulations, article 1608.

2. The facsimile signature of a commander authorized to issue travel orders may be used for the purpose of signing orders, and orders so signed shall be considered competent if initialed by an officer who has been authorized in writing by the commander to use the facsimile signature.

3. Facsimile stamps must be properly safeguarded and used only for the specific purpose or purposes authorized. The original of the letter authorizing the use of facsimile stamps will be filed in the headquarters of the issuing command. Copies will not be sent to Headquarters, U.S. Marine Corps.

5007 COUNTERSIGNING OF ORDERS

1. When travel is performed upon receipt of a movement order a countersigned copy of the original orders issued by, or by direction of competent authority may be used to constitute original orders of the individual concerned.

2. Where procedure of countersigning orders, as authorized above, is desired or required, the original orders issued by competent authority will contain a specific statement to the effect that copies of the original orders, which are countersigned and delivered by the officer to whom the original orders were issued, will constitute original orders to individuals of his command or in his charge.

3. Countersignatures will be in accordance with the instructions contained in U.S. Navy Regulations, article 1608.

5008 ORIGINAL ORDERS

1. Original orders will include all general requirements specified in this chapter relative to travel orders, and only one copy will be signed or facsimile initialed. Endorsements affecting pay, mileage, transportation and travel expenses, shall be placed on the face of the original order involving travel if practicable, otherwise on the back of the order. Such endorsements shall never be placed on other than the sheet which bears the signature or initialed facsimile stamp of the issuing officer.

2. Only one signed copy of orders involving travel will be designated "Original Orders," for each individual receiving such orders.

3. Original orders receipted for by the individual become his property. Upon

reporting and completion of all administrative action, they should be returned for his retention for such use as may be desired.

4. When orders are received from Headquarters, U.S. Marine Corps for personnel who have been previously transferred, including transfer or assignment to a transplacement battalion, the Commandant of the Marine Corps (Code DF) will be notified by message immediately stating the circumstances.

5. Commanders issuing travel orders will direct that travelers report to the disbursing officer within 3 working days after completion of travel to settle travel expenses.

a. Within 30 days after completion of travel, allotment accounting officers will investigate outstanding per diem obligations to deobligate invalid obligations.

5009 DATE OF DETACHMENT

1. An application for the revocation or modification of orders will not justify any delay in their execution if the personnel concerned are able to travel. The terms mentioned below, when used in orders, shall be interpreted as indicated.

a. "Hereby detached"--If possible, the commander will detach the individual within 24 hours after the orders are received.

b. "When directed"--When directed by the commander, but within 10 days after date of receipt of orders or 10 days before or 10 days after date specified in the orders. (If overseas, as indicated above, or as soon as transportation can be arranged.) On "When directed" orders which specify a date and authorize delay to count as leave and the individual does not desire the full amount of leave authorized, the commander may delay the detachment date equivalent to the number of days not desired.

c. "On or about"--Within 5 days before or 5 days after date specified in the orders. (If overseas, as indicated above, or as soon as transportation can be arranged.)

d. "Detach on (date) and when directed on (date)"--On definite date shown in orders.

e. "Upon completion of duty under instruction and when directed"--Within 10 days after completion of duty under instruction.

f. "Upon discharge from treatment and when directed"--Within 10 days after discharge from treatment.

g. "On such date as commander may designate"--On a date that will allow 4 days proceed time, if applicable, plus authorized travel time and leave in order to meet reporting date. The reporting date will always be indicated in the orders.

h. "Date designated during a certain month"--On any day of the specified month.

i. "Upon reporting of your relief (1) and within number of days (2) and when directed"--When directed within the specified number of days after the reporting of the relief. "Upon reporting of your relief and when directed" means within 10 days after reporting of the relief.

j. "Report by 3 June 1960"--Report not later than 2400 on 3 June 1960. (Unless a specified time is indicated, may report prior to that date.)

k. "Report on 3 June 1963"--(Do not report before or later than 3 June 1963.) If reporting for temporary duty, individual may report before 3 June 1963 but the period between the date following the date of reporting and 3 June 1963, inclusive, is not considered to be "necessary temporary duty" within the meaning of the Joint Travel Regulations, paragraph 3030-1, and per diem is not payable for such period.

l. "Report by 10 June 1963 not before 6 June 1963"--Report not later

than 2400, 10 June 1963, nor earlier than 0001, 6 June 1963. If reporting for temporary duty, individual may report before 6 June 1963 but the period between the date following the date of reporting and 6 June 1963, inclusive, is not considered to be "necessary temporary duty," and per diem is not payable for such period.

(1) Exceptions to the restrictions contained in subparagraphs k and *l* are appropriate and authorized when the temporary duty command certifies on the reporting endorsement that early reporting was in the best interest of the Government or caused by conditions beyond the control of the member.

m. "Proceed without delay"--Report for duty within 48 hours, exclusive of travel time, following receipt of orders.

n. "Proceed immediately"--Report for duty within 12 hours, exclusive of travel time, following receipt of orders.

2. In the case of orders affecting officers who are appointed as accountable for public property, commanders are authorized a discretionary period of 30 days after receipt of orders, after relief reports, or after the effective date prescribed in such orders, as the case may be, before effecting transfer. This 30-day period is not in addition to the 10-day period mentioned in subparagraph 1, above. When transfer of accounts requires all or part of the discretionary period beyond 10 days, the commander will notify the Commandant of the Marine Corps (Code DF), by message, the estimated date of arrival of the officer at the new duty station, furnishing the new commander with an information copy.

5010 ENDORSEMENT ON ORDERS

1. Original orders will be endorsed by the individual to whom applicable as to the date, hour and place of receipt.

a. Commanders will obtain and retain on file a receipted copy of orders for a period of one year from date of receipt by individual.

2. The commander is responsible for delivering the original orders to the individual and will prescribe, by endorsement, the effective date and hour of detachment if such is not specifically prescribed. The individual's leave address will be indicated in the delivery endorsement. Pay Entry Base Date will be included on all corporal's.

3. If temporary additional duty travel directives do not specify the mode of travel to be utilized, the commander who delivers the orders will, in his endorsement, specify the mode of travel. He will be governed by the instructions contained in subparagraph 5055.5.

5011 MODIFICATION OF ORDERS

1. Modification to permanent change of station orders and temporary additional duty orders will become part of the original orders, and as such will be prepared as original orders. A copy will be designated as the original for each individual concerned and will be signed in accordance with the provisions of U.S. Navy Regulations, article 1608.

2. When a modification to a permanent change of station or temporary additional duty order is received by the individual concerned, an endorsement signed by the individual as to time, place, and receipt will be entered thereon.

3. Before writing a modification of orders, it is necessary to know the contents of the original orders. In referencing a message, the month and the year will be shown in parentheses after the date time group. Any outstanding orders (i.e., orders which have not been fully executed) should be fully accounted for. If an individual has a complete set of orders outstanding which are not executed, the orders should be canceled. If an individual who has complied with part of a set of orders is diverted at an intermediate station and is not to carry out the remainder of the orders, the orders should be modified or "the unexecuted portion" canceled.

4. A command will not modify temporary additional duty orders issued by another command unless prior approval is obtained from the commander who issued the original orders, or unless approved by the Commandant of the Marine Corps or the original issuing command is junior in the same echelon of command.

5. When orders are modified verbally, written confirmation of such modification will be issued by endorsement as soon as practicable (see subpar. 5003.2). The endorsement will contain specific reference to the verbal modification and will state what portion, if any, of the original orders had been executed at the time of modification.

6. Pen and ink changes may be made to data not affecting reimbursement. Changes to reporting dates, date of detachment, number of days leave authorized, etc., must be made by endorsement to orders.

5012 CANCELLATION OR REVOCATION OF ORDERS

1. Cancellation of permanent change of station orders and temporary additional duty orders may only be issued by the activity that issued the original orders or by higher authority. Cancellation of orders will be written, signed, and endorsed in accordance with the instructions governing original orders.

2. When orders which were not received by the individual concerned are canceled, the canceling directive should state that the orders were undelivered.

3. Canceled orders need not be returned to the order writing activity unless specifically directed.

5013 CANCELLATION, MODIFICATION OR REVOCATION OF ORDERS

1. For the purpose of determining entitlement to allowances for travel and transportation under permanent change of station orders which are modified, canceled, or revoked, the orders will be considered as effective when received by the member, for any travel performed thereunder by him or his dependents, or any transportation of household goods or house trailers commenced or completed thereunder, even though leave, delay, proceed time, or temporary duty en route are involved.

a. Reimbursement for travel performed will be in accordance with the Joint Travel Regulations.

b. Proceed time will be authorized, where applicable.

5014 ABBREVIATIONS

1. Certain standard terms and phrases may be abbreviated in the preparation of orders in the special order form, speedletter and rapid communication form. Those abbreviations contained in chapter 17 will be utilized. Abbreviations not contained therein, but which, through long usage and custom, are understood by all concerned, may be used.

2. Orders containing abbreviated terms and phrases should not be used for Marine Corps personnel on duty with commands outside the military service.

5015 PASSPORTS AND IMMUNIZATION

1. When required, personnel ordered abroad shall obtain the necessary passports and immunization, as specified in current regulations.

5016 ADDRESS WHILE EN ROUTE TO NEW DUTY STATION

1. In executing orders issued by Headquarters, U.S. Marine Corps, or other competent authority, where leave or delay in reporting is involved, or the duration of the travel status is extended, personnel concerned will comply with instructions contained in subparagraph 9151.7.

5017 INSTRUCTIONS FOR OFFICERS RETURNING TO THE CONTINENTAL UNITED STATES FROM OVERSEAS DUTY

1. Officers returning to the continental United States from overseas duty stations will upon arrival report in the following manner:

a. Officers arriving on the east coast will report by message to the Commandant of the Marine Corps (Code DF). Reports should contain number of days leave authorized and address on leave.

b. Officers arriving from overseas in the San Francisco Bay area will report in person to the Commanding Officer, Marine Barracks, Treasure Island, San Francisco, California, or his representative at place of entry into CONUS for endorsement of orders to establish the effective date of proceed, delay, travel and a reporting date at the new duty station. Copies of such endorsements will be furnished via air mail to the Commandant of the Marine Corps (Code DF) and the officer's new duty station.

c. All officers being returned from the Pacific Area for retirement, release to inactive duty, severance or reversion, will report to the Commanding Officer, Marine Barracks, Treasure Island, San Francisco located on Treasure Island, San Francisco, California.

d. Officers arriving on the west coast outside the San Francisco Bay Area will report to the nearest Marine Corps activity for endorsement of orders to establish the effective date of proceed, delay and travel, address on leave and a reporting date at the new duty station. Copies of such endorsements will be furnished via airmail to the Commandant of the Marine Corps (Code DF), Officer in Charge, Marine Corps Passenger Office, 100 Harrison Street, San Francisco, California, and the officers new duty station.

5018 DISLOCATION ALLOWANCE

1. Whenever a member, who is entitled to dependents' transportation, is ordered to make more than one permanent change of station move during any fiscal year, a finding must be made by the Secretary of the Navy that the exigencies of the service require such change of station. The finding required relates to the permanent change of station orders transferring the individual, and where possible must be obtained prior to a move which will entitle him to a second or subsequent dislocation allowance. Authority for payment of such dislocation allowance results from the finding. For the purpose of determining whether a finding is required, the fiscal year current on the date of detachment will be used.

a. A finding is not required on second or subsequent permanent changes of station in the case of members ordered to, from or between courses of instruction conducted at an installation of the uniformed services of the United States, or conducted by, and controlled and managed by, one or more of the uniformed services of the United States at a civilian educational institution, or elsewhere.

b. A request for a "finding" must be initiated in those cases which will result in entitlement to a second or subsequent payment for dislocation allowance, whether or not payment has been made on the first or preceding entitlement.

c. Permanent changes of station to, from or between courses of instruction conducted at an installation of the uniformed services of the United States, or conducted by, and controlled and managed by, one or more of the uniformed services of the United States at a civilian educational institution, or

elsewhere, shall be excluded from computation when determining whether or not a finding is required on second or subsequent permanent changes of station.

2. When permanent changes of station of units, groups or categories of personnel are to be made, and individual findings would be impracticable, requests for a Secretary of the Navy finding may be initiated for the group rather than individuals. Examples of such cases are:

a. Change in location of organization, regardless of whether or not individual orders are issued, or

b. Disestablishment of organization, resulting in relocation of personnel for which orders to officers and enlisted are required.

3. Whenever an individual, who has executed a prior change of station within a fiscal year and for which he was entitled to dislocation allowance, is ordered from a station outside the United States to a hospital in the United States for further observation and treatment, a dislocation allowance is payable and a Secretary of the Navy finding must be requested. A transfer from one hospital to another within the United States does not constitute a permanent change of station and payment of a dislocation allowance is not authorized.

5019 INSTRUCTIONS FOR REQUESTING FINDINGS FOR SECOND PERMANENT CHANGE OF STATION IN THE SAME FISCAL YEAR

1. The Commandant of the Marine Corps will request the finding from the Secretary of the Navy in all instances where individual orders are issued by the Marine Corps.

2. If orders are received and a prior finding is not indicated therein, field commands will submit information to the Commandant of the Marine Corps (Code DF) upon which a request may be based, to include the following:

a. Name, grade, service number, military occupational specialty.

b. Reference of the Commandant of the Marine Corps orders or other directive requiring the move.

c. Date of detachment from each previous permanent duty station in the same fiscal year where entitlement to dislocation allowance was involved (except those to, from or between courses of instruction as stated in subparagraph 5018.1c).

d. New duty assignment.

e. Necessity for proposed transfer and basic reason why the particular individual is selected for transfer (appropriate for commands filling quotas).

f. Other pertinent information, including basis for previous entitlements to dislocation allowance, whether change of station, move or disbandment of organization.

3. In cases of individuals who are hospitalized from an overseas station pursuant to subparagraph 5018.3 requests for a finding will be submitted to the Commandant of the Marine Corps (Code DF) by the Commander of the first organization in continental United States upon whose rolls the individual is joined.

4. When an organization is ordered to change its location permanently, and when such a move will result in an entitlement to a second or subsequent dislocation allowance, the following information will be submitted to the Commandant of the Marine Corps (Code DF) by the Commander at least 45 days in advance of the necessary detachment date:

a. Enlisted Personnel:

(1) Approximate total of enlisted personnel on board on effective detachment date requiring a change of station.

(2) Approximate number of those enlisted personnel entitled to movement

of dependents incident to the change of station.

(3) Full name, grade and service number of all enlisted personnel within (2) above for whom a Secretary of the Navy finding is required.

b. Officer Personnel:

(1) Full name, grade and service number of all officers requiring a change of station.

(2) Full name, grade and service number of all officers in (1), above, for whom a Secretary of the Navy finding is required.

5. Commanders will withhold execution of any order, regardless of the issuing authority, which will entitle an individual to a second or subsequent dislocation allowance in any one fiscal year unless a prior finding (SECNAVFIND) is indicated in the orders. When such circumstances occur, the Commander will immediately notify the Commandant of the Marine Corps (Code DF) of the particulars.

5020 ILLUSTRATION OF ORDER FORMS

1. Figures at the end of this chapter contain illustrations of the various forms of orders. Figures are indicated as follows:

Figure 5-1. Letter.
Figure 5-2. Message.
Figure 5-3. Special order.
Figure 5-4. Organization special order.
Figure 5-5. Speedletter.
Figure 5-6. Group travel.
Figure 5-7. Orders to temporary additional duty.
Figure 5-8. Confirmation of temporary additional duty.
Figure 5-9. Authorization for temporary additional duty. (Permissive.)
Figure 5-10. Repeated travel orders.
Figure 5-11. Movement orders.
Figure 5-12. Orders to extended active duty.
Figure 5-13. Orders to temporary active duty.
Figure 5-14. Absentee orders.
Figure 5-15. Orders (enlisted). (Awaiting action of PhyEvalBd.)
Figure 5-16. Endorsement on Marine Corps Special Order.
Figure 5-17. Extract of Marine Corps Special Order.

2. Each figure is prepared to cover a specific situation, and should not be used as a rigid example. In letter type orders, additional paragraphs may be required to give adequate instructions to the traveler. In special order type orders, the format will be constant as it is consistently paragraphed and columnized. Content of both types of orders will always be prepared on 8 by $10\frac{1}{2}$-inch paper. In this connection figure 5-4 is an organizational special order in a special order format for permanent change of station which may be used for large drafts such as replacement, rotation and recruits when conditions permit, adding such additional instructional paragraphs as may be required. In preparing such an order, the paper will always be used lengthwise as shown in the figure.

3. Appropriation data indicated in the illustrations is shown as an example only and will not be used in any orders issued. Current data is published each fiscal year in a Marine Corps Order in the 7301 series.

PART B: TRAVEL TIME AND MODES OF TRAVEL IN EXECUTION OF TRAVEL ORDERS

5050 TRAVEL TIME IN EXECUTION OF TRAVEL ORDERS

1. Travel time is in addition to the allowed proceed time and is counted in whole days.

a. Travel time at sea varies, depending on the mode by which ordered to proceed.

b. Travel Time for Travel by Commercial Carrier on Permanent Change of Station. Travel time for travel by means of any commercial carrier, on permanent change of station orders which do not direct the use of aircraft transportation, will be based on the rate of 720 miles per day with an additional day authorized for any fraction thereof. The travel time will be computed on the basis of travel over any usually traveled route by through service where available. For transoceanic travel by vessel, the actual time required will be used. Travel time for land or aircraft travel performed outside the contiguous United States will be computed in accordance with schedules covering the type of transportation used over a usually traveled route between the points of travel involved. Where orders specifically direct the use of aircraft transportation, one day's travel time will be allowed for travel within the forty-eight contiguous states and the District of Columbia. For aircraft travel specifically directed overseas, actual schedules over the most direct route will be used to determine authorized travel time.

c. Distances are determined from the Official Mileage Tables and Official Railway Guide.

d. Should a traveler state upon reporting that the travel directed in the orders required time in excess of that allowed above, sufficient additional travel time will be allowed when the statement made is confirmed by an examination of the travel schedule involved. Delay en route awaiting pullman space does not postpone the date on which an individual is due to report.

e. On permanent change of station within the United States, subject to the provisions of the Joint Travel Regulations, including the exceptions provided therein for group travel and travel directed by a particular mode, the traveler may elect to receive reimbursement for his travel at the rate of 6 cents per mile or he may request a Government transportation request to cover the necessary transportation by commercial carrier. However, if transportation request is provided, the mode and routing will be at the discretion of the transportation officer.

f. When travel is performed partly by one means and partly by another, travel time will be computed on a combination of the modes involved. (See subpar. 4, below.)

g. The travel time authorized herein may not be used as a basis for determining entitlement to travel per diem allowances, as such entitlement must be based on the rules set forth in the Joint Travel Regulations.

h. Travel time will not be allowed on the basis of a reassignment between activities located at the same station or metropolitan area or between ships located in the same port.

2. Travel by Privately-Owned Vehicle on Permanent Change of Station Orders. Officer or enlisted personnel performing travel under permanent change of station orders, within or outside the United States, with or without temporary duty en route, may, unless the travel orders direct otherwise, perform the travel involved by privately-owned vehicle for which they are entitled to one whole day travel time for each 300 miles of travel involved over the shortest usually traveled route or fraction thereof of 150 miles or more; e.g., for distances of 750 miles, 3 days travel time allowed; for distance of 749 miles, 2 days' travel time is allowed. If the distance is less than 450 miles, one day travel time will be allowed on permanent change of station. The distance between duty points shall be computed on the basis of highway mileage

as shown in the official mileage tables. As used in this chapter, the term "privately-owned vehicle" does not include aircraft.

a. Except in cases of group travel or where travel by a faster mode is necessary because of exigencies of the service, personnel may not be prohibited from traveling by privately-owned vehicle on permanent change of station orders.

3. Travel Time on Temporary Additional Duty Orders. When orders specifically direct travel by Government or commercial aircraft, travel time shall be computed as follows:

a. Travel time shall be counted in whole days, period of 24 hours, based on time of departure as shown by endorsement on orders, fractional parts of 24 hours being counted as whole days.

b. Travel by direct through routes, with use of first available connection at points of change, will be required and expected, depending on the class of priority, if any, authorized by the orders.

c. Based on prevailing schedules of both Government and commercial aircraft, which generally require less than 24 hours between all points in the United States, only one day travel time by air will be allowed, unless it is shown by endorsement of the traveler on the orders that time in excess of 24 hours, exclusive of any personal preference or convenience, was actually required, with the reasons for the longer time being specifically stated.

4. Travel Via Mixed Modes on Permanent Change of Station Orders. When travel is performed by both privately-owned vehicle and by commercial carrier incident to permanent change of station orders under which travel by privately-owned vehicle is allowed, travel time will be computed as follows:

a. The official highway distance from the starting point of travel by privately-owned vehicle direct to the point at which the mode of transportation was changed will be determined, regardless of the stage of the travel where this mode of transportation was used. Intermediate stopovers will not be considered. If there is more than one leg of travel performed by privately-owned vehicle, the official highway distance for each leg will be determined separately and added together to obtain the total distance traveled by privately-owned vehicle.

b. If the total official highway distance traveled by privately-owned vehicle equals or exceeds the official highway distance between the points of duty, travel time will be allowed for the official highway distance between the points of duty in accordance with paragraph 2, above. No other travel time will be allowed.

c. If the total official highway distance traveled by privately-owned vehicle is less than the official highway distance between the points of duty, the official highway distance for the travel performed by privately-owned vehicle will be deducted from the official highway distance between the points of duty. The total travel time allowed will be the sum of that allowed under subparagraph 2, above, for the total official highway distance traveled by privately-owned vehicle, plus that computed under paragraph 1, above, for the remainder of the official highway distance for travel by commercial carrier.

d. If the official highway distance for travel performed by privately-owned vehicle is 150 miles or more in excess of 300 miles or multiples thereof, an extra day's travel time will be allowed. If the excess is less than 150 miles, the excess will be disregarded. Regardless of the number of modes of transportation utilized, only one day's travel time will be allowed if the official highway distance between points of duty is less than 450 miles.

e. In no case will more travel time be allowed than would be authorized if all travel between the points of duty had been performed by privately-owned

vehicle. When temporary duty is directed en route, each leg of the ordered travel will be computed separately.

f. The following are examples of computations of travel time involving mixed modes of travel:

EXAMPLE NO. 1

Member is transferred from Washington, D.C., to Chicago, Illinois; travels from Washington to St. Louis, Missouri, by POV; travels from St. Louis to Chicago by train.

Points of Travel	Highway Distance
Washington-Chicago	672 miles
Washington-St. Louis	801 miles

MAXIMUM TRAVEL TIME AUTHORIZED: 2 days.

MODE OF TRAVEL	COMMON-CARRIER TRAVEL	COMMON-CARRIER TRAVEL TIME	HIGHWAY DISTANCE	POV TRAVEL TIME
POV			672	2 days
Train	None	None		
TOTALS	None	None	672	2 days

As the distance traveled by POV exceeds the official highway distance of the ordered travel, the member is entitled to POV travel time for the official highway distance between the old and new duty stations. No common-carrier travel time is authorized.

EXAMPLE NO. 2

Member is transferred from Washington, D.C., to San Francisco, California; travels from Washington to San Antonio, Texas, by commercial aircraft; travels from San Antonio to San Francisco by POV.

Points of Travel	Highway Distances
Washington-San Francisco	2839 miles
San Antonio-San Francisco	1766 miles

MAXIMUM TRAVEL TIME AUTHORIZED: 9 days

MODE OF TRAVEL	COMMON-CARRIER TRAVEL	COMMON-CARRIER TRAVEL TIME	HIGHWAY DISTANCE	POV TRAVEL TIME
POV			1766	6 days
Aircraft	1073	2 days		
TOTALS	1073	2 days	1766	6 days

GRAND TOTALS: 2839 miles and 8 days of authorized travel time.

Since the distance traveled by POV is less than the official highway distance of the ordered travel, the member is entitled to common-carrier travel time for the difference between the official highway distance of the ordered travel, 2839 miles, and the distance for which entitled to POV travel time, 1766 miles, or to common-carrier travel time for 1073 miles.

EXAMPLE NO. 3

Member is transferred from San Francisco, California, to Boston, Massachusetts; travels from San Francisco to Salt Lake City, Utah, by POV; travels from Salt Lake City to Detroit, Michigan, by commercial aircraft, travels from Detroit to Boston by POV.

Points of Travel	Highway Distance
San Francisco-Boston	3140 miles
San Francisco-Salt Lake City	751 miles
Detroit-Boston	795 miles

MAXIMUM TRAVEL TIME AUTHORIZED: 10 days

MODE OF TRAVEL	COMMON-CARRIER TRAVEL	COMMON-CARRIER TRAVEL TIME	HIGHWAY DISTANCE	POV TRAVEL TIME
POV			1546	5 days
Aircraft	1594	3 days		
TOTALS	1594	3 days	1546	5 days

GRAND TOTALS 3140 miles and 8 days of authorized travel time.

POV travel time is computed by adding the official highway distances of the two legs of POV travel. Since the total distance traveled by POV is less than the official highway distance between the old and new duty stations, common-carrier travel time is computed in the same manner as in example No. 2.

EXAMPLE NO. 4

Member is transferred from Boston, Massachusetts, to Great Lakes, Illinois; travels from Boston to Indianapolis, Indiana, by POV; travels from Indianapolis to Great Lakes by train.

Points of Travel	Highway Distance
Boston-Great Lakes	1003 miles
Boston-Indianapolis	922 miles

MAXIMUM TRAVEL TIME AUTHORIZED: 3 days

MODE OF TRAVEL	COMMON-CARRIER TRAVEL	COMMON-CARRIER TRAVEL TIME	HIGHWAY DISTANCE	POV TRAVEL TIME
POV			922	3 days
Train	81	None		
TOTALS	81	None	922	3 days

POV travel time is computed first. This entitles the member to 3 days of travel time. Since the maximum travel time authorized between Boston and Great Lakes is 3 days, no additional travel time is allowed for common-carrier travel.

5. Travel time authorized in orders is not necessarily the travel time to which the member is entitled. Subject to any limitation prescribed in this chapter or by other authority, entitlement depends on modes actually utilized. It is always necessary for commanders to which members report to actually compute the travel time to which a member is entitled. When an individual is authorized a mode of travel but uses a faster means and reports at his new duty station at the end of the period computed on the basis of the travel time authorized in his orders, the difference between travel time used and travel time authorized is to be charged as leave. If he reports

to the new duty station after the end of the period computed on the basis of the slower means of travel authorized in his orders, the difference between the time actually used and that authorized is unauthorized absence.

5051 TRAVEL BETWEEN PORTS

1. If orders direct a Marine to proceed from one port to another via government transportation and the Marine is later authorized to proceed, at no expense to the Government, by some other means of transportation, by some other route of his own selection, or by both, any saving in travel time effected by the selected transportation is not charged against the Marine as leave. Indicate in orders issued, proposed itinerary of government transportation that would have been utilized in each case. The Marine can use this time as he sees fit, but must report at his new duty station by or on the date as specified in his orders, or if no such date is specified, on or before the date that would have resulted had his travel time been that scheduled for the government transportation which was provided. Though unforeseen delays may occur to place the government transportation behind schedule, the Marine traveling by other transportation is not permitted to increase his travel time by including the delays.

2. Marines electing to travel by commercial vessel for their own convenience will be allowed constructive travel time for the mode contemplated by the orders. Time consumed in excess of such travel time, less proceed time if authorized, will be charged as leave.

5052 TRAVEL TIME WHEN ORDERS ARE CANCELED, MODIFIED OR REVOKED

1. If orders are canceled, modified or revoked, travel time will be computed in accordance with paragraph 5050.

5053 TRAVEL TIME WHEN ORDERS ARE RECEIVED ON LEAVE

1. A Marine who, while on leave from his permanent duty station, receives orders transferring him to a new permanent duty station, is entitled to travel time based on the distance from the place of receipt of the change of station orders to his new duty station, not to exceed that from his old duty station to his new duty station. However, if he chooses to return to his old duty station in a leave status prior to complying with the change of station orders and subsequently performs the travel directed by the orders, the above restriction does not apply and he is entitled to travel time based on the distance between his old and new duty station.

2. A Marine who, while on leave from his permanent duty station, receives orders directing the performance of temporary additional duty, is entitled to travel time from the place of receipt of the orders to the temporary additional duty station and thence to his permanent duty station if directed to return thereto, or to his leave address if the orders authorized him to return and resume a leave status on expiration of the temporary additional duty, provided he actually returns to his leave address.

5054 TRAVEL ON TEMPORARY ADDITIONAL DUTY ORDERS

1. The content of orders received at this Headquarters appended to settlement vouchers for temporary additional duty travel and per diem, in general, is satisfactory. There are, however, instances where action must be taken because inadequate or improper orders have been issued. Some contain erroneous travel instructions and some show that the traveler did not comply with orders regarding mode of travel or was erroneously advised as to the procedures for obtaining transportation.

2. The commander who delivers the orders will specify the method of travel in his endorsement in accordance with subparagraph 5055.5 if none is contained in the orders. As indicated in NAVMC 1175, Military Traffic Management Regulations, paragraph 304002, determination of the mode of commercial transport to be used under the

policy contained in those regulations, will result in the selection of that mode which provides satisfactory service at the least cost to the Government. When the commander determines that a certain mode of transportation should be used, he may so designate that mode in the orders. He can ensure additional savings to the Government by directing, as distinguished from authorizing, the procurement of such transportation by government transportation request. This procedure will be followed in each and every case in which it is practicable in order to effect the greatest saving to the Government in temporary additional duty travel costs.

a. All orders directing commercial transportation by Government transportation requests must be presented to the transportation section issuing the transportation requests and arranging the reservations for travel as soon as practicable after date of issue.

b. The issuance of Government transportation requests is not mandatory when the cost of transportation is $15 (plus tax) or less (including sleeping accommodations and parlor car seats). (See the Joint Travel Regulations, pars. M4150-1, item 4, and 4203-2.) To minimize administrative costs involved in issuing and accounting for transportation requests when the cost of transportation is $15 or less, commanders will encourage travelers to elect to travel at their own expense with reimbursement.

5055 DISCUSSION OF MODES OF TRANSPORTATION AND TERMS USED IN TEMPORARY ADDITIONAL DUTY ORDERS

1. Use of Government Aircraft. As an economy measure, instructions in orders will be written to require the use of Government aircraft transportation when available, consistent with expediting the transaction of official business and to reduce the period of absence of personnel from their permanent duty station.

a. Whenever there is a possibility that Government aircraft will be available, and that mode is considered appropriate, travel via Government aircraft will be directed where available, class priority certified. (See Marine Corps Order 7000.3 series.) When these instructions appear in orders, a certificate that Government aircraft for the onward portion, and again for the return portion, if not available, must be made on the order by competent authority before travel is performed by other means or travel claim for monetary allowance in lieu of transportation is submitted. (See the Joint Travel Regulations, paragraph 4203-3c.) Commanders authorized to issue orders are also authorized to assign Class II, III, and IV priority and an excess baggage allowance within prescribed limits for travel via military aircraft. Assignment of Class II priority should be limited to travel of an urgent nature. A priority no higher than Class III shall be assigned in connection with authorizations for travel at no expense to the Government.

b. When travel orders specify travel by "Government aircraft transportation directed," there is no alternative but that the travel must be performed by that mode unless authorized in accordance with subparagraph 7, below. A "directed" mode should not normally be used unless the order issuing authority is certain beforehand that the member can comply with the order as written. If the orders "direct" travel by Government aircraft, the orders shall also indicate, if such mode is not available, that:

(1) The orders are canceled, or

(2) The member shall return the order to the order issuing authority for modification or for further instructions.

c. When it is determined that Government aircraft should be used for a portion of the trip, orders should specify such portion as: "travel by Government aircraft is directed for all

transcontinental travel." When this term is used it is required that only the transcontinental portion of the travel be by Government aircraft and there is no alternate mode that can be used for this portion. If its use was directed on a "when available" basis, and it was not available, other modes could be used as selected by the traveler, unless an alternate mode was directed or Government transportation requests are furnished. However, before an alternate mode is used, a certificate must be affixed to the orders by competent authority indicating that the Government aircraft was not available.

2. Use of Commercial Transportation. When transportation by a particular mode of commercial carrier is deemed necessary by the military commander issuing the orders because of requirements which can be met only by the mode designated, the travel order should indicate a "directed" or "directed where available" mode and that such transportation is to be procured by Government transportation request. In the first instance, only that mode named could be used. In the second instance, if the mode named is not available to permit compliance with orders, the transportation officer will select the mode which most nearly meets the requirements of the military commander. (See Military Traffic Management Regulations.) Joint Travel Regulations, paragraph 4203, applies in connection with prohibited reimbursement if other means are used.

3. Travel Time on Temporary Additional Duty Orders. Travel time incident to temporary additional duty orders or repeated travel orders shall be computed from the time of actual departure from the place from which ordered to temporary additional duty and return and will not exceed that based on actual schedules of available air and surface common-carrier facilities which most nearly coincide with the requirements of the order and which would be most economical and appropriate. However, when travel orders specifically state that travel via privately-owned vehicle is authorized and that mode is considered to be more advantageous to the Government, then the actual time necessary to perform the directed travel will be allowed. When computing travel time for travel via aircraft, the actual or estimated time required to travel to and from the air terminal(s), not to exceed 2 hours for each trip to and from the terminal, should be included.

a. Travel Time For Travel by Government Transportation. Where travel is performed by Government transportation, the actual travel time required by the mode used will be authorized.

b. Leave and Travel Time in Conjunction With Temporary Additional Duty. Leave will not be charged for any day on which a portion of official travel is performed. The rules contained in paragraphs 9053 and 9054 which state that the day of departure on leave is a day of duty and the day of return is also a day of duty, if return is prior to working hours, are applicable. No leave may be charged for any day in which a per diem allowance is payable as outlined in Joint Travel Regulations, paragraph M4201, item 3.

(1) On Departure From the Permanent Duty Station. Where period of time between date of departure and date of reporting exceeds authorized travel time, the period immediately preceding the time and date of reporting, equal to the total of the official travel time, will be charged as travel time in whole days and the remaining period commencing from date of departure to time and date of commencement of official travel time will be charged as leave.

(2) On Departure From the Temporary Additional Duty Station. Where period of time between date of departure and date of reporting back to the permanent station or to a subsequent temporary additional duty station exceeds authorized travel time, the period im-

mediately following the time and date of detachment, equal to the total of the official authorized travel time, will be charged as travel time, and the remaining period, commencing from the date that official travel time terminated, to the time and date of reporting, will be charged as leave.

(3) The following example is set forth to aid in computation of travel and leave when authorized in conjunction with temporary additional duty:

Member ordered from Norfolk, Va., to Camp Lejeune, N.C., for period of 10 weeks at which time he will return to Norfolk, Va. Member ordered to report not later than 2400 on 13 January 1965. He departed Norfolk at 0800 on 10 January 1965. The periods for leave and travel time will be accounted for as follows:

10 January 1965--date departed (day of duty)
11 - 12 January 1965--leave
13 January 1965--travel (Constructive schedule shows that the member could have departed Norfolk at 1445 on 13 January and complied with the order. Per diem is payable from 1445 on 13 January.)

Duty at Camp Lejeune, N.C., is terminated at 2000 on 25 March 1965. Member reports at 0700 on 28 March 1965. The period for leave and travel time will be accounted for as follows:

25 - 26 March 1965--days of travel (Constructive schedule shows that the member could have arrived back at Norfolk at 1100 26 March 1965. Per diem terminated 1100 26 March 1965.)
27 March 1965--day of leave
28 March 1965--day of duty (Member reported prior to working hours.)

4. Use of a Combination of Modes. To effect the greatest saving to the Government in temporary additional duty travel costs, a combination of instructions for mode can be used. Mode of travel for temporary additional duty within the continental United States should be in accordance with subparagraph 5, below. The term for orders for temporary additional duty overseas should be: "Government aircraft is directed when available, otherwise commercial (specify mode) by Government-procured transportation is directed." This term requires use of Government aircraft for any portion of the overseas trip for which it is available. If it is not available, a mode of commercial transportation will be provided by Government transportation request. The choice is not up to the traveler and neither can the traveler obtain transportation at his own expense and claim reimbursement therefor, unless submitted under the exceptions stated in the Joint Travel Regulations, paragraph 4203.

5. Action Required When No Mode of Transportation Is Indicated. When orders issued by the Commandant of the Marine Corps contain no mention of transportation mode, the commander in the chain of command issuing, forwarding or delivering the orders will direct travel via aircraft and surface common-carrier facilities which most nearly coincide with the requirements of the order and which would be most economical and appropriate.

a. If time permits and no mode is directed, the commander in the chain of command may authorize the member to travel via privately-owned vehicle, in which case, a statement similar to the following will be included in the orders: "These orders would have directed travel via (*Insert specific

mode; i.e., aircraft, bus, rail), however, you are authorized to perform the travel via privately-owned conveyance for your own convenience, subject to reimbursement and all travel time in excess of that authorized for travel by (*Insert Mode) will be charged as leave."

6. Use of Privately-Owned Vehicle as More Advantageous to the Government. The use of this term in orders will be rare as it provides for a premium payment to the member for use of his automobile for his travel on Government business. It cannot be used when the member is permitted to use his own private vehicle in lieu of another mode. This procedure is covered in the Joint Travel Regulations, paragraph 4203, which indicates that there must be a distinct advantage to the Government by the member using his own vehicle. It must be acceptable to the member also to travel by this mode as it cannot be directed that he use his property in the interest of the Government.

7. Entitlements Affected by Travel Terms in Orders. For temporary additional duty travel, transportation is either furnished in kind or by means of a monetary allowance in lieu of transportation. When Government transportation is used, or a Government transportation request is furnished on which commercial transportation is procured, the transportation is furnished in kind. When the orders permit the individual to travel at his own expense and claim reimbursement therefor, he receives a money allowance at the rate of 5 cents per mile for the travel. The latter applies for travel performed by privately-owned vehicle, or for travel by commercial means obtained by him. Careful wording of the orders and compliance therewith will protect the traveler. When orders direct the utilization of a specific mode of transportation, but the traveler is authorized to perform travel via another mode, including privately-owned conveyance, for his own convenience, the following will be included in the orders in addition to the mode or modes directed:

"You are authorized to perform the travel directed herein via some other mode of transportation, including privately-owned conveyance, for your own convenience, with the understanding that you will not be entitled to reimbursement for cost of transportation, nor to the monetary allowance in lieu of transportation, as prescribed in the Joint Travel Regulations, paragraph 4203, unless the authority responsible for furnishing transportation requests certifies that transportation requests were not available or the mode of transportation directed was not available at the time and place required in time to comply with the orders. Travel time in excess of that authorized by directed mode chargeable as annual leave."

a. When travel is authorized in accordance with the above, the estimated time of departure and estimated time of arrival between all points of ordered travel by the directed mode will be included in the orders whether or not the directed mode is utilized. This is required to compute the constructive travel time for authorized per diem allowances.

*The modes must coincide.

PART C: PROCEED TIME AND DELAY TO COUNT AS LEAVE IN THE EXECUTION OF TRAVEL ORDERS

5100 METHOD OF ACCOUNTING FOR PROCEED TIME AND DELAY EN ROUTE

1. Every Marine directed to perform official travel under orders is authorized sufficient time to perform the travel involved. In addition, he is, subject to the provisions of paragraph 5101, entitled to proceed time and may be authorized delay en route. Any authorized delay en route, other than proceed and travel time, will be charged as leave. If the orders from the Commandant of the Marine Corps or other competent authority directing the travel specify the number of days of delay en route, the order-issuing activity may not authorize delay en route in excess of the number of days so specified, nor will such activity authorize any delay en route which will result in excess leave.

2. Proceed time, leave, and travel time are charged in that sequence. However, only that portion of the period between stations which is not authorized as proceed and/or travel time is chargeable as leave. If a Marine reports for duty at the new duty station before the stipulated reporting date, he is not charged with leave equal to the full amount authorized in the orders but with only so much of it as is actually used after proceed and travel time have been deducted. (See subpars. 3a(2) and 3c, below.) The effective dates of orders for these purposes are as prescribed in Joint Travel Regulations, paragraph 3003, and Navy Travel Instructions, paragraph 3100. When only proceed and travel time are involved; i.e., leave is not authorized or the member utilizes a period of time less than the properly allowable total of proceed and travel time, proceed time is reduced to the time remaining (if any) after the allowable travel time has been deducted.

3. The following examples are set forth to aid in determining reporting dates, inclusive leave dates, and amount of leave used:

a. Orders authorized 4 days proceed, 10 days leave, 3 days travel, and date of detachment or transfer is 1 August:

(1) If Marine utilized maximum time allotted the period would be accounted for in the following manner:

1 August--Date detached (day of duty)
2 to 5 August, inclusive--Proceed time
6 to 15 August, inclusive--Period of leave (10 days)
16 to 18 August, inclusive--Travel time
18 August--Person must report for duty not later than 2400 on this date

(2) If Marine reported 15 August the periods would be accounted for in the following manner:

1 August--Date detached (day of duty)
2 to 5 August, inclusive--Proceed time
6 to 12 August, inclusive--Period of leave (7 days)
13 to 15 August, inclusive--Travel time
15 August--Date reported

b. Orders authorized no proceed time, 10 days leave, no travel time and date of detachment is 1 August:

(1) If Marine utilized maximum time allotted the period would be accounted for as follows:

1 August--Date detached (day of duty)
2 to 11 August--Leave period (10 days)
12 August (report before the beginning of working hours or before 0900 on board ship)

(2) If Marine reports prior to maximum reporting date, the hour of reporting determines whether the reporting date is either a day of duty or a day of leave. If the person reported before working hours at a shore station or before 0900 aboard ship, it would be a day of duty and if he reported after that time it would be a day of leave.

c. Orders authorized 4 days proceed, 10 days leave and 12 days travel time, but the Marine reports on 15 August, the period would be accounted for as follows:

1 August--Date detached (day of duty)
2 to 3 August--Proceed time
4-15 August--Travel time (if Marine reported on 13 August the period 2-13 August would be travel time and no proceed time would be credited)

d. Orders direct 10 days temporary duty en route to new duty station and authorize 2 days travel to temporary duty station. Orders further authorize 4 days proceed time, 10 days leave and 4 days travel time upon completion of temporary duty. The date of detachment is 1 August.

1 August--Date detached (day of duty)
2-3 August--Travel time
4-13 August--Temporary duty
14-17 August--Proceed time
18-27 August--Leave period (10 days)
28-31 August--Travel time
31 August--Person must report for duty not later than 2400 on this date.

4. In many instances change of station directives involving personnel appear in Marine Corps Special Orders and Commandant of the Marine Corps messages in which specific authorization for delay is not spelled out. Such orders usually prescribe date of detachment on such date as local commander may designate or during a given month and specify a reporting date considerably later. In cases of this nature any period between detachment and reporting date, less proceed and travel, may be counted as annual leave. Orders written as indicated above are to provide as much local flexibility as possible; e.g., orders direct detachment on such date as local commander may designate during the month of May. Traveler is directed to proceed and report to the Commandant of the Marine Corps, Headquarters, U.S. Marine Corps by 24 June and was detached on 15 May from overseas station. The following is the procedure for determining leave dates and amount of leave used.

STATUS	PERIOD	NUMBER OF DAYS
Detached	15 May	Day of duty
En route CONUS	16-23 May	8
Proceed	24-27 May	4
Delay (leave)	28 May - 12 June	16
Travel time (Pvt conv)	13-24 June	12

24 June--Person must report for duty not later than 2400 on this date.

5101 PROCEED TIME

1. Under permanent change of station orders which do not express haste and which prescribe no limiting reporting date, officers with or without dependents, enlisted personnel in grades of sergeant through sergeant major/master gunnery sergeant with or without dependents, and enlisted personnel in grades of private through corporal with dependents on the date of detachment are, subject to the provisions of the succeeding subparagraphs, entitled to 4 days proceed time. Where orders state "proceed without delay," such officer and enlisted personnel are allowed proceed time of 48 hours; where orders state "proceed immediately," such officer and enlisted personnel are allowed proceed time of 12 hours.

2. Proceed time is not authorized in the execution of temporary additional duty orders.

3. When a Marine is transferred from one permanent duty station to another and assigned temporary duty en route, proceed time may be taken any time between the time of detachment from original duty station and the time of reporting at the new permanent station. It may however, be taken only once regardless of whether the individual avails himself at that time of all or part of the proceed time. If the member elects proceed time after completion of temporary duty, his orders must so indicate and he will not be permitted proceed time on departure from his old duty station.

4. When a Marine is away from his permanent duty station on leave or temporary additional duty and receives orders transferring him to a new permanent duty station upon the completion

of leave or temporary additional duty, he is allowed proceed time between the leave address or temporary additional duty station and the next permanent or temporary duty station.

5. Personnel who are transferred from an overseas station or from a ship and directed to report to a command within the continental United States for further assignment, are entitled to proceed time within the continental United States provided they have not availed themselves of proceed time before reporting to such command. The orders of personnel in this category will be endorsed as follows:

"1. Reported on (date) for further assignment by (name of command).

"2. You will proceed on (date) to (name of activity) and report to (title of commander) for duty.

"3. While at this Headquarters (or station, as applicable) you were in a status of awaiting further assignment in connection with a permanent change of station. You have not previously taken proceed time under your change of station orders and are therefore authorized 4 days proceed time in addition to any authorized delay and travel time en route."

6. A Marine transferred from one duty station to another, with or without temporary duty en route, who receives a modification or cancellation of his orders while en route, is not entitled to additional proceed time.

7. Personnel are not entitled to proceed time on the basis of a reassignment (permanent change of station orders not being involved) between activities located at the same or adjacent stations or between ships located in the same port unless the ships have different home yards or home ports.

8. Proceed time is not authorized for travel performed:

a. From home or other place to first duty station on acceptance of commission. (This restriction does not apply to any individual who was on active service immediately before the date of acceptance of commission.)

b. On assignment to or release from active duty or active duty for training.

c. From recruiting station to first duty station following enlistment or reenlistment when the recruiting station was not the duty station of the Marine on the date immediately before the date of enlistment or reenlistment.

d. From a recruit depot, following completion of recruit training, to first permanent duty station.

5102 DELAY EN ROUTE ON PERMANENT CHANGE OF STATION ORDERS AND LEAVE IN CONJUNCTION WITH TEMPORARY ADDITIONAL DUTY

1. Instructions contained in the Marine Corps Manual, paragraph 1320, and subparagraph 9151.8 of this manual apply in connection with delay en route on permanent change of station, temporary additional duty and temporary additional duty under instruction.

5150 PERMANENT CHANGE OF STATION

1. Permanent change of station orders may be prepared in several formats: letter type, message, special order type or speedletter. (See figs. 5-1 through 5-5.)

2. Permanent change of station orders should contain essentially the following information:

a. Address. The commander having authority to issue the order will be identified in the "From" line by his military title. The member or members to whom the orders are addressed will be named in the "To" line. For chief warrant officers, the grade of warrant will also be shown and in the case of naval aviators and naval aviation pilots who are currently assigned duty in a flying status, the abbreviation (DIFOT), after the name may be shown to designate that duty, or the phrase, "duty in a flying status involving operational or training flights" may be inserted in the body of the orders. Commanders through whom the orders are forwarded for delivery will be indicated by title and in sequence after the word "Via."

b. Subject. The words "Permanent change of station" will appear on this line.

c. Reference. In each order, a reference will be used to identify the authority under which the commander issues the orders. Headquarters, U.S. Marine Corps authority will always be shown in orders issued by field commands. There will not necessarily be an authority shown in orders issued by the Commandant of the Marine Corps, for authority is vested in him to issue orders. Additional references may be used if necessary.

d. Enclosures. These may be indicated as required. A copy of Nav-Compt Form 2021 or superseding form will be attached to all permanent change of station orders which direct temporary duty en route, for the convenience of the individual in recording his itinerary.

e. Paragraphing. The first paragraph will contain wording to indicate that the member is detached from his present station and duties and is "directed" to proceed, giving dates, to a named place or command, including the title of the person to whom he is to report for duty. Succeeding paragraphs will contain any required instructions. Permanent change of station orders will contain a statement indicating the degree of security clearance of the individual when the duty to be performed involves access to classified information and material. When orders issued by the Commandant of the Marine Corps contain a statement that a specified security clearance is required, the detaching command will include in the delivery endorsement or in subsequent special orders a statement to the effect that the Marine possesses the required clearance or that a request for clearance has been initiated. Whenever permanent change of station orders have been initiated to fulfill a quota issued by Headquarters, U.S. Marine Corps, a paragraph must be included which states the "Quota Serial Number" which generated the orders. Where any order contains the names of individuals fulfilling more than one quota, then the quota serial number may be shown with the name information in the "To" line. The last paragraph will always contain the appropriation accounting data to which expenses generated by the orders will be charged. In connection with accounting data, attention is invited to the fact that the appropriation "Military Personnel, Marine Corps" is chargeable for permanent change of station moves of Marine Corps personnel only. Permanent change of station movements of Navy personnel are chargeable to the appropriation "Military Personnel, Navy" even though such personnel are directed to move with a Marine Corps unit.

(1) The Monitored Command Code of the receiving command (ultimate duty station) will be included in all personnel assignment orders. (MCO P1080.20, Personnel Accounting Codes Manual, contains current MCC.)

Example: Report to the Commanding General, 1st Marine Division (Reinf), Fleet Marine Force, Camp Pendleton, California (MCC 121) for duty.

f. Signature. Signatures on orders will be in accordance with U.S. Navy Regulations, article 1608.

g. In permanent change of station orders, the mode of transportation is not generally directed for travel within the continental United States. The mode for travel overseas is specified. Government aircraft and/or Government surface vessel is directed for transoceanic travel unless otherwise specified. Class II priority certified for travel via Government aircraft. If required, the detaching command will establish the amount of excess baggage in accordance with MCO P4600.7, Marine Corps Transportation Manual, for travel via Government aircraft. (See MCO P4600.7 in connection with customer identification codes to be included in permanent change of station orders.)

h. Delay en route to count as leave for officers will be granted by the Commandant of the Marine Corps only. When orders issued by the Commandant of the Marine Corps contain terms similar to "with 30 days delay to count as leave authorized," it is not intended that this be construed as directing that orders authorize 30 days leave when detached. This term is included in the orders so that commands may grant such leave as may be appropriate up to the maximum number of days as indicated. Commanders should consider the need for the officer's services, availability of relief, etc., reducing as necessary the period of leave to that which is dictated by the circumstances. It is desired that every effort be made to grant maximum amount of leave authorized.

i. Upon receipt of orders for Marine Corps personnel being transferred to duty stations outside the continental United States, other than restricted areas and Hawaii, who are entitled to dependents transportation, commanders will, if basic orders do not already indicate:

(1) Obtain area clearance from the appropriate area commander, if the Marine desires dependents to accompany him.

(2) If area clearance received, issue enlisted personnel certificate of obligated service for submission with application for transportation of dependents. This certificate will be in reference to the instructions contained in Marine Corps Order 1300.8 series.

(3) Include in the delivery endorsement:

(a) The reference authorizing entry of dependents.

(b) A statement that concurrent travel of dependents is authorized.

(c) A statement to the effect that four certified copies of orders and completed DD Form 884, Application for Transportation of Dependents, clearly indicating dependents location and mailing address must be submitted in accordance with Marine Corps Order 4650.30 series.

(d) A directive to effect necessary immunization requirements for members and dependents prior to arriving at port of embarkation and to ensure that individuals have completed DD Form 737 in their possession.

(e) A directive to obtain passports, if required, in accordance with Marine Corps Order 5512.4 series.

(f) When required and in lieu of the requirements of subparagraph a through e, above, a statement to the effect that entry of dependents and concurrent travel has been disapproved and that the Marine has been so informed. The reference disapproving entry will be shown.

j. One copy of each permanent change of station order will be furnished to the data processing installation which services the originating activity. In addition, one copy of any modification, cancellation or endorsement issued must likewise be furnished to the data processing installation.

3. In order to alleviate personal hardship, commanders are directed to caution Marines not to have their dependents accompany them to port of embarkation prior to receipt of the approval of their entry into the overseas area and completion of overseas transportation arrangements for dependents.

4. Area clearance is not required for Hawaii but commanding officers will comply with subparagraphs 2i(2) and 2i (3)(c), above.

5151 GROUP TRAVEL

1. The movement of individual members from one station to another, particularly when the movement involves transfer to or from an overseas destination, involves considerable expense to the Marine Corps. It is of great importance that all practicable measures be taken to effect economy in the expenditures generated by such movements (see fig. 5-6).

a. A field of economy which can be exploited at many installations is the simultaneous movement of groups of individuals to a common destination by a common means of transportation. (See Joint Travel Regulations, par. 4100.) Group travel rates are substantially lower than individual rates.

b. Group travel is not always practicable, especially where dependents and leave or delay are involved; therefore, it is not feasible to establish an overall policy requiring the use of group travel in all instances. Local conditions will necessarily govern the extent to which this concept can be applied. Orders for personnel who are members of a draft, departing from or returning to the United States will designate the portions of the order which constitute group travel orders.

c. Commanders at all levels are directed to make constant effort to utilize group travel wherever and whenever practicable.

5152 TEMPORARY ADDITIONAL DUTY ORDERS

1. Temporary additional duty orders involve one journey away from the individual's duty station, in the performance of prescribed duties at one or more places, and direct return to the starting point upon completion of such duties. Personnel on temporary additional duty remain assigned or attached to the station from which they initially proceeded on temporary additional duty, as well as being subject to the command of their temporary additional duty commanding officer.

2. Temporary additional duty (TEM-ADD) orders may also be prepared in the same format as permanent change of station orders.

a. It is the normal practice of the Commandant of the Marine Corps to issue change of station orders when it is expected that an individual will perform duty at one place for a period in excess of 20 weeks. Approval must be obtained from the Commandant of the Marine Corps in accordance with Joint Travel Regulations, paragraph 3003-2d, prior to issuing temporary additional duty orders, including modifications thereto for periods of more than 6 months.

b. Constant efforts will be made to utilize group travel whenever and wherever practicable.

c. Temporary additional duty orders which do not require the performance of official travel and for which expenditures are not reimbursable from appropriated funds are:

(1) TEMADD orders issued where travel and duty are performed on business of exchanges, special services, officers messes, enlisted clubs, etc. These will always be prepared in letter form., indicate the source of nonappropriated funds from which reimbursement will be made.

d. TEMADD orders which are permissive type (authorization) orders.

(See Joint Travel Regulations, pars. 6453 and 6454.) These orders authorize, as differentiated from direct, the traveler to proceed on temporary additional duty and indicate that the travel may be performed at the option of the individual. This type of order is issued to permit the individual, when the benefit to the service is not sufficient to warrant expenditure of Government funds, to be officially absent from duty and to travel at his own expense as necessary for purpose indicated. Examples of such purposes are:

(1) Attendance at civilian meetings.

(2) Participation in nonservice sponsored athletics or other contests.

(3) Taking of bar or other forms of examinations. Such orders must always include a paragraph which gives the member the alternative of deciding whether or not he wishes to undertake the expense, and if not, to provide for cancellation of the orders. This type of order will never be issued where the performance of official Government business is required and directed and thereby reimbursable from appropriated travel funds.

e. TEMADD orders involving attendance at meetings of technical, scientific, professional and other similar organizations will be issued in accordance with SecNavInst 4651.8 series.

3. The funds expended for travel come under close scrutiny by Congress. The need for funds must be fully justified before Congressional Committees. Any instance of improper use of such funds or of poor planning negating maximum economies jeopardizes the Marine Corps' position and makes justification subject to question. Each commander who issues orders must exercise careful supervision over expenditures and be prepared to justify fully the cost of orders issued by him. To this end, each command issuing orders must:

a. Determine that the travel and/or temporary additional duty is not only desirable, but necessary.

b. Direct travel within the continental United States by Government transportation when it is available and when it has been determined that this mode of transportation is satisfactorily capable of meeting military requirements. Direct travel outside the United States, to, from, between and within areas by Government transportation, Military Airlift Command/Military Sea Transportation Service, when available.

c. Prescribe a definite itinerary whenever practicable, avoiding using such terms as "authority to visit additional places" and "authority to revisit."

d. Limit the duration of temporary additional duty in each case to the minimum time required for the accomplishment of the mission. If individuals are required to overstay the period of temporary additional duty indicated in their orders, a written modification of orders or confirmation of verbal instructions must be issued.

4. TEMADD orders are of two types, those which direct the performance of official Government business and those which are permissive orders. (See Joint Travel Regulations, par. 6453.)

a. Directed: (See figures 5-7 and 5-8.)

(1) Date. Travel orders must be dated on or prior to the date on which the travel begins. Orders which are issued subsequent to the commencement of travel shall:

(a) Confirm or approve the verbal or telephonic instructions which directed the performance of the travel. When such is the case, the last paragraph of the confirmation orders should read: "Due to the urgency of the travel involved, it was not practicable to issue written orders prior to commencement of the travel." While orders

may be confirmed after the travel has been performed, it is not possible to modify orders so as to retroactively authorize and/or change, reduce or increase monetary entitlement.

(2) Headings shall include the following:

From: (Title of officer authorized to issue orders)
To: (Grade, name, service number, MOS and component)
Via: (Title of the commander through whom forwarded, if necessary)

Subj: Temporary additional duty; orders to

Ref: (a) (Identify the reference which authorized the commander to issue the orders)

Encl: (1) (These may be indicated as required)
(A copy of NavCompt Form 2021 or superseding form will be attached to all temporary additional duty orders for the convenience of the individual in recording his itinerary)

(3) Body of the order:

(a) The order must indicate that it is a directive to proceed. Examples: "Proceed on or about....." "Proceed in time to report to.....on (Date)." In the case of naval aviators and naval aviation pilots who are currently assigned duty in a flying status, temporary additional duty in a flying status involving operational or training flights should be shown in the order. This may be done by adding the abbreviation (DIFOT) after the name. The order is directive in nature, therefore, the traveler must carry out the order as written or if unable to do so he must obtain a modification before commencing the travel.

(b) The order must indicate places to be visited and/or commands to which to report, in desired sequence. Example: ".....to the place (or places given in the order named) for temporary additional duty. (The period of temporary additional duty or termination date must be indicated in the orders.) Upon completion you will return to your present station and resume your regular duties." ".....to Washington, D. C., reporting to the Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, for temporary additional duty in connection with..... ." Care must be exercised in determining the exact itinerary and the specific order in which the places are to be visited. Commands may include the following statement in orders: "You are authorized to omit any of the above mentioned places." The following statement should be used only when the nature of the TEMADD clearly indicates a more flexible itinerary is necessary: "You are authorized to omit or revisit any of the above mentioned places, or vary the itinerary as you may deem necessary" and "You will proceed to the following places and to such additional places as may be necessary in connection with..... ."

(c) Directive to report. It is not mandatory, except when duty is under instruction, that temporary additional duty orders contain a directive for an officer to report. If an officer is not ordered to report, no reporting endorsement is necessary, and the officer's own certificate of itinerary, dates, and modes of travel are acceptable for reimbursement purposes. The foregoing is an administrative procedure and does not obviate the absolute requirement of reporting in person to the Commander in accordance with article 1231, U.S. Navy Regulations. Nor does it obviate the requirement for certificates as indicated in paragraph 4451, Joint Travel Regulations, when government quarters or mess are not available.

(d) If the utilization of any available government quarters is deemed to be impracticable and such utilization would adversely affect the performance of the assigned duties, the following may be included in the

order (see Joint Travel Regulations, paragraph 4451); "While performing this duty, utilization of Government quarters is not required as it is considered such utilization would adversely affect the performance of the duty." Enlisted personnel are to be directed to report in every case where practicable. Where reporting is impracticable, a certification as to the nonavailability of Government quarters and messing facilities must be obtained from the installation commander if a claim for full per diem is submitted.

(e) The order must contain a statement indicating the reason for the travel. Example: "...in connection with inspection of ordnance material." "...to attend a symposium on aviation safety." "...to attend a conference concerning supply matters." Personnel should not be ordered to temporary additional duty under instruction if they are not to attend a regularly established course. Rifle marksmanship requalification is considered field duty and should be indicated as such in orders. (See SECNAVINST 7220.24 series.) When personnel are so ordered, they should report for temporary additional duty in connection with matters pertaining to the subject. Example: where it is impracticable to state the definite purpose, such as a classified mission, orders should read "...for temporary additional duty in connection with Marine Corps matters." Care must be taken when issuing orders for personnel to attend different types of meetings. Some may merit expenditures of Government funds while others may not. Where expenditures of appropriated funds are involved for the performance of official business, orders directing the attendance at conventions or meetings of a scientific, technical or professional nature must be approved by the Commandant of the Marine Corps prior to commencement of the travel. See SECNAVINST 4651.8 series for procedure and approval requirements. When attendance is not directed in an official capacity and there is no expense to the Government involved, permissive type orders may be issued.

(f) Orders must also contain a directive that personnel return to their permanent duty station and resume their regular duties upon the completion of the temporary additional duty. If a member is ordered to further temporary additional duty from a temporary additional duty station, he should be directed, upon the completion of the further temporary additional duty, to return to his previous temporary additional duty station and resume his previous temporary additional duty, or to his permanent duty station and resume his regular duties, whichever is appropriate.

(g) Authorization of per diem

1. No mention, except as indicated in subparagraphs 2 and 3, below, should be made in the order to indicate entitlement to reimbursement for per diem for the travel or temporary duty performed. Instructions of this type serve no useful purpose, inasmuch as the member's entitlement to reimbursement for travel is prescribed in the Joint Travel Regulations and settlement will be made on this basis. When orders involve field duty as defined in Joint Travel Regulations, paragraphs 4201.6 and 4250.3, orders shall so indicate in accordance with SECNAVINST 7220.24 series. In addition to the duties outlined in Joint Travel Regulations, paragraph 4201.6, the following duties are considered to be field duty and orders should state this fact:

a. Personnel of Inspector-Instructor staffs of Reserve units while on annual field training with such units.

b. Personnel who are ordered to an activity as augmenting or support troops for the operation (annual field training, maneuver, exercise, etc.), such as guards, cooks, messmen, instructors, technicians, and rifle range coaches.

c. Personnel of a unit engaged in the establishment or closing-out phases of the operation, as

distinguished from personnel engaged in the actual advance planning or critique phases.

d. Personnel of a unit engaged in cargo loading and unloading, transporting ammunition, and laying communication wire incident to the operation.

e. With the exception of the advance planning and critique phases, personnel are considered on field duty during the entire period of the operation, training, maneuver, exercise, etc., which includes the period from the date such operation, etc., was activated to include the date it was deactivated and not merely the dates of the exercise period.

2. When a member is directed to perform temporary additional duty at the place from which he commutes daily (place of abode) to his assigned duty station, he is not traveling "away from his designated post of duty," and he is not entitled to a per diem allowance and transportation. This information will be included in the orders. In this instance, no appropriation data need be shown in the orders.

3. If reduced per diem or no per diem has been directed by the Commandant of the Marine Corps, specific reference to the directive must be included and information as to the amounts authorized must be entered for use by the disbursing officer. As indicated in footnote y to paragraph 4205-5, Joint Travel Regulations, reduced per diem or no per diem must be specifically directed.

(h) Inoculations and immunization. When it is necessary that the traveler have inoculations and immunization prior to departure from the United States, the temporary additional duty orders should direct that they be obtained and that the individual should be directed to have completed Form DD 737 or superseding form in his possession.

(i) It must be indicated in the orders, that an order permitting a member to travel, as distinguished from directing a member to travel, does not entitle him to expenses of travel. (See par. 6453, Joint Travel Regulations.)

(j) Orders will contain a paragraph indicating the degree of security clearance of the individual when the duty to be performed involves access to classified information and material.

(k) The proper appropriation and accounting data must be shown in each order, except those written as permissive orders. This is required to enable the fiscal officer to make an obligation to cover the expenditures generated as well as to provide the disbursing officer making settlement on the orders with the information as to the appropriation to be indicated on the settlement voucher.

(4) Temporary additional duty orders issued in connection with the performance of travel on temporary additional duty for Marine Corps Exchanges or for Special Services will always be issued in letter type orders. They may contain essentially the same information in each paragraph as discussed in above subparagraphs. The last paragraph, however, will not contain appropriation accounting data for appropriated travel funds. (Certain orders such as those prepared in connection with olympic games may be chargeable to appropriated funds if specifically directed by the Commandant of the Marine Corps.) A statement must be included to indicate which fund will furnish reimbursement for the expense incurred. A statement as in the following example will suffice: "Reimbursement for the expenses incurred in the execution of these orders will be borne by the .....fund."

b. Permissive: (See figure 5-9.)

(1) Temporary additional duty orders which are issued to authorize or permit a member to travel, as

distinguished from directing the travel (see paragraph 1320, Marine Corps Manual), have no specific requirements as to the performance of duty and provide for no reimbursement. It will be noted that the member is "authorized" to proceed and that a provision is included which gives the member the choice to refuse the orders if he decides that he does not want to go or to bear the expense. In orders which "direct" as distinguished from "authorize," the member has no choice but to comply. The specific differences of this type order with that discussed in subparagraph 2d, above, are:

(a) The individual is authorized to proceed,

(b) The individual is not necessarily required to report,

(c) The individual does not have any special instructions,

(d) There is no appropriation or fund indicated from which reimbursement in any form will be made.

5153 PERMISSIVE (EMERGENCY LEAVE FROM OVERSEAS TO THE CONTINENTAL UNITED STATES ONLY)

1. Instructions for emergency leave from overseas to the continental United States are contained in subparagraph 9151.3.

5154 REPEATED TRAVEL ORDERS (See figure 5-10.)

1. Repeated travel orders are orders which authorize a Marine to perform travel from time to time as necessary for the purpose stated in his orders.

2. Repeated travel orders are issued by the Commandant of the Marine Corps, or by commands authorized to issue temporary additional duty orders, to personnel who regularly and frequently make trips away from their permanent duty station in performance of assigned duties. Repeated travel orders allow any necessary number of separate round trip journeys from the permanent duty station. Each separate journey may necessitate stopover for duty at one or more places before returning to the permanent duty station. Travel must not be solely between place of duty and place of lodging.

3. Repeated travel orders do not expire upon the individual's return to his permanent duty station, but continue in effect until expiration of time limit or by automatic cancellation upon detachment from permanent duty station to which such orders pertain.

5155 MOVEMENT ORDERS (See figure 5-11.)

1. Movement orders are those orders which direct a change of location, involving travel, of an organization.

2. Movement orders must meet the applicable requirements prescribed for travel and will contain such other instructions as necessary to accomplish the desired change of location.

3. When the movement of an organization will result in authorizing or requiring transportation of dependents and/or household effects, original change of station orders and/or a certificate in lieu of orders will be furnished to all officers and noncommissioned officers concerned. Orders which constitute change of station orders may be accomplished by directing or authorizing the officer in charge or the commander to countersign copies of the unclassified movement orders in accordance with article 1608, U. S. Navy Regulations. When groups are deployed as a unit under conditions where per diem is authorized, individuals will be entitled to per diem at a reduced rate as indicated in the Joint Travel Regulations.

5156 ORDERS TO ACTIVE DUTY

1. Orders to active duty involve travel by Retired and Reserve personnel from the place at which they are residing at the time of assignment to active duty to the specified duty station. These

orders should stipulate whether or not the duty is expected to be for 6 months or more. Depending upon the purpose for which ordered to active duty, the orders will be designated as one of the following types:

a. Orders to extended active duty. (See figure 5-12.)

b. Orders to temporary active duty. (See figure 5-13.)

c. Orders to active duty in the Reserve Program. (See figure 5-12.)

d. Orders to active duty for training. (See par. 4, figure 5-3.)

2. Orders to extended active duty are orders to active duty for a definite or indefinite period of time, but for not less than 90 days. These orders should stipulate whether or not the duty is expected to be for 6 months or more.

3. Orders to temporary active duty are orders to active duty for a limited and specified period, and which direct, upon completion, release to inactive duty. They may only be issued at the request of the individual concerned. These orders should stipulate whether duty is for training or other than training and whether duty is contemplated for 1 year or more if for training and for 6 months or more if for other than training.

4. Orders to active duty in the Reserve Program are orders which place an individual, at his own request, on active duty in connection with the planning and administration of the Reserve Program. Release from active duty in the Reserve Program may be effected in accordance with such policies as established by the Commandant of the Marine Corps. These orders should stipulate whether or not the duty is expected to be for 6 months or more.

5. Orders to active duty for training are orders to active duty, for a limited period, for the purpose of training. These orders should stipulate whether or not the duty is expected to be for 1 year or more.

6. Orders to active duty and relief therefrom will be issued by the Commandant of the Marine Corps or as directed.

5157 ORDERS FOR SHORE PATROL

1. Upon assignment of a member to shore patrol duty, orders must be issued in writing.

2. General shore patrol orders will contain the following:

a. Names of members on shore patrol.

b. Hours, dates and place of duty.

c. Officer to whom to report for duty.

d. What subsistence and/or quarters allowances, if any, are allowed, and the disbursing officer who will pay these allowances.

e. Uniform to be worn.

f. Appropriate accounting data. This data should be shown in the last paragraph of the basic orders.

g. Signature of commander.

h. Reporting endorsement.

i. Completion of duty endorsement.

3. In addition to the requirements of subparagraph 2, above, special shore patrol orders will contain the following:

a. Statement of authority of shore patrolmen.

b. Conduct expected of shore patrolmen.

c. Special orders applicable to local conditions.

d. Reference to applicable local orders, directives and policies.

4. Orders issued to an enlisted member who is required to procure quarters while away from his permanent duty station or naval vessel will also contain the following:

a. Within continental United States: "While engaged in the performance of these duties you will be entitled to reimbursement not to exceed (insert rate) per day for the procurement of quarters. Receipts must be procured for payments made therefor. The place to which you are ordered pursuant to these orders is located outside the metropolitan area in which your permanent duty station is located and your daily return to your permanent duty station is considered to be impracticable." The last sentence of this quotation is not required in the case of a member assigned to shore patrol duties in a nontravel status away from a naval vessel.

b. Outside continental United States: "While engaged in the performance of these duties you will be entitled to reimbursement not to exceed (insert rate) per day for the procurement of quarters. Receipts will be procured for payments made therefor. The place to which you are ordered pursuant to these orders is located outside the metropolitan area in which your permanent duty station is located and your daily return to your permanent duty station is considered to be impracticable." The last sentence of this quotation is not required in the case of a member assigned to shore patrol duties in a nontravel status away from a naval vessel.

5158 ABSENTEE ORDERS

1. Figure 5-14 setting forth some of the more usual circumstances, will be used as a guide in the issuance of orders to absentees and deserters. Care must be exercised to ensure that the individual executes a receipt for his original orders. A duplicate original of the orders will be retained in the files of the issuing organization. As indicated in paragraph 143, Manual for Courts-Martial, United States, 1951, the duplicate original must contain all relevant signatures. The orders must also be specific as to the exact date and hour the individual is to report.

5159 ORDERS TO PROCEED HOME AWAITING RESULTS PHYSICAL EVALUATION BOARD

1. Instructions for ordering personnel to proceed home to await results of a physical evaluation board are contained in paragraph 13452.

2. Orders for officers will be requested from the Commandant of the Marine Corps.

3. Figure 5-15 is a sample of orders to be issued to enlisted personnel.

5200 USE OF SPECIAL ORDERS

1. The Use of Special Orders. As a medium of the implementation of transfer and travel directives and for administrative changes, special orders provide a means of effecting an economy in personnel and time in order preparation when compared with the medium of separate letters. This is accomplished by listing the changes authorized or directed and indicating the instructions to subordinate commands or personnel concerned in abbreviated form. Exceptions occur when the complexity of the instructions are as not to lend themselves to the abbreviations or the physical limits of the special order, or when there is a need for rapid communication. The exceptions will continue to be promulgated in the regular correspondence forms, i.e., by message, letter or speedletter.

a. Special orders will be promulgated as needed by Headquarters, U.S. Marine Corps, major commands, posts, stations, Marine detachments ashore, Organized Marine Corps Reserve Units, separate administrative organizations, brigades, regiments, battalions or comparable units. Issuing agencies will number their special orders consecutively in separate series for each calendar year and will retire them 1 year after promulgation.

b. Special orders published by the Commandant of the Marine Corps are directives to commanders of units listed in column 2 therein to effect the action shown for personnel of that command, and are not to be considered as meeting the requisites of a competent travel order as defined in the Joint Travel Regulations, paragraph 3001.

c. All commanders of units named in column 2 of the Marine Corps Special Order are authorized to republish, in organizational special orders, the directives contained therein for personnel attached to organizations under their command.

(1) One signed copy, stamped "Original Orders" and one additional copy of each Marine Corps Special Order will be forwarded to commanders of units listed in column 2 for action. The action required and the manner of effecting such action is indicated in the following portion of this order.

(2) For permanent change of station, one copy will also be forwarded to the commanders of units listed in column 4 for information. If a Marine Corps Special Order directs a member to report to one activity for temporary duty or temporary duty under instruction and upon completion, to further report to another activity for duty, an information copy will be furnished both commands.

2. Instructions Relating to the Content of Special Orders

a. References. Special orders issued by subordinate commands will reference the Marine Corps Special Order or other directive as well as the special order or the directive which may have been issued by a higher echelon of command, as authority for effecting each action.

b. Distribution. Subordinate commands will be furnished the original and such number of copies of the major command's special order as may be required to effect the action for members attached to those commands. Copies of organizational special orders will not be forwarded to the Commandant of the Marine Corps, except when the approval of the Commandant of the Marine Corps as provided for in paragraph 1052, Navy Travel Instructions, is required. In the case of reduction of personnel, copies are required by the Commandant of the Marine Corps (Code DHB). One copy should be furnished for each person concerned. If copies of special orders, not required by current regulations to be forwarded to the Commandant of the Marine Corps, are determined to be of interest to the Commandant of the Marine Corps, they may be forwarded, marked for the cognizant staff section, or accompanied by a letter indicating the nature of their importance.

c. Abbreviations. Certain standard terms and phrases may be abbreviated in the preparation of orders in the special order form, speedletter and rapid communication form. Those abbreviations contained in chapter 17, will be utilized. Abbreviations not contained therein, but which, through long usage and custom, are understood by all concerned, may be used.

(1) Orders containing abbreviated terms and phrases should not be used for Marine Corps personnel on duty outside the military service.

d. Publishing by type. Orders may be published by type of changes to be effected on any one date, i.e., one special order effecting change of station and another effecting assignments.

(1) Names may be grouped alphabetically by grade within each activity to which the personnel are being directed to report.

(2) If a special order with a large number of changes of station is being promulgated, each member whose name appears thereon may be given the first sheet bearing the heading, the appropriation data and the paragraph number, the last sheet with the signature, and if his name is on neither of these, an intervening sheet bearing the special order number, paragraph number and the Marine's name with all the remarks pertaining to him. These sheets will compose the order and will meet the requirements for competent travel orders as stated in paragraph 3001, Joint Travel Regulations.

e. Paragraphing. The normal sequence of paragraphing will be as indicated in figure 5-3. When a paragraph is not used, those which are required will be numbered consecutively.

f. Directing and effecting changes. The command ordering the administrative accomplishment of a change will use the term "effected" in special orders. Those higher echelon commands who may require a subordinate command to make such change will use the term "directed."

g. Action required on directives received subsequent to Marine's departure. If a member affected by an administrative change, a modification or a cancellation thereof, which does not mean change of station, temporary duty or temporary additional duty, has been transferred prior to the receipt of a special order directing the administrative change, the commander of the organization from which the member was transferred will forward a signed copy or an applicable portion of the special order directing the change to the member's new duty station for action. For changes of station, temporary duty or temporary additional duty, notify the issuing activity immediately by message.

h. Modifications. Special order modifications must be prepared in the original for delivery as were the original orders and they become a part of the original order.

i. Cancellations. When a cancellation of change of station or temporary additional duty orders is received subsequent to the movement of the member concerned, the Commandant of the Marine Corps (Code DF), will be notified of the circumstances by message.

j. Signatures. Special orders will be signed in accordance with article 1608, U. S. Navy Regulations.

k. Endorsements on special orders directing travel or the performance of temporary additional duty. The commander of the activity issuing the order will prescribe, by endorsement, on special orders directing travel, the effective and the reporting date, if such is not already specifically prescribed, adding any supplementary instructions he may deem necessary. This is also applicable to all other types of order directing travel.

(1) Special orders designated "Original Orders" which direct travel will be endorsed by the member to whom applicable, as to the date, hour, and place of receipt, with a statement for enlisted personnel to the effect that he

understands to whom and where he is to report and the exact date and time he is required to report. See the first endorsement contained in figure 5-16. This is also applicable to all other types of orders directing travel.

(2) Overseas commands are exempt from complying with subparagraph (1), above, where reporting in continental United States is required. The Marine Corps activity within the continental United States to which the member first reports from an overseas command will ensure that the receiving endorsement is accomplished.

l. The term "do" may be used when it is desired to signify a repetition of all or part of an entry. It will be used only when it is desired to signify a repetition of all or a part of an entry immediately preceding the one in which they are used.

3. Clerical Instructions for the Preparation of Special Orders

a. The following are instructions for preparing special orders effecting change of station, temporary additional duty, release from active duty and active duty for training of reservists. Instructions must be included in the paragraph heading or after each item where applicable in these types of orders for appropriation accounting data to which expenses are chargeable. Permanent change of station orders, including those requiring temporary duty en route, will be published in the first paragraph and will direct changes of station for both officer and enlisted personnel. (See par. 1 of fig. 5-3.)

b. Column 1, entitled "Name" will contain the names of personnel listed alphabetically by grade, last name and initials, service number, designation USMCR in the case of reservists and all military occupational specialty numbers assigned the particular Marine. The grade of warrant for chief warrant officers and pay entry base dates for the grade of corporal will be entered by the organization in orders prepared by them or included in the endorsement, if orders are prepared by an echelon above that having the Marine's records. When the transfer of Marines is directed by number, grade, MOS and specific prerequisites, such will appear in this column also. Whenever orders have been initiated to fulfill a quota issued by Headquarters, U.S. Marine Corps, the quota serial number must be included in this column. (The quota serial number will be published in column 2 of the Marine Corps Special Order.) Furnish name, grade and service number of personnel ordered, and the quota serial number, no later than 10 days prior to detachment to the Commandant of the Marine Corps (Code DF).

c. Column 2, entitled "Transferred From" will identify the organization from which the member is being transferred. With the exception of members returning to the continental United States as members of a rotation draft from organizations in the Far East, subordinate echelons issuing special orders, or endorsing extracts of orders (see fig. 5-17) prepared by senior commands, will include therein the title of the diary reporting unit on whose rolls the Marine is being carried. Organizational designations so entered will include their geographic location. The Marine Corps Special Order will not use geographic locations in this column for the following commands:

FMFLant
FMFPac
Marine Divisions
AirFMFPac
Marine Aircraft Wings
ForTrps FMFPac
ForTrps FMFLant
1stMarBrig FMF
All Marine Corps Districts

(1) Conditional remarks; e.g., "Prov ext enl," "Prov reenl pd 6 yrs," etc., and instructions to the command pertaining to any certain member should be entered in this column.

d. Column 3, entitled "DofD" (meaning Date of Detachment) will contain the date on which orders are effective. When a member is to be re-

lieved by another, the term "RELBY" will be substituted for a specific date.

e. Column 4, entitled "Report To" will identify the organization to which the Marine is being transferred and to whom he will report for duty. In each case, the commander of the unit, the organization and the location of the organization will be indicated. Since Navy numbers and Army Post Office numbers are intended for mailing address purposes, the body of the special order should indicate the actual geographic location of the organization concerned. Additional information such as the duties to be performed by the Marine; e.g., "DIFOT," "DUSODA," "DIFOTSODA," duty in a specialist category, or relief for a designated person, will be entered in this column. When an individual is to be transferred to a command for DUSODA or DIFOTSODA the commander of the organization to which the individual is to be transferred will inform the detaching command of the individual's duty assignment as soon as possible. Also instructions to the command to which the Marine is being transferred will appear in this column; e.g., the changing of a military occupational specialty upon completion of a course of instruction. In organizational special orders, this column will also contain authority for the issuance of the order for the member concerned, identifying the Marine Corps Special Order or the senior echelon order by number.

(1) The Monitored Command Code will be shown in accordance with instructions contained in paragraph 5150.2e(1).

f. Column 5, entitled "By," will indicate the date or time the Marine is to report to the activity. If a Marine is to report to more than one activity, a designated date may be used for each of the activities, provided distinction is made as to what time he is to report at which activity. Should it be necessary to prescribe the hour of reporting, the hour and date will be entered in this column.

(1) The reporting date column will be left blank when date cannot be designated because mode of transportation cannot be determined in advance, the leave records are not available to the command writing the orders, or there is no requirement for a specific reporting date. When the "By" column does not include a reporting date and when the amount of proceed, delay and travel time to be authorized has not been determined, the commander preparing the delivery endorsement will designate the reporting date.

g. Release from active duty orders will be published in paragraph 2. The first, second, and third columns, entitled "Name," "Organization," and "ED," respectively, will be prepared in essentially the same manner as for the first three columns of the permanent change of station order, which are contained in paragraph 1 of the order. Column 4, headed "Remarks" will contain the place or activity from which the Marine was ordered to active duty and the home of record. In addition, any information pertinent to the Marine may be entered in this column; e.g., the activity to which assigned upon release from active duty. (See par. 2 of fig. 5-3.)

h. Temporary additional duty will be published in paragraph 3. There are four columns in this paragraph. They are entitled "Name," "Permanent Duty Station," "Report To," "By," respectively. Generally, the orders to temporary additional duty of personnel will be treated as prescribed for permanent change of station. In addition to the general requirements for the "Report To" column discussed in subparagraph e, above, column 3 of temporary additional duty orders will include the purpose of the temporary additional duty and the approximate duration thereof; this is required to enter an obligation of funds. Supplementary instructions, such as mode of transportation to be utilized, instructions to the activity to which the Marine reports; e.g., requirement for endorsement certifying period member performs hazardous duty, etc., will be entered in this column also. (See par. 3 of fig. 5-3.)

i. Orders for active duty for training of reservists will be published in

paragraph 4. The six columns comprising this paragraph are entitled "Name," "Organization," "Report To," "Period," "PEBD" and "Remarks," respectively. Entries in column 1 will be the same as entries discussed in subparagraph h, above. Entries in column 3 will be made in the same manner as required by subparagraph e, above, and will contain an indication of the time and date the member is to report. Column 4 will specify the period or the duration of the active duty for training. Column 5 requires the entry of the pay entry base date. Column 6 will state the purpose of the active duty for training, type; i.e., aviation or ground, and any supplementary information pertinent to the member; e.g., "DIFOT auth" and security clearance requirement. (See par. 4 of fig. 5-3.) Active duty for training orders will no longer be promulgated by the Marine Corps Special Order, but the instructions are indicated herein for compliance by organizations concerned.

4. Clerical Instructions for the Preparation of the Administrative Change Portion of Special Orders

a. Designation, assignment, reassignment, or request for nominations. Paragraphs requiring these actions will be prepared in the form illustrated in paragraphs 5, 6, 7, and 8 of figure 5-3.

(1) A reassignment may be directed from one activity to another located at the same station. Such reassignment may be directed only when there is no expense to the Government involved in connection with the change of status of the member concerned.

b. Reduction. The reduction of enlisted members will be published in the form illustrated in paragraph 9 of figure 5-3. The "Date of Rank" column will indicate the date of rank to which reduced. The "Remarks" column will show the reason for reduction. A copy of the reduction order for each person concerned will be furnished the Commandant of the Marine Corps (Code DHB).

c. Change of MOS. Changes of MOS for members will be in the form illustrated in paragraph 10 of figure 5-3.

d. Interclass transfers within the Marine Corps Reserve. Interclass transfers of members within the Marine Corps Reserve will be published in the form illustrated in paragraphs 11 and 12 of figure 5-3. Paragraph 11 is an example for transfer of officers from Class III (Volunteer USMCR) to Class II (Organized USMCR). Paragraph 12 is an example for transfer of officers from Class II to Class III, or from one Organized Reserve unit to another. The above administrative change is no longer being promulgated by the Marine Corps Special Order, but is indicated herein for compliance by organizations concerned.

(1) In the case of naval aviators transferred to Class II, the abbreviation "DIFOT" will be shown in the "Remarks" column.

(2) Pay Entry Base Date (PEBD) will be shown under the "Remarks" column upon transfer of Reserve officers from Class III to Class II.

e. Modifications and cancellations. These actions will be prepared in the form shown in paragraphs 13 and 14 of figure 5-3. An original must be prepared, signed and delivered to each individual concerned.

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5250 NUMBER OF PERSONNEL TO BE DETAILED IN CHARGE OF INDIVIDUAL'S TRAVELING IN A GROUP

1. When enlisted personnel are to perform travel in a group consisting of less than ten persons, the senior shall be detailed to take charge. For the travel involved by larger groups, a sufficient number of noncommissioned officers shall be detailed to take charge. When the size of the group consists of over a hundred persons, a sufficient number of unrestricted officers will be detailed to take charge.

2. The following deviation from the above is authorized for movement of graduate recruits from Marine Corps Recruit Depots when mode of transportation utilized is chartered air or bus:

Group Size	Supervisory Personnel	Travel Status Supervisory Personnel
Under 50	Senior Marine in Group or Designated Graduate Recruit	Permanent Change of Station (PCS)
50 - 100	1 Staff NCO or NCO	PCS or Temporary Additional Duty (TEMADD)
Over 100*	1 Officer and 1 NCO	PCS or TEMADD

*Applicable only in unusual circumstances. Seldom will the Marine Corps utilize an aircraft capable of carrying over one hundred personnel.

5251 TRAVEL OF TROOPS BY VESSEL

1. Marine Corps personnel and other individuals attached to a Marine Corps organization, which performs travel aboard a vessel, shall be subject to the applicable instructions contained in the following:

a. U. S. Navy Travel Instructions.

b. Navy Department Instructions for Vessels of the Military Sea Transportation Service.

c. Such current instructions as may be issued by the Commandant of the Marine Corps.

2. General instructions as to the use and procurement of vessel transportation may be found in chapter 2, U. S. Navy Travel Instructions.

3. Ordinarily all subsistence is furnished and no travel expenses are involved in travel of enlisted personnel on a government vessel.

5252 PREPARATION FOR MOVEMENT OVERSEAS BY VESSEL

1. In addition to the instructions contained herein for travel of troops, the preparation for movement overseas by vessel requires the accomplishment of certain prescribed processes. These additional requirements for travel of troops by vessel are prescribed herein as the responsibilities of the individual in charge of an organization which has been activated for the purpose of vessel travel, or the commander of an organization destined for movement overseas. These responsibilities are:

a. When necessary, he will be responsible for the proper organization, equipping, supplying, security and training of the unit prior to embarkation for movement overseas.

b. Preparation of personnel

(1) Ensure that all personnel have been examined for physical fitness for duty at the overseas destination to which they are going.

(2) Ensure that all inoculations required by the Medical Department, U.S. Navy, are completed.

(3) Ensure that all Record of Emergency Data Forms DD 93-1, or superseding forms, are up to date.

(4) Ensure that the subjects of allotments, insurance and wills have been explained to all personnel.

(5) Ensure that all personnel are given sufficient "change of address" (NavPers 693) cards and proper instructions for filling them out.

(6) Ensure that all personnel are instructed in the existing regulations regarding movement of dependents and that, where applicable, sufficient copies

of orders and/or certificates, in lieu of orders are furnished personnel for the transportation of dependents and household effects.

c. Ensure that all personnel have not less than the minimum articles of clothing specified in pertinent allowance publications, and that deficiencies are filled and replacement of unserviceable clothing is made prior to departure.

d. When required, ensure that all equipment and supplies specified for the movement are assembled.

e. When it is desired or required, request authority from the appropriate commander to send advance details to staging areas, to ports of embarkation or to destination to arrange for billeting, messing and handling of supplies and equipment.

f. Render such reports, information and assistance as may be required by the controlling officers at the port of embarkation.

g. Be responsible for the preparation and proper disposition of required embarkation rosters and debarkation rosters.

h. Be responsible for reports of casualties during travel.

i. Submit such reports as may be required.

5253 TRAVEL OF TROOPS BY COMMERCIAL RAIL, AIR, BUS AND STEAMSHIP CARRIERS

1. The general instructions for procurement of commercial rail, air, bus and steamship transportation are contained in the Military Traffic Management Regulations (NAVMC 1175), and the U. S. Navy Travel Instructions. Responsible officers will advise the local Marine Corps supply officer, who handles commercial transportation, as far in advance as practicable of the transportation arrangements required.

2. Adequate numbers of personnel will be detailed in charge of units or those groups organized for travel by commercial rail, air, bus or steamship transportation (see par. 5250).

3. The individual in charge of the organization performing travel will be responsible for the following:

a. Conduct and strict accountability of all personnel under his charge.

b. Assignment of medical personnel when travel is performed by troop carrier.

c. Proper handling and safeguarding of flammables and ammunition.

d. Inspection of carrier equipment in the presence of a responsible representative of the carrier, both before and after travel, for cleanliness, adequacy, state of repair, and for the purpose of ascertaining damage for which the Marine Corps may be held responsible.

e. Submission of reports as may be required by additional instructions.

4. Instructions for the use of Marine Corps meal ticket, procurement of additional meals and action in case of loss of meal tickets are contained in chapter 2, U. S. Navy Travel Instructions.

5254 TRAVEL OF TROOPS BY GOVERNMENT AIR

1. Travel of troops by government air transportation will be in accordance with Department of the Navy Regulations covering aircraft of the Military Air Transport Service and aircraft of the Department of Defense other than scheduled aircraft.

2. Within the limits of their authority, commanders authorized to direct air travel of troops will prescribe the responsibilities and such other instructions pertinent to local conditions.

5255 TRAVEL OF TROOPS BY GOVERNMENT VEHICLE

1. Within the prescribed limits of authority for the use of government vehicles, commanders who direct travel for an organized group or organization by government vehicles, also will prescribe the responsibilities of the individual in charge and such other information and instructions necessary to accomplish such travel.

5256 BAGGAGE IDENTIFICATION MARKINGS INCIDENT TO MOVEMENT OF TROOPS OR INDIVIDUALS

1. Commanders, in preparing enlisted personnel for travel incident to transfer either as a group or individually, shall require such personnel to maintain sufficient identification with each separate piece of personal baggage. Form NAVMC 10241-SD, United States Marine Corps Baggage Identification Check, will be used for this purpose. The owner's name, grade, service number, organization, present station destination, and home address is considered as sufficient identification. The name of the organization, present station, and destination will be omitted when required for military security.

2. The internal identification prescribed in paragraph 1, above, is in addition to required external identification marking and is a means of identifying the owner of personal baggage which may have had the external markings defaced or lost and which may be found in the possession of a commercial carrier after having been carried by hand, checked, or shipped.

3. Commanders, through their personal affairs officer and in coordination with their supply officer, shall maintain a close contact with local agents of commercial carriers in order that Government property contained in unclaimed or undeliverable personal baggage of Marine Corps personnel may be recovered from the carrier and, where possible, that such baggage may be delivered to the owner thereof.

4. Commanders of all Marine Corps activities will ensure that personnel under their jurisdiction are informed of the importance of promptly claiming and repossessing all personal baggage which they may have shipped or checked with a commercial carrier.

5257 DISPOSITION OF EFFECTS PREPARATORY TO MOVEMENT OF TROOPS OR INDIVIDUALS

1. In preparing enlisted personnel for travel incident to transfer either as a group or individually, commanders are responsible for instructing such individuals in the disposition of personal baggage, effects, or household goods. Individuals will be advised that the Marine Corps assumes no obligation for storage and safekeeping of baggage and effects, except household goods in amounts authorized by Joint Travel Regulations, paragraph M8003, for enlisted personnel of pay grades E-4 with over 4 years service and E-5s through E-9s. Personnel will further be advised that baggage and effects in excess of the checkable free baggage allowance provided on tickets of the common carriers, in cases of individual or small group transfers, and baggage and effects in excess of established allowances, in cases of troop movements, must be disposed of by and at the expense of the individual.

2. Under certain emergency circumstances, Joint Travel Regulations, paragraph M8012, authorizes the shipment at Government expense up to 200 pounds of personal baggage of an individual not otherwise entitled to a weight allowance. Emergency circumstances warranting shipment of baggage at Government expense include separation from baggage by official order or limitations imposed on baggage weight by the carrier providing air transportation. In such cases, the difference between allowable weight and 200 pounds may be shipped at Government expense.

3. In any instance where an individual is separated from the rolls of an organization because of transfer, discharge, etc., and his personal baggage or effects do not accompany him, the commander of that organization shall initiate immediate steps to effect delivery of such baggage or effects to the owner. Shipment of such effects may be made at Government expense providing the owner of the effects is eligible therefor; otherwise the cost of shipment must be borne by the individual concerned. (See Joint Travel Regulations, chapter 8.) If the new duty station or place of residence is not known, such information shall be requested of the Commandant of the Marine Corps

(Code DN), along with any other information or instructions required locally to effect disposition. Personal baggage or effects regardless of the circumstances involved, will in no case be retained in storage beyond the length of time necessary to effect disposal unless it is definitely known that the individual concerned is to return to the organization.

5258 RECEIPT OF PERSONAL EFFECTS OR BAGGAGE RETURNED TO THE UNITED STATES FROM A THEATER OF OPERATIONS

1. Commanders of Marine Corps activities shall cause an inspection to be made of the personal effects and baggage of all personnel joining the command directly from a theater of operations. This inspection shall be made by an officer who shall recover from such baggage all items of restricted articles of captured enemy material such as explosives, automatic weapons, radios, radar equipment, flammables, etc. Unrestricted articles of captured enemy equipment, unless covered by proper clearance certificate, shall also be recovered. No inspection is required of personal effects and baggage of personnel having in their possession an inspection certificate accomplished prior to departure from a theater of operations or en route to the United States.

2. Unaccompanied personal effects and baggage received by a Marine Corps activity from a theater of operations and which are not readily deliverable to the owner, will be forwarded to the nearest Marine Corps Personal Effects and Baggage Center without delay. When such effects can be delivered to the owner, it is a further responsibility of the appropriate commander to ensure that restricted articles of captured enemy material of the type mentioned in paragraph 1, above, and unrestricted articles of captured enemy material not covered by proper clearance certificate, are removed from such effects prior to delivery of the effects to the rightful owner. Confiscated items of this nature, other than explosives or flammables, will be forwarded to the appropriate Personal Effects and Baggage Center for final disposition. Confiscated explosive or flammable items will be destroyed in accordance with local instructions.

3. Commanders of Marine Corps activities which are located in the vicinity of ports of entry or air terminals will maintain liaison with authorities of the latter activities to ensure prompt and safeguarded delivery of effects of Marine Corps personnel to the owners thereof or shipment to the appropriate Marine Corps Personal Effects and Baggage Center.

PART G: CONDUCT OF MARINE CORPS PERSONNEL TRAVELING BY COMMERCIAL CARRIER

5300 RESPONSIBILITIES OF OFFICERS ISSUING ORDERS INVOLVING TRAVEL

1. All officers who issue orders involving travel will take necessary action to ensure the proper conduct of Marine Corps personnel while traveling on public conveyance.

2. Prior to transfer or leave, personnel will be informed that those guilty of misconduct while in a travel status are subject to disciplinary action. Each superior in the chain of command will be responsible for ensuring that all persons under his command are fully indoctrinated regarding their responsibility to conduct themselves in a military and decorous manner which will reflect credit on themselves as well as the naval service.

3. Personnel performing travel will be informed that the military police, air police, shore patrol, and Armed Forces police are placed on public carriers to preserve order, prevent misbehavior, give advice and assistance to military personnel and that they have authority over all service personnel.

4. When travel of a group has been directed, a responsible individual will be placed in charge. The individual as designated will be responsible for the conduct of the members of the group.

5. In the case of a single traveler, instructions as to his proper conduct may be issued orally at the discretion of the commander who issues the orders.

6. No small arms ammunition will be issued to or carried by individuals traveling by public carrier except the minimum amount necessary for the security details as may be specifically prescribed. All small arms ammunition, whether for security purposes or carried in bulk with organizational supplies, will be strictly accounted for by the individual in charge.

5301 SPECIFIC INSTRUCTIONS GOVERNING CONDUCT TO PERSONNEL TRAVELING BY PUBLIC CONVEYANCE

1. Applicable instructions pertaining to the following regulations will be brought to the attention of each individual performing travel by public conveyance.

a. Full cooperation between the individual traveling and carrier personnel is of great importance and all persons will govern themselves accordingly.

b. For the settlement of any disagreement between the troops under his charge and carrier personnel, the individual in charge will be the only person authorized to present the matter to carrier personnel.

c. When the individual in charge has occasion to seek the correction of any deficiency by carrier personnel, he will deal only with the appropriate carrier representative.

d. No action will be taken that is intended to affect or may in any way affect the schedule or the operation of any public conveyance.

e. Stops to exercise troops may be arranged for special trains, if desired, provided such stops are included in the request for rail routing (see par. 306002a, Military Traffic Management Regulations (NAVMC 1175)). When exercise stops are desired, the request for routing should state approximate times in order that the railroads can include them in the original operating schedule of the special train. Stops to exercise troops will only be considered for special trains operating for troop movements. In no case will the officer or man in charge request the conductor to make an exercise stop unless such stop was requested in advance and included in the original operating schedule of the train.

f. Personnel will not detrain without specific authority from the individual in charge or such persons as he may have designated.

g. When trains are in motion, personnel:

(1) Are forbidden to remain on platforms, steps or tops of cars.

(2) Shall not pass between cars not equipped with fully closed platforms without authority from the individual in charge or such person as he may have designated.

(3) Will not be permitted to remain dangerously near any open doors.

h. Personnel are prohibited from:

(1) Damaging or destroying any carrier property.

(2) Removing any carrier property from the place assigned by carrier employees.

(3) Throwing anything from a public conveyance.

(4) Throwing or putting down lighted smoking articles, except in receptacles provided for that purpose.

(5) Smoking in berths when berths are made up for sleeping.

i. Lavatories, and drinking facilities will be used only for the purpose intended.

j. Rifles will not be hung on hooks near windows, but will be placed in baggage racks or such other places provided; weapons will not be discharged without specific order; and the use of firearms or other weapons, except to protect life and property, will not be authorized.

k. Personnel will neither regulate, nor attempt to regulate, the heating or air conditioning equipment.

l. Dependents are prohibited from riding on troop trains or busses and aircraft chartered for troop movements.

m. The individual in charge will designate responsible individuals of appropriate grade to command the troops in each separate car, bus or aircraft.

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C. 20380

IN REPLY REFER TO
DFA1-ejm-35
10 Jan 1964

From: Commandant of the Marine Corps
To: 1stLt George R. DOE 072000/7302/2020 USMC (DIFOT)
2d Marine Division, Fleet Marine Force, Camp Lejeune, North Carolina
Via: (1) Quartermaster General of the Marine Corps
(2) Commanding General, 2d Marine Division, Fleet Marine Force

Subj: Permanent change of station

1. On such date during February 1964 as the Commanding General may designate, you will stand detached from your present station and duties; will proceed to the port of embarkation designated by, thence as routed overseas during March 1964 by the Quartermaster General of the Marine Corps to Kenitra, Morocco. On arrival report to the Commanding Officer, Marine Barracks, Naval Activities (MCC 311) thereat for duty.

2. Besides your proceed and travel time, you are authorized to delay 30 days in arriving at the port of embarkation, such delay charged as leave. If you arrive at port of embarkation before the required reporting date for transportation, the period between time of arrival and required reporting date will be charged as leave.

3. The attention of the Commanding General, 2d Marine Division, Fleet Marine Force is invited to Marine Corps Personnel Manual, paragraph 5150.2i for compliance. Marine Corps Orders 1300.8F and P3000.1A apply. In order to assure transportation arrangements for dependents, submit completed Forms DD884 and three copies of orders to the Commandant of the Marine Corps (COS7) immediately upon receipt of area clearance.

4. Your attention is invited to Marine Corps Order 5512.4C concerning passports which will be required for your dependents at such time as their entry may be approved.

5. Immunization is required in accordance with BUMEDINST 6230.1D before detachment.

6. A total baggage allowance of 120 pounds is authorized for all travel via aircraft outside the continental United States.

7. You will report to the Disbursing Officer within three working days after completion of travel to settle travel expenses.

Figure 5-1

DFA1-ejm-35
10 Jan 1964

8. TravChar appn 1741105.2753, MPMC-64, OC 21, EAN 74120 off tvl, 74150 depns tvl; OC 22, EAN 74152 trans HHG; OC 12, EAN 74157 DLA; BCN 44690, BCAN 27.

WALLACE M. GREENE, JR.

Copy to:
CG FMFLant; CO MB NavActs Morocco; Comdr NavActs Morocco
CMC (DFA-2; DFA1-2; DFF-2; DFE-2; AAZ-2)
1stLt DOE - 30

SAMPLE LETTER TYPE PERMANENT CHANGE OF STATION ORDERS

Figure 5-1.--Continued.

HEADQUARTERS U. S. MARINE CORPS

NO CARBON PAPER REQUIRED WITH THIS FORM.

NAVMC NQ 317-ADM (REV. 9-63)

DRAFTED BY	ORIGINATOR'S OFFICE CODE	ROOM NO.	EXTENSION NO.	PRECEDENCE
Mr. Roel SMITH	DF-mao-2	1106	42498	☐ IMMEDIATE
RELEASED BY			DATE	☐ PRIORITY
E. A. DOE (Signed)	(Signature)		10JAN64	☒ ROUTINE

(Date/Time Group) (GCT)

FROM: CMC

TO: CG MARCRUITDEP SDIEGO

INFO: CG FMFPAC
COMFOURTEEN
CINCPACFLT
MARCORPAXOFF SFRAN
COMSEVENTHFLT
CINCPAC

UNCLAS

FOR MAJGEN J E ROE 06222/9903 USMC. ON 15FEB STAND DET PRESENT STA DIR PROREP OIC MARCORPAXOFF SFRAN FOR TEM AND FURTRANS TO OAHU HAWAII. ARREP NTL 1MAR CG FMFPAC (MCC 110) FORDU AS DEPUTY COMDR FMFPAC. AUTH DELREPANY UNTIL NLT 1MAR. IMMUNQUIRED ACD BUMEDINST 6230.1D BEFORE TR. MARCORPERSMAN PAR 5150.5, 5150.2G, MCO 1300.8E and P3000.1A APPLY. IN ORDER TO ASSURE TRANS ARNG FOR DEPNS SUB COMPL FORMS DD 884 AND THREE COPIES ORDERS TO OIC MARCORPAXOFF SFRAN IMMED UPON RECEIPT THESEO. TRAVCHAR APPN 1741105.2753 MPMC-64 OC 21 EAN 74120 OFF TVL 74150 DEPNS TVL OC 22 EAN 74152 TRANS HHG OC 12 EAN 74157 DLA BCN 44690 BCAN 27

COPY TO: CMC (A; AC; D; AD; DF-2; DFA-4; DFF-2; APB; DFB; DFB3; DFC)

SAMPLE MESSAGE TYPE ORDER

OUTGOING **UNCLASSIFIED** MESSAGE

Figure 5-2

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
Washington, D. C. 20380

MARINE CORPS SPECIAL ORDER
NUMBER. 00-00

DF/jfs/mao/gtw
10 January 1964

1. The following permanent changes of station are directed. TravChar appn 1741105. Subhead, 2750 Grad Recruits; 2751 to & from DUINS excess 20 wks within CONUS; 2752 within CONUS; 2753 to from or within OS (Incl to or from DUINS); as aprop, MPMC-64 OC 21 EAN 74120 off tvl, 74121 enl tvl; 74150 (Off), 74160 (Enl Entl) depns tvl; OC 22 EAN 74152 (Off), 74162 (Enl Entl) trans HHG; OC 12 EAN 74157 (Off), 74167 (Enl Entl) DLA; BCN 41690 Grad Recruits; 42690 to & from DUINS excess 20 wks within CONUS; 43690 within CONUS; 44690 to, from or within OS (Incl to or from DUINS), BCAN 27. CO pers tr HawArea dir comply MarCorPersMan par 5150.4. MCO 3574.2B applies to all male pers tr OS. MCO 1300.8F & P3000.1A apply to all pers tr OS. MarCorPersMan par 5150.2i applies to pers entl depns trans & being tr to a NONREST area OS. MarCorPersMan par 5150.2g applies for transfers to, from or between overseas stations.

Name	Transferred From	DofD	Report To	By
Capt DOE A E 061111 7333	3dMarDiv (Rein) FMF	Dur Mar64	DIFOTSODA 2dMAW FMFLant (MCC 142) w/30 days delrep	
1stLt ROE A B 071111 USMCR 7333	do	do	CG 3dMAW AirFMFPac MCAS ElToro (MCC 143) w/30 days delrep	
Capt MOE S S 069999 USMCR 7304/7331	1stMAW AirFMFPac	do	DIFOTSODA 2dMAW FMFLant (MCC 142) w/30 days delrep	
1stLt DOE S B 072222 3402/0802	1stMarDiv (Rein) FMF (JTR par 7005 applies)	DATEDSG	CO MB NS SFran w/30 days delrep for TEM & furtrans 3dMarDiv (Rein) FMF (MCC 125) IMMUNQUIRED	15Apr64
MSgt GLISAN R G 661477 0369	1stMarDiv (Rein) FMF	do	CG MCB 29 Palms Calif (MCC 015)	do
1 Cpl MOS 1391 Min 9 mos AcDu remain upon rpt	ForTrps FMFLant (Ser #222233)	do	Comdt MCS Quant (MCC 012)	do
2 enl (LCpls/below) MOS 1391 Min 9 mos AcDu remain upon rpt	do except (Ser #222234)	do	do	do
SSgt GNINWORB J H 1078636 0141	ForTrps FMFLant	WD	do	

-1-

Figure 5-3

2. The following releases from active duty are directed in accordance with MCO 1900.1D. TravChar appn 1741105.2754, MPMC-64, OC 21, EAN 74120 off tvl, 74150 depns tvl; OC 22, EAN 74152 HHG, BCN 45690, BCAN 27.

Name	Organization	ED	Remarks	By
1stLt ROE J E 062022 USMCR 7302/7331	2dMAW FMFLant	On 1Apr64	ORDACDU fr Grosse Point Mich HOR same	
1stLt WOOD D C 062222 USMCR 0302	2dMarDiv FMF	Before 4Apr64 after 31Mar64	ORDACDU fr Baton Rouge La HOR same	

3. The following temporary additional duty under instruction is directed. TravChar appn 1741106.2710 O&MMC-64, OC 21, EAN 76767, BCN 24620, BCAN 27. Furn copy of orders iss to CMC (DFF).

Name	Permanent Duty Station	Report To	By
Capt SMITH A G 053000 0130	MCRDep SDiego	CO MB NB Npt NavScol NavJustice prd abt 7 wks Cl cvn 5Apr64 GOVAIRDIRVAIL II COMPRET	1400 2Apr64
GySgt JONES Q R 355555 0141	2dMarDiv FMF	CG MCB CamLej AdvSupAdminCrs Cl #15 Cl cvn 10Feb64 prd abt 18 wks (NTI none auth) COMPRET	8Feb64

4. The following reservist is assigned to active duty for training on such date as will enable him to proceed and report for active duty for training as directed below. Each reservist will be required to certify in his "Receiving Endorsement" that he considers himself to be free from any illness or injury which would cause him to be found physically unfit for assignment to active duty for training. Failure to accomplish this certificate prior to departure from place of receipt of orders automatically cancels the orders, and they will be returned to the issuing command with a statement to that effect. At a time during the performance of this training duty which will not interfere with prescribed training, each reservist will be given a physical examination in accordance with Article 1577 of Manual of the Medical Department. TravChar appn 1741108.2731, RPMC-64, OC 21, EAN 74530, BCN 41631, BCAN 27. Pay and allowances chargeable to appn 1741108.2731, RPMC-64, OC 11, EAN 71530, BCN 11631, BCAN 27. MCO P1571R.43 Chap 3, Part A appl.

-2-

Figure 5-3.--Continued.

Name	Organization	Report To	Period	PEBD	Remarks
Maj JONES S 08001 USMCR 0302	9th MarCorDist	CG LanForTraUPac Coronado SDiego not before 1630 5Apr64 nor later than 0800 6Apr64	6-17Apr64	21Dec50	(Gnd) to attend Basic PhibStf PlanningCrs

5. The following designation is directed.

Name	Organization	ED	Type	Remarks
2ndLt BLACK B C 09000 0130	MB NAS MftFld	3Apr64	AcctOff	MarCorPropAcct Ser #544

6. The following assignment is directed.

Name	Organization	ED	Type	Remarks
GySgt RED B C 1090001 0141	MCRDep PISC	4Apr64	DUINS	Cl #30 CruitScol Cl cvn 7Apr64 & FFT by HQMC

7. The following reassignments are directed.

Name	Organization	ED	Report To	Remarks
Sgt BROWN T 145555 0141	2dMAW FMFLant	WD	CG MCAS CherPt (MCC 022)	Fordu
Sgt DOE R S 1288888 3531	do	WD	do	do

8. Nominations will be submitted as directed below.

Submitting Organization	For Assignment To	No. Nom.	Qualifications Required	By
2dMAW FMFLant	I-I Stf 3dMTBn USMCR	2	Cpls MOS 3516 qual IAW MCO 1300.20 Pers not in receipt of orders by 10Mar64 not sel	

-3-

Figure 5-3.--Continued.

9. The following reduction is directed.

Name	Organization	To	Date of Rank	Remarks
SSgt ROE D O 372000 0141	MB NB NorVa	Sgt	10Jan64	Incompetency Auth

10. The following changes of MOS's are directed.

Name	Organization	From	To
1stLt DOE E D 061074 0301	2dMarDiv FMF	Pri. MOS 0301 voided	Pri 3030 ElecSupO
MSgt SMITH C O 200999 0141/0369/8111	HQBn HQMC ArlVa	Add MOS 8111 voided	
SSgt BLACK T P W722000 0141	do		Asg add MOS 0171 Personnel Data Analyst

11. The following transfer in the Marine Corps Reserve is directed. Any travel involved will be performed at no expense to the Government. Subject to each reservist voluntarily accepting these orders, he is transferred to the Class of Reserve indicated. These orders are null and void until he indicates by endorsement hereon that they are voluntarily accepted by him. During the actual performance of regular drills and periods of equivalent instruction or duty pursuant to this order, each reservist is subject to the Uniform Code of Military Justice. Upon acceptance by the reservist of these orders, the reservist will be subject to the Code during any subsequent periods of inactive training performed which are the same or an interrupted continuation of the training contemplated by these orders. Each reservist will endorse on the original and one copy of his orders the following "(Date), (Place). I hereby voluntarily accept these orders. (Signature), (Rank), (Service No), USMCR". The reservist will be further requested to deliver the copy of the order, bearing the above endorsement signed by him, to his commanding officer, for attachment to his qualification record book.

Name and Address	Transferred From	ED	Transferred To	Remarks
Capt MOE A L 033000 7333 6201 West Ave Mt Vernon NY	Cl III AvnU 1st MarCorDist	10Feb64	4thCommBn ForTrps FMF USMCR Bklyn	PEBD 20Jul52 DIFOT

-4-

Figure 5-3.--Continued.

12. The following transfer in the Marine Corps Reserve is directed. Any travel involved will be performed at no expense to the Government.

Name and Address	Transferred From	ED	Transferred To	Remarks
Maj CORN R B 020000 3030 20213 Green Street Winthrop Mass	Cl II 1stBn 25thMar 4thMarDiv FMF USMCR Bsn	12Feb64	Cl III GSU 1st MarCorDist Garden City Long Island NY	

13. The modification of the following order is directed.

Name	Organization	Reference	Modification
Sgt ROE T M 1200000 0141	MCRDep PISC	Par 1 SONo 00-00	"Transferred From" colm to read: MCRDep PISC (JTR par 7005 applies) Ref dir rpt CO MB NS SFran furtrans 3dMarDiv (Rein) FMF (MCC 125)

14. The cancellation of the following order is directed.

Name	Organization	Reference	Reference Directed
SSgt BLACK O C 1100000 3041	MB NB LosA LBeach	Par 1 SONo 00-00	Rpt CG MCSC Barstow Calif

WALLACE M. GREENE, JR.
General, U. S. Marine Corps
Commandant of the Marine Corps

Distribution: Standard

-5-

Figure 5-3.--Continued.

HEADQUARTERS
FORCE TROOPS, FMF, ATLANTIC
CAMP LEJEUNE, NORTH CAROLINA

10 Jan 1964

FORTRPS SPECIAL ORDER)
NUMBER.....00-00)

Ref: (a) MCSO 00-00

1. In accordance with reference (a), effective at 0800 20 January 1964 the below named men are transferred to Marine Corps Schools, Quantico, Virginia (MCC 012) for duty:

Name		Lv Address	Nr days lv remaining
Cpl ROE L L 1878787 (1Jan59) (Ser #222233)	1391	Box 12 RD1 Seth NC	10
PFC JOHNS K D 1989876 (Ser #222234)	1391	1220 S 6th ST Katee NC	5
PFC KING R U 1998654 (Ser #222234)	1391	1601 4th Ave New Bert NC	2
PFC HERBERT P U 1913154	1391	RD4 Herbert Wisconsin	0

2. The above named men are authorized to delay until not later than 5 February 1964 in reporting to the Commandant, thereat, such delay, less proceed (if entitled) and travel time, to be chargeable as annual leave. Any request for extension of leave will be made by telegram direct to the Commandant, Marine Corps Schools, Quantico, Virginia stating the reason for the request and number of days leave remaining to their credit as indicated opposite their names.

3. TravChar appn 1741105.2752, MPMC-64, OC 21 EAN 74121 enl tvl, 74160 depns tvl (enl entl); OC 22, EAN 74162 trans HHG (enl entl); OC 12, EAN 74167 DLA (enl entl), BCN 43690, BCAN 27.

M. M. SEE
By direction

SAMPLE ORGANIZATIONAL SPECIAL ORDER

Figure 5-4

NAVEXOS-4121

USE FOR URGENT LETTERS ONLY

SPEED LETTER

DO NOT CLEAR THROUGH COMMUNICATION OFFICE

(One box must be checked)

☒ REGULAR MAIL ☐ SPECIAL DELIVERY

☐ AIR MAIL ☐ REGISTERED MAIL

CLASSIFICATION: UNCLASSIFIED

IN REPLY REFER TO: DFA2-ejm-36

DATE: 10 Jan 1964

TO: Commanding General
2d Marine Aircraft Wing
Fleet Marine Force, Atlantic
Marine Corps Air Station
Cherry Point, North Carolina

(Fold)

NAVAL SPEEDLETTER—

Permits dispatch or informal language.

May be sent (1) with enclosures, (2) in a window envelope (size 8¼" x 3½"), if contents are not classified as confidential or higher, (3) to both naval and nonnaval activities.

Is packaged 500 sheets of white or of one color: yellow, pink, or green.

UPON COMPL DIFOTINS AND WD ON OR ABT 1FEB64 TR FIRSTLT J WHITE JR 072000/7304 USMCR DIR PRO WITH THIRTY DAYS DELREP CO MARBKS NAVSTA SFRAN FOR TEMDIFOT AND FURTRANS JAPAN. ARREP REP CG FMFPAC WESTPAC FOR FURTRANS TO FIRST MAW (MCC 146) FOR DIFOT.** IMMUNQUIRED IAW BUMEDINST 6230.1D BEFORE TR. JTR PAR 7005, MCO 1300.8F, P3000.1A AND MARCORPERSMAN PAR 5150.2G APPL. TRAVCHAR APPN 1741105.2753 MPMC-64 OC 21 EAN 74120 OFF TVL 74150 DEPNS TVL OC 22 EAN 74152 TRANS HHG OC 12 EAN 74157 DLA BCN 44690 BCAN 27.

WALLACE M. GREENE, JR.

**WHEN AN INDIVIDUAL IS TO BE TRANSFERRED TO A COMMAND FOR DUSODA OR DIFOTSODA THE COMMANDER OF THE ORGANIZATION TO WHICH THE INDIVIDUAL IS TO BE TRANSFERRED WILL INFORM THE DETACHING COMMAND OF THE INDIVIDUAL'S DUTY ASSIGNMENT AS SOON AS POSSIBLE.

SAMPLE NAVAL SPEEDLETTER TYPE ORDER

COPY TO: CG FIRST MAW; CG AIRFMFPAC; CG FMFPAC; CG FMFLANT; CO VMR-353; CO MARBKS NAVSTA SFRAN; REP CG FMFPAC WESTPAC CMC (DFA-2; DFA2-2; AAZ-2; DFF-2)

ADDRESS: COMMANDANT OF THE MARINE CORPS
HEADQUARTERS U. S. MARINE CORPS
WASHINGTON, D. C. 20360

SENDER'S MAILING ADDRESS

Address reply as shown at left; or reply hereon and return in window envelope (size 8¼" x 3½"), if not classified as confidential or higher.

CLASSIFICATION

Figure 5-5

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D. C. 20380

IN REPLY REFER TO
DFC-ejm-37
10 Jan 1964

From: Commandant of the Marine Corps
To: MSgt John DOE 560000/5563 USMC
Marine Corps Base, Camp Lejeune, North Carolina
Via: Commanding General, Marine Corps Base

Subj: Temporary additional duty; group travel orders

1. When directed 15 March 1964 by the Commanding General, you will take charge of the following named enlisted men, will proceed and report by 20 March 1964 to the Commanding General, Marine Corps Recruit Depot, San Diego, California for temporary additional duty under instruction in the Ground Radar Repair Course:

Sgt Robert BLACK 1522222/5541 USMC
Cpl Rone WHITE 1560000/0141 USMC
PFC William ROE 1690000/0141 USMC
PFC Edward BROWN 1642222/0141 USMC

2. Upon completion of the above temporary additional duty, on or about 9 April 1964, you will return with the men in your charge to your present station and resume your regular duties.

3. These orders constitute group travel orders as defined in Joint Travel Regulations, paragraph 4100.

4. Immediately upon receipt of these orders you will report to the Unit Transportation Officer for necessary transportation and meal tickets for necessary subsistence enroute.

5. You will report to the Disbursing Officer within three working days after completion of travel to settle travel expenses.

6. TravChar appn 1741106.2710, O&MMC-64, OC 21, EAN 76767, BCN 24620, BCAN 27.

C. C. SMITH
By direction

Copy to:
CG MCRDep SDiego
CMC (DFB-2; DFB3-3; DS; DFF-2)
MSgt DOE - 10

SAMPLE LETTER TYPE TEMPORARY ADDITIONAL DUTY; GROUP TRAVEL ORDERS

Figure 5-6

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C. 20380

IN REPLY REFER TO
DFC-ejm-38
10 Jan 1964

From: Commandant of the Marine Corps
To: 1stLt John DOE 070000/0301 USMCR
2d Marine Division, Fleet Marine Force,
Camp Lejeune, North Carolina
Via: Commanding General, 2d Marine Division, Fleet Marine Force

Subj: Temporary additional duty; orders to

1. On such date as the Commanding General may designate, you will proceed and report not later than 29 March 1964 to the Coach, U. S. Olympic Basketball Team, U. S. Military Academy, West Point, New York for temporary additional duty for a period of about three months in connection with participation in training and final tryouts for the United States Olympic Team, including Olympic Games in Rome, Italy.

2. If you fail to qualify for the United States Olympic Team, you will return to your assigned duty station and resume regular duties. If you are selected as a member of the Team, you are authorized to proceed to such places as may be necessary to participate in any training and/or competitions arranged by the United States Olympic Committee, including Olympic Games in Rome, Italy, commencing 26 April 1964.

3. Upon completion of the above temporary additional duty and when directed by competent authority, you will return to your assigned duty station and resume regular duties.

4. Immunization is required in accordance with BUMEDINST 6230.1D before departure from the United States.

5. Your attention is invited to Marine Corps Order 5512.4C concerning passports.

6. You will have in your possession your pay and health records.

7. Civilian clothing will be worn upon departure from the continental United States and while overseas in the performance of this temporary additional duty.

8. The United States Olympic Committee is requested to ensure your identification as a U. S. Marine when you are participating in any of the competitions.

Figure 5-7

DFC-e jm-38
10 Jan 1964

9. No member of the Armed Forces shall be entitled to travel or transportation allowances or to receive basic allowances for subsistence and quarters authorized by Title 37 United States Code for any period during which his expenses for travel or transportation, subsistence and quarters, are being paid by the agency sponsoring his participation in the games and competitions, in accordance with Public Law 11, 84th Congress.

10. For travel within the continental United States, government aircraft is directed where available, otherwise travel via commercial aircraft, rail and/or bus by Government transportation request is directed.

11. You will report to the Disbursing Officer within three working days after completion of travel to settle travel expenses.

12. TravChar appn 1741106.2710, O&MMC-64, OC 21 (TVL AND TRANS OF PERS) and/or OC 26 (SUPP AND MAT), EAN 99934, BCN 58602, BCAN 27.

WALLACE M. GREENE, JR.

Copy to:
Mr. A. C. Lonborg, Chairman, U. S. Olympic Basketball Team, Univ of Kansas Lawrence Kans; Coach, U. S. Olympic Basketball Team, U. S. Military Academy, West Point NY
CMC (DFA-2; DFA2-2; DFA1-2; DSN-2)
1stLt DOE - 20

SAMPLE TEMPORARY ADDITIONAL DUTY ORDERS

Figure 5-7.--Continued.

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON D. C. 20380

IN REPLY REFER TO
DFA2-ejm-39
11 Jan 1964

From: Commandant of the Marine Corps
To: Major John J. ROE 024444/7331/5610 USMC (DIFOT)
Office of the Chief of Naval Operations (OP-51),
Navy Department, Washington, D. C.
Via: Chief of Naval Operations (OP-09B21)

Subj: Temporary additional duty orders; confirmation of

1. The verbal instruction of the Chief of Naval Operations of 5 January 1964 which directed you to proceed on that date to Norfolk, Virginia for temporary additional duty in connection with training matters, upon completion of which return to your regular duty station and resume your regular duties, are confirmed and approved.

2. Travel via privately owned vehicle was authorized.

3. You departed 1130 on 5 January 1964 and returned and resumed regular duties at 2000 on 10 January 1964.

4. You will report to the Disbursing Officer within three working days after completion of travel to settle travel expenses.

5. TravChar appn 1741106.2710, O&MMC-64, OC 21, EAN 76767, BCN 24620, BCAN 27.

6. Due to the urgency of the travel involved, it was not practicable to issue written orders before commencement of travel.

WALLACE M. GREENE, JR.

Copy to:
CNO (OP-51; OP-09M)
CMC (DFA-2; DFA2-2; DFF-2; AAZ-2; ABH-2; HQBN-3)
Maj ROE - 10

SAMPLE CONFIRMATION OF TEMPORARY ADDITIONAL DUTY ORDERS

Figure 5-8

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON D. C. 20380

IN REPLY REFER TO
DFC-ejm-40
10 Jan 1964

From: Commandant of the Marine Corps
To: Major Harold H. BLACK 040000/0130 USMC
Via: Director, Administrative Division (ABH)

Subj: Temporary additional duty; authorization for

1. On or about 6 April 1964, you are authorized to proceed to Naval Air Station, Key West, Florida and Naval Air Station, Pensacola, Florida for temporary additional duty for a period of about 10 days in connection with training matters.

2. Upon completion of the above temporary additional duty, you will return to your present station and resume your regular duties.

3. These orders are issued with the understanding that no expense to the government for travel and/or per diem is authorized in the execution of these orders. If you do not desire to execute these orders without expense to the government for travel and/or per diem, this authorization is revoked.

WALLACE M. GREENE, JR.

Copy to:
CO NAS Key West Fla; CO NAS Pncla
CMC (DFA-2; DFA1-2; ABK; HQBN-3)
Maj BLACK - 10

SAMPLE AUTHORIZATION FOR TEMPORARY ADDITIONAL DUTY (PERMISSIVE)

Figure 5-9

732-936 O-64-5

MARCORPERSMAN

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C. 20380

IN REPLY REFER TO
DFA1-mao-1
10 Jan 1964

From: Commandant of the Marine Corps
To: CWO3 William E. ROE 039999/2710/3030 USMC
Marine Corps Liaison Officer, Western Electric Facilities, Bell Telephone Laboratories, Burlington, North Carolina

Subj: Repeat travel orders

Ref: (a) JTR, par 3003-3a
(b) NTI, par 4253

1. Effective upon receipt and when directed by the Marine Corps Liaison Officer, Western Electric Facilities, Bell Telephone Laboratories, you are authorized to perform such travel between the following named places or between any of the same as may be necessary in connection with your official duties:

Western Electric Plant, Burlington, North Carolina
Bell Telephone Laboratory, Whippany, New Jersey
Federal Telephone Laboratory, Nutly, New Jersey
Marine Corps Guided Missile Test Unit, Naval Ordnance Test Station, China Lake, California
Marine Corps Suppl" Activity, Philadelphia, Pennsylvania

2. These orders constitute repeat travel orders in accordance with the provisions of reference (a).

3. You are authorized to perform such travel in and around your temporary additional duty station via train, bus, streetcar, taxicab, ferry and/or private vehicle as may be required in the performance of the directed duty. Such travel is considered advantageous to the government and reimbursement therefor is authorized in accordance with reference (b).

4. These orders are automatically revoked upon completion of the last trip directed hereunder.

5. Travel via privately owned vehicle is authorized when the distance to be travelled is 374 miles or less. For all other travel, government aircraft is directed where available, otherwise commercial transportation by government transportation request is directed.

6. TravChar appn 1741106.2710, O&MMC-64, OC 21, EAN 76767, BCN 24620, BCAN 27.

WALLACE M. GREENE, JR.

Copy to: CMC (DFA1-2; DFF-2; DFA-2; AS)
CWO ROE - 30

SAMPLE REPEAT TRAVEL ORDERS

Figure 5-10

Headquarters
3d Marine Division (Rein)
Fleet Marine Force
c/o Fleet Post Office
San Francisco, California 10 Jan 1964

From: Commanding General
To: LtCol William P. ROE 04202/0130 USMC

Subj: Movement orders

Ref: (a) 3dMarDiv Operations Plan 7-49, dated 12Apr49 and modifications thereto

1. Commencing on or about 17 April 1964, and in accordance with reference (a) and the embarkation schedule issued by separate instructions, the following units under your command will embark on board the USS RENVILLE (APA-227) for surface transportation to San Francisco, California for debarkation and movement to Camp Pendleton, California, for duty:

	USMC		USN	
	Off.	Enl.	Off.	Enl.
Third Motor Transport Battalion	8	173	1	5
Third Engineer Battalion	6	58	1	6
Headquarters Battalion	50	413	6	14
	64	644	8	25

2. These orders constitute permanent change of station orders for yourself and the organizations listed in paragraph 1, above. Copies of these orders countersigned by you, the Commanding Officer, 3d Engineer Battalion, and the Commanding Officer, Headquarters Battalion, for personnel of those units, will constitute permanent change of station orders for all officers non-commissioned officers, and petty officers entitled to transportation for dependents.

3. TravChar appn 1741105.2753, MPMC-64, OC 21, EAN 74120 off tvl, 74121 enl tvl, 74150 (off), 74160 (enl entl) depns tvl; OC 22, EAN 74152 (off), 74162 (enl entl) trans HHG; OC 12, EAN 74157 (off), 74167 (enl entl) DLA; BCN 44690, BCAN 27.

S. S. DOE

SAMPLE MOVEMENT ORDERS WITH ENDORSEMENTS

Figure 5-11

FIRST ENDORSEMENT on HQ 3dMarDiv (Rein) FMF ltr of 10 Jan 1964

1. These orders constitute original orders of:

First Lieutenant A. B. MOE 030303/0302 USMC

H. I. BLACK
LtCol., USMC
Commanding

DISTRIBUTION: Original & (8), each person concerned

- -

10 Jan 1964

SECOND ENDORSEMENT on HQ 3dMarDiv (Rein) FMF ltr of 10 Jan 1964

1. Received these orders at _____
(Place)

_____
(Time) (Date)

A. B. MOE
1stLt., USMC

Figure 5-11.--Continued.

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C. 20380

IN REPLY REFER TO
DFA1-mao-24
10 Jan 1964

From: Commandant of the Marine Corps
To: Captain Edward B. ROE 065656/0802/0302 USMCR
2222 19th Court, Houston, Texas
Via: Director, 8th Marine Corps District, New Orleans, Louisiana

Subj: Assignment to Active Duty and Active Duty Agreement

Ref: (a) Section 679 and 680, Title 10 United States Code

Encl: (1) Active Duty Agreement
(2) Officer Data Sheet
(3) Acceptance of orders to extended active duty
(4) DD Form 98

1. On 25 March 1964 you are assigned to temporary active duty and will report on that date to the Officer in Charge, Marine Corps Recruiting Station, Marine Corps Reserve Training Center, 1902 Old Spanish Trail, Houston, Texas for a physical examination to determine your physical fitness for assignment to extended active duty for a period of active duty commencing on 26 March 1964 and terminating on 31 March 1967, both dates inclusive as set forth in enclosure (1).

2. On 26 March 1964, provided you have been physically qualified or if conditional waiver has been granted, you are assigned to extended active duty pursuant to reference (a) for the term set forth in paragraph 1 and enclosure (1) and you are directed to report with ten days delay (charged as leave), plus travel time for duty to the Commanding General, 2d Marine Division, Fleet Marine Force, Camp Lejeune, North Carolina (MCC 122).

3. If found not physically qualified and conditional waiver is not granted the medical officer conducting the examination is requested to inform the Commandant of the Marine Corps (Code DFA), by message and the unexecuted portion of these orders is revoked.

4. By copy hereof, the Officer in Charge, Marine Corps Recruiting Station, Houston, Texas is directed to witness the execution of enclosure (1) in duplicate, deliver the original to you and mail the duplicate to the Commandant of the Marine Corps (Code DFA).

5. The Commanding Officer of your initial duty station will cause your new expiration of active service date to be reported in the unit diary and recorded in your Qualification Record in accordance with the instructions in the Marine Corps Personnel Manual.

Figure 5-12

6. If you cannot execute these orders you will inform the Commandant of the Marine Corps (Code DFA) by message and return these orders via your District Director for cancellation. In accepting these orders it is understood that you will not request release from active duty before serving a minimum of three years on this assignment. No assurance can be given that a further SWAG or EAD will be granted upon expiration of this SWAG. Attention invited to MCO 1001.24B.

7. Complete enclosures (2) and (3) and forward to the Commandant of the Marine Corps (Code DFA) immediately. Upon reporting at your initial duty station, you are directed to accomplish enclosure (4) without delay, even though this form may have been previously executed. Your Commanding Officer will endorse your orders as required by SECNAVINST 5521.6A, paragraph IV.B.

8. Records of this Headquarters indicate your PEBD is 15 October 1955 and that a satisfactory National Agency Check was completed in your case on 12 October 1956.

9. You are assigned the MOS's indicated opposite your name.

10. Your home of record is recorded as addressed above. If you receive these orders at a place other than that or if the address is not your home of record, you will inform the Commandant of the Marine Corps (Code DFA), by message. Your orders will not be changed to list a new address as your home of record after you start travel under these orders.

11. Travel via privately owned vehicle is authorized and travel time via this mode will be based on 300 miles per day. Proceed time is not authorized.

12. You will report to the Disbursing Officer within three working days after completion of travel to settle travel expenses.

13. TravChar appn 1741105.2750, MPMC-64, OC 21, EAN 74120 off tvl, 74150 depns tvl; OC 22, EAN 74152 trans HHG; BCN 41690, BCAN 27.

WALLACE M. GREENE, JR.

Copy to:
BuMed (Code 33); CG 2dMarDiv; CG FMFLant; OIC MCRS MCRTC Houston, Texas
CMC (DFA-5; DGL; AFS; AF; DFF-2; DFA1)
Capt ROE - 20

SAMPLE ASSIGNMENT TO ACTIVE DUTY AND ACTIVE DUTY AGREEMENT

Figure 5-12.--Continued.

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON XX D. C. 20380

IN REPLY REFER TO
AFC-mao-14
10 Jan 1964

From: Commandant of the Marine Corps
To: Major Donald P. MOE 017000/4302 USMCR
2222 S. Hill Avenue, Lutherville, Maryland

Subj: Temporary active duty; orders to

1. You are assigned to temporary active duty on 4 March 1964 and will report by 0800 on that date to the Officer in Charge, Naval Dispensary, Navy Annex, Arlington, Virginia for a physical examination to determine your fitness for assignment to temporary active duty and if qualified, report immediately to the Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, Washington, D. C., for temporary active duty with the Historical Section, G-3, for the period 4 March 1964 to 31 March 1964.

2. If found not physically qualified for assignment to this duty, you will return to the place to which these orders are addressed and upon arrival stand release from temporary active duty and the unexecuted portion of these orders is revoked and the medical officer conducting the physical examination is requested to notify the Commandant of the Marine Corps (Code AFC).

3. Upon completion and when directed, report to a medical officer for a physical examination to determine your physical fitness for release from duty and if found physically qualified, return to the place to which orders are addressed and upon termination of authorized travel time, stand released from temporary active duty.

4. Your Pay Entry Base Date is 21 March 1942. You are directed to forward to the Unit on whose rolls you are carried, within seven days after completion, one certified copy of orders and endorsements including the Disbursing Officers' final endorsement showing the period for which active duty pay and allowances were paid.

5. Submit your orders to the Disbursing Officer as soon as possible after completion of travel to settle travel expenses.

6. Travel is authorized at your own expense subject to reimbursement. If travel is performed by privately owned vehicle or common carrier, travel time for which active duty pay will be credited will be computed on the basis of actual schedules of public transportation (including air) which would most nearly coincide with the requirements of these orders.

7. TravChar appn 1741105.2750, MPMC-64, OC 21, EAN 74120, BCN 41690, BCAN 27 for assignment to temporary active duty and to appn 1741105.2754, MPMC-64, BCN 45690 with remainder of data as indicated above for release from temporary active duty.

WALLACE M. GREENE, JR.

Copy to: Dir 4th MarCorDist; OIC NavDisp Nav Annex ArlVa
CMC (DFA-2; DFF-2; AFC-2; HQBN-3; ABH-2; ABK; DH; DP) Maj MOE - 10

SAMPLE ORDERS TO TEMPORARY ACTIVE DUTY

Figure 5-13

HEADING

FILE NUMBER
DATE

From: (Title of officer issuing orders)
To: (Grade, name, service number, and service component of absentee or deserter)

Subj: Orders

Ref: (a) Paragraph 7051, Marine Corps Personnel Manual
(b) MarCorps message #_____(use this as a reference only when specific instructions are received to issue orders)

1. Having surrendered to this (activity) (command) at (hour) on (date), you will proceed, as routed below, to (name and location of post, camp, or station) and upon arrival will report immediately to the Commander. (Designation of specific command to which the individual is to report).

ITINERARY OF TRAVEL (Show all stops, transfers and names of transportation facilities)

Depart: (Location) (Hour and date) (Name of transportation Co)
Arrive:
Depart:
Arrive:

or

"1. Having been delivered to this (activity) (command) at (hour) on (date) by (delivering authority), you will proceed as routed below, etc." (This form to be used where individual is taken into custody by civil authorities and subsequently delivered to activity or command which issues the orders).

or

"1. Having (been apprehended by) (surrendered to) (military authority first taking custody) at (hour)on (date) and subsequently delivered to this (activity) (command) at (hour) on (date), you will proceed, as routed below, etc." (This form to be used where individual is taken into custody by military authorities and subsequently delivered to different activity or command which issued the orders).

2. You are advised that deviation from this schedule constitutes disobedience of orders, a serious military offense. Should you not maintain the schedule because of sickness, wreck, or disaster, you will advise your commander by telegram and request instructions. If you are unable to communicate with your commander, you will report immediately to the nearest Marine Corps, Navy, Army or Air Force post or recruiting station and present these orders.

SAMPLE ABSENTEE AND DESERTER ORDERS WITH ENDORSEMENTS

Figure 5-14

3. By authenticated copy of these orders, your commander is requested to declare you a deserter in event you fail to report immediately upon completion of the travel directed herein.

4. TravChar appn 1711105.2716, MPMC-61, OC 018, EAN 71130, BCN 12690, BCAN 27.

(Signature of officer issuing orders)

FILE NUMBER
DATE

FIRST ENDORSEMENT on _____

From: (Title and station of officer issuing transportation and subsistence)
To: (Grade, name, service number and service component of absentee or deserter)

1. The following transportation and subsistence was issued on these orders:

_____

_____

(Signature)

(Place) (Date)

1. Received the original of these orders at (Hour) (Date) _____

2. I hereby certify that these orders have been read and explained to me and that I understand same.

(Signature) (Sign all copies)

DISTRIBUTION: Signed original to absentee or deserter;
Authenticated copy to CMC (Code DK);
Authenticated copy to commander named in paragraph 1 of the orders;
Duplicate original to file; (i.e. signed copy)
ADD OTHER DISTRIBUTION AS NECESSARY

AUTHENTICATION: A true copy of original orders issued on (Date), to (Grade, name, service number, and service component), a duplicate original of which is on file in the office of (Designation of organization or office)

(Signature, Grade and Title of Officer)

Figure 5-14.--Continued.

Heading

Date

From: Commanding Officer
To: SSgt (E-5) James DOE 913131/6461 USMC

Subj: Orders

Ref: (a) Paragraph 13452, Marine Corps Personnel Manual.

Encl: (1) Form for reporting itinerary of travel
(2) Form for reporting itinerary of travel

1. Upon discharge from treatment at the U. S. Naval Hospital, you will stand detached from your present station and duties; will proceed to your home or such other place as you may select and await orders pending action on the physical evaluation board proceedings in your case. Your home of record is shown as Boston, Massachusetts.* You will continue to be carried on the rolls of this organization. You will at all times keep your commander informed of your correct address. (Any travel performed by you in excess of that from your last duty station to your home of record will be at your own expense.

*When the individual elects to proceed to a place other than home of record, the second sentence of paragraph 1 will be modified to read: "Your home of record is shown as Boston, Massachusetts, and you have elected to proceed to Washington, D. C."

2. When placed on the retired list or when discharged, your leave record will be balanced as of the day prior to the date you are placed on the retired list, or to include the date of your discharge. Time spent awaiting orders will be debited in arriving at such leave balance. You will be entitled to a cash settlement of any balance of unused leave remaining to your credit after deduction for the period of time spent awaiting orders.

3. Your pay record will be retained by the Disbursing Officer (Mailing address of disbursing officer carrying pay record), during the period while you are at home awaiting final action on your case. In order that the disbursing officer may properly adjust your pay record and make reimbursement for travel performed, you will, upon arrival at destination, complete enclosure (1) and return it to the disbursing officer maintaining your pay record. During the period while awaiting final action on your case, all correspondence on matters relating to your pay and allowances will be addressed to the disbursing officer maintaining your pay record.

Figure 5-15

4. In the event you are notified by your commander that you have been found fit for duty or, if your commander notifies you to return to your station of duty for further hearing or tests, these orders will remain in effect for the return travel involved. Upon completion of return travel you will complete enclosure (2) submitting it together with the original and two (2) certified copies of these orders to the disbursing officer maintaining your pay record.

5. TravChar appn 1711105.2718, MPMC-61, OC 029, EAN 74121 enl tvl, 74160 depns tvl (enl entl); OC 031, EAN 74162 trans HHE (enl entl); OC 019 EAN 74167 DLA (enl entl); BCN 41690, BCAN 27

Figure 5-15.--Continued.

ENCLOSURE (1) TO ORDERS OF SSGT (E-5) James DOE 913131/6461

Dated _____

Departed _____ at _____, _____
(duty station) (hour) (date)

196_, by _____
(mode of transportation; private auto, rail, commercial air, etc)

_____, arrived _____
(home of record or other)

_____ at _____, _____ 196____
place selected) (hour) (date)

_____
(Signature of Member)

NOTE: A form similar to that above, marked enclosure (2), will be prepared for use by the Marine in the event he is notified to return to his duty station.

SAMPLE ORDERS TO PROCEED HOME AWAITING RESULTS OF PHYSICAL EVALUATION BOARD

Figure 5-15.--Continued.

FIRST ENDORSEMENT

1. Received these orders at (Place of receipt) at (time) on (Date). I understand that I am authorized to delay not later than (time) on (Date) in reporting to (Command which ordered to report to). Such delay, less proceed (if authorized) and travel time, to be chargeable as annual leave.

A. B. SMITH
GySgt USMC

SAMPLE ENDORSEMENT RECEIPT OF ORDERS

Figure 5-16

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C. 20380

MARINE CORPS SPECIAL ORDER
NUMBER..... CO-OO

E-X-T-R-A-C-T

DF/jfs/gtw/mao
10 January 1964

1. The following permanent changes of station are directed. TravChar appn 1741105.2753 MPMC-64 OC 21 EAN 74120 off tvl, 74121 enl tvl; 74150 (Off), 74160 (Enl entl) depns tvl; OC 22 EAN 74152 (Off), 74162 (Enl entl) trans HHG OC 12 EAN 74157 (Off), 74167 (Enl entl) DLA; BCN 44690 BCAN 27. CO pers tr HawArea dir comply MarCorPersMan par 5150.4. MCO 3574.2B applies to all male pers tr OS. MCO 1300.8F & P3000.1A apply to all pers tr OS. MarCorPersMan par 5150.2i applies to pers entl depns trans & being tr to a NONREST area OS. MarCorPersMan par 5150.2g applies for transfers to, from or between overseas stations.

Name	Transferred From	DofD	Report To	By
LtCol MOE N H 016161 0302/5710	2dMarDiv FMF (JTR par 7005 applies)	Dur Mar64	CO MB NS SFran w/30 days DELREP for TEM & furtrans 3dMarDiv (Rein) FMF (MCC 125) IMMUNQUIRED	
Maj DOE R B 019191 0130	do	DATEDSG	CO MB NS SFran w/30 days DELREP for TEM & furtrans Japan ARREP Rep CG FMFPac WestPac furtrans 1stMAW AirFMFPac (MCC 142) IMMUNQUIRED	20Apr64
GySgt MOE N W 929292 0141	do	do	CO MB NS SFran furtrans 3dMarDiv (Rein) FMF (MCC 125) fordu as a May64 repl	do

WALLACE M. GREENE, JR.
General, U. S. Marine Corps
Commandant of the Marine Corps

SAMPLE MARINE CORPS SPECIAL ORDER EXTRACT

Figure 5-17

CHAPTER 6

PROMOTION AND REDUCTION

PART A: GENERAL

6000 AUTHORITY
6001 DEFINITIONS
6002 REGULAR COMMISSIONED OFFICERS (MALE)
6003 REGULAR COMMISSIONED OFFICERS (WOMEN)
6004 REGULAR WARRANT OFFICERS
6005 RESERVE COMMISSIONED OFFICERS
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6007 ENLISTED PERSONNEL

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PART G: REDUCTION OF REGULAR AND RESERVE ENLISTED PERSONNEL

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6302 REDUCTION FOR INCOMPETENCE
6303 EFFECTIVE DATE OF REDUCTION
6304 REDUCTION ORDER

CHAPTER 6

PROMOTION AND REDUCTION

PART A: GENERAL

6000 AUTHORITY

1. The basic authority for the promotion of Marine Corps officers is contained in the statutes of the United States as codified in Title 10, U.S.C. The Secretary of the Navy is specifically charged with implementing the provisions of law for the promotion of all officers of the naval service. In fulfillment of this statutory responsibility and as head of the Department of the Navy, the Secretary establishes the qualifications officers must possess prior to promotion and the procedures to be followed throughout the promotion process. Marine Corps officers shall be selected and promoted only as directed by the Secretary of the Navy.

6001 DEFINITIONS

1. Active List of the Marine Corps -- The list of officers of the Regular Marine Corps, other than retired officers, holding permanent appointments in grades above chief warrant officer, W-4.

2. Active Status -- The status of a Reserve officer who is not on the inactive status list or in the retired Reserve.

3. Running Mate -- A male officer of the Regular Marine Corps not restricted in performance of duty whose name appears in the Combined Lineal List, as modified by competent authority, is the running mate of all Reserve officers who are senior to him on that list and junior to the next senior officer of the Regular Marine Corps not restricted in performance of duty and whose name appears on that list. A woman officer of the Regular Marine Corps whose name appears in the women's Combined Lineal List is the running mate of all women Reserve officers who are senior to her on that list and junior to the next senior woman officer of the Regular Marine Corps whose name appears on that list.

4. Unrestricted Officer -- Used to identify all officers of the Marine Corps except those designated for limited duty, and all officers of the Marine Corps Reserve except those in a limited assignment category.

5. Warrant Officer -- Unless otherwise qualified, means an officer who holds a commission or warrant in a permanent or temporary warrant officer grade in the Marine Corps or the Marine Corps Reserve.

6002 REGULAR COMMISSIONED OFFICERS (MALE)

1. The President may suspend any provisions of law relating to promotion of male officers in the grades of captain and first lieutenant whenever he determines that the needs of the service so require. Further, during a war or national emergency, the President may suspend any of the provisions of law relating to promotion of male officers for a period not beyond 30 June of the fiscal year following that in which the war or national emergency ends.

2. Promotions to the grades of captain through major general, inclusive, are made only upon approved recommendation of a selection board. While the terminable provisions of law are in effect, all such recommendations by selection boards will be for temporary promotion. From among those so recommended in approved reports of selection boards, certain officers may be permanently promoted, as provided in subparagraph 6150.6.

3. Second lieutenants may be temporarily promoted to the grade of first lieutenant upon completion of such period of service as the Secretary of the Navy may prescribe. Each officer on the active list of the Marine Corps who holds a permanent appointment in the grade of second lieutenant may be permanently promoted to the grade of

first lieutenant on the third anniversary of his date of rank as second lieutenant.

6003 REGULAR COMMISSIONED OFFICERS (WOMEN)

1. The basic authority for promotion of women officers of the Regular Marine Corps is contained in Title 10, U. S. Code.

2. A woman officer of the Regular Marine Corps holding a permanent appointment in the grade of second lieutenant may be permanently promoted to the grade of first lieutenant on the third anniversary of her date of rank as second lieutenant.

3. Promotion to grades of captain and above are made only upon recommendation of a selection board.

6004 REGULAR WARRANT OFFICERS

1. Permanent promotion of warrant officers shall be governed by the provisions of Chapter 33, Title 10, U. S. Code, and by regulations prescribed by the Secretary of the Navy. Temporary promotion of warrant officers shall be governed by regulations contained in this chapter which have been prescribed by the Secretary of the Navy pursuant to provisions of Title 10, U. S. Code, Section 5787c.

6005 RESERVE COMMISSIONED OFFICERS

1. The authority for promotion of officers above the grade of chief warrant officer, W-4 of the Marine Corps Reserve parallels the promotion of officers of the Regular Marine Corps.

2. The regulations contained herein for the promotion of officers of the Marine Corps Reserve are approved by the Secretary of the Navy and are established for effecting the temporary or permanent promotion of:

a. Officers of the grade of first lieutenant and above of the Marine Corps Reserve, except those on active duty with the Regular Establishment, who are otherwise eligible for consideration for promotion and eligible for promotion; and

b. Second lieutenants of the Marine Corps Reserve.

6006 RESERVE WARRANT OFFICERS

1. The permanent promotion of warrant officers of the Marine Corps Reserve shall be effected pursuant to the regulations approved by the Secretary of the Navy in accordance with the provisions of Title 10, U. S. Code, Section 598.

6007 ENLISTED PERSONNEL

1. The promotion of enlisted Marines, Regular and Reserve, will be in accordance with part F of this chapter.

2. The reduction of enlisted Marines, Regular and Reserve, will be in accordance with part G of this chapter.

PART B: SELECTION BOARDS

6050 GENERAL

1. Selection boards to recommend officers for promotion are convened by the Secretary of the Navy at least once annually.

2. No officer may be a member of two successive selection boards convened for consideration of officers for promotion to the same grade.

3. An officer in any grade who becomes eligible for consideration for promotion shall, regardless of failure or failures of selection for such promotion, remain so eligible while he is on the active list of the Marine Corps or maintains an active status with the Marine Corps Reserve.

4. A Regular officer eligible for consideration by a selection board either for promotion or for continuation on the active list and an officer of the Marine Corps Reserve on active duty with the Regular Establishment who is eligible for consideration by Regular officer selection boards has the right to forward through official channels at any time not later than 10 days after the convening of the appropriate board, a communication inviting attention to any matter of record in the Department of the Navy concerning himself which he deems important in the consideration of his case. Such communication shall not criticize any officer or contain any reflection upon the character, conduct or motive of any officer.

5. A Reserve officer who is eligible for consideration for promotion by a Marine Corps Reserve selection board has the right to send a communication through official channels inviting attention to any matter of record in the Armed Forces concerning himself that he considers important in his case. The communication may not criticize any officer or reflect upon the character, conduct or motive of any officer. The communication must arrive by the time the board convenes.

6051 MALE COMMISSIONED OFFICERS ON ACTIVE DUTY WITH THE REGULAR ESTABLISHMENT

1. Composition of Selection Boards. Membership shall consist of nine officers of the Regular Marine Corps on the active list or the retired list, not restricted in the performance of duty, except as provided in subparagraph a, below. The composition of the boards to recommend officers for promotion to each of the various grades of captain through major general shall be as indicated below:

For Promotion to Grade of:	Grade of Board Members
Major General	Permanent major general or above
Brigadier General Colonel	Brigadier General or above
Lieutenant Colonel	Three major generals or brigadier generals and six colonels
Major Captain	Colonels

a. When officers of the Marine Corps Reserve on active duty with the Regular Establishment are eligible for consideration by a selection board, the membership of such boards shall include an appropriate number of reserve officers.

2. Promotion Zones

a. The promotion zone in any grade for male unrestricted officers is established by the Secretary of the Navy as of the date of the convening of a selection board to consider officers of that grade for recommendation for promotion to the next higher grade. The promotion zone is comprised of that number of the most senior such officers of the grade under consideration, who are eligible for selection for promotion to the next higher grade and have not previously failed of such selection, and who must be either selected for promotion or be considered as having failed of selection for promotion. The number is determined

by the Secretary of the Navy and is based upon a consideration of the estimated number of vacancies which will occur in the next higher grade for each of the ensuing 5 years, the number of such officers who will be eligible for selection, and the terms of service which they will have completed.

b. The promotion zone in any grade for officers designated for limited duty is comprised of that number of officers of such designation in the grade, determined in the same manner as prescribed for unrestricted officers. However, the number of officers in the limited duty promotion zone is not limited or controlled by the number of officers in the unrestricted officers' promotion zone or by the precedence of the junior officer in that promotion zone.

c. Within the number of officers not restricted in the performance of duty that may be recommended for promotion to a grade below brigadier general, the Secretary of the Navy shall allocate a portion thereof for officers on the active list of the Marine Corps who were formerly designated for supply duty. The portion allocated shall afford at least the same opportunity for promotion to such officers as is afforded other officers not restricted in the performance of duty. This provision applies only for the first time that a former supply duty officer is in a promotion zone as an officer not restricted in the performance of duty.

3. Information Furnished Selection Boards. The Secretary of the Navy shall furnish the appropriate selection board convened to recommend officers for promotion with:

a. The number of officers which the board may recommend for promotion to the next higher grade.

b. The names of all officers eligible for consideration for promotion to each grade to which the board will recommend officers for promotion and, where appropriate, the names of all officers in the respective promotion zones in the grade under consideration.

c. The records of all officers whose names are furnished to the board.

4. Duties of Selection Boards. The duties of a selection board are set forth in the precept for each board. The precept instructs the board that:

a. From among those officers who are eligible for consideration it may recommend for promotion not to exceed a specified number for each specified category.

b. From among eligible officers holding permanent appointments in the grades of second lieutenant and above, in the Regular Marine Corps, whose precedence is below the junior officer in the appropriate promotion zone in a grade below that of colonel, the board may recommend as best fitted for promotion, a number not exceeding 5 per centum of the total number of officers that the board is authorized to recommend for promotion to the grade concerned, or, if such 5 per centum shall not equal the whole number one, a number not exceeding one.

c. Administrative staff duty, duty in aviation, supply duty, or duty in any technical specialty performed by an officer of the Marine Corps shall be given weight by the selection board in determining his fitness for promotion equal to that given to line duty equally well performed.

d. In determining fitness for promotion the same weight will be given to service in the office of the Secretary of Defense or with Joint, Combined, and Allied staffs and the evaluation reports from that office or those staffs as to service in the Department of the Navy staff and to evaluation reports of departmental officers.

e. The total number of officers holding permanent appointments in the Regular Marine Corps, plus the number of officers not holding permanent appointments in the Regular Marine Corps which may be recommended for promotion in each grade, shall not exceed the number furnished the board concerned by the Secretary of the Navy as provided in subparagraph 3a, above.

f. From among those officers eligible for consideration, it shall report the name of each officer with less than 20 years of service whose record, in the opinion of the board, indicates his unsatisfactory performance of duty in his present grade, and, in the opinion of the board, indicates that he would not satisfactorily perform the duties of a higher grade.

g. It shall (if so directed in its precept), constitute itself a naval examining board and recommend for promotion those selected officers who in the opinion of the board are professionally qualified to perform all the duties of the next higher grade to which they might reasonably be expected to be assigned.

5. Reports of Selection Boards. The report of the board shall be in writing and shall certify, as appropriate, that:

a. The board has carefully considered the case of every officer whose name was furnished to the board.

b. The officers holding permanent appointments above the grade of chief warrant officer, W-4, in the Regular Marine Corps are selected as the best fitted for promotion.

c. Officers who do not hold permanent appointments above the grade of chief warrant officer, W-4 in the Regular Marine Corps are selected as qualified for continued active duty in the next higher grade.

d. Officers designated for limited duty are selected as best fitted to assume the duties of the next higher grade, based upon their comparative

fitness, within such category, for the duties prescribed for them by law.

e. The officers recommended for promotion are professionally qualified to perform all the duties of the next higher grade to which they might reasonably be expected to be assigned. (This is applicable only if the board is empowered to act as a Naval Examining Board.)

f. Those officers reported in accordance with subparagraph 4f, above, have records which indicate their unsatisfactory performance of duty in their present grade and in its opinion indicate that they would not satisfactorily perform the duties of a higher grade, the board shall so certify in its report.

6. The report of a selection board convened to recommend officers above the grade of chief warrant officer, W-4, for promotion shall be submitted to the President for his approval or disapproval. If any officer recommended for promotion is not acceptable to the President, the board shall be informed of the name of such officer. The board shall then recommend another officer for promotion, except if any woman officer who is recommended for promotion to the grade of captain in the Marine Corps or Marine Corps Reserve is not acceptable to the President, the Board shall be informed, the name of that officer shall be removed from the report of the board, and no additional recommendation may be made.

7. Failure of Selection. In each grade the junior officer in a promotion zone and all officers of his category having precedence over him who are eligible for consideration shall, if not selected for promotion, be considered as having failed of selection or promotion. No officer junior to the last officer in a promotion zone is ever considered as having failed of selection.

a. The status of having once failed of selection or promotion shall not be considered as prejudicial to an officer with respect to his qualifications, his fitness for naval service, or his eligibility for selection for promotion by the next succeeding selection board.

6052 REGULAR COMMISSIONED OFFICERS (WOMEN)

1. Selection board to recommend women officers for promotion will be convened at least once each year if there are vacancies in the grade concerned and women officers in the next lower grade are eligible for consideration for promotion to the grade concerned. Selection boards for the recommendation of women officers of the Regular Marine Corps for promotion shall consist of not less than six nor more than nine officers of the Regular Marine Corps. The Secretary of the Navy shall determine the composition of such boards.

2. A woman officer who is eligible for consideration for promotion by a selection board and is not selected for promotion is not considered as having failed of selection for promotion.

3. The provisions of the paragraphs of this chapter governing selection boards for promotion of Regular male officers are generally applicable to women officers except where specifically provided otherwise.

6053 REGULAR WARRANT OFFICERS

1. The Secretary of the Navy shall in each calendar year convene at least one selection board for consideration of warrant officers of the Regular Marine Corps for promotion to the next higher grade.

2. The Secretary of the Navy shall furnish the selection board a list of warrant officers eligible to be considered for promotion to the next

higher warrant officer grade. A warrant officer who has been considered but not selected for promotion shall continue to be eligible for promotion until he is retired, separated, or selected for promotion.

3. The numbers of warrant officers to be selected for promotion shall be prescribed by the Secretary of the Navy.

4. Matters relating to functions and duties of selection boards and qualification of warrant officers preliminary to promotion are contained in paragraph 6200.

6054 MARINE CORPS RESERVE OFFICERS

1. Marine Corps Reserve Commissioned Officers

a. Marine Corps Reserve selection boards will be convened by the Secretary of the Navy from time to time as may be required in order to parallel active duty selection boards. Each such board shall be composed of not less than five members. All members of any selection board shall be senior in permanent grade and temporary grade to any officer being considered by that board. A majority of the membership of such boards shall, to the extent practicable, be Reserve officers.

b. The duties of the selection boards are set forth in the precept that convenes a particular board.

c. Each Marine Corps Reserve selection board shall submit a report in writing, signed by all acting members thereof, and shall certify:

(1) That the board has carefully considered the case of every officer whose name was furnished to the board by the Secretary of the Navy,

(2) That in the opinion of at least a majority of the members the officers of the Marine Corps Reserve except women officers of the Marine Corps Reserve in the grade of first lieutenant, recommended for promotion are selected as best fitted to assume the duties of the next higher grade. Women officers of the Marine Corps Reserve in the grade of first lieutenant recommended for promotion are selected as qualified for promotion, and

(3) Provided the precept has been so worded as to establish the selection board as a Naval Examining Board, the board shall render its opinion of the moral and professional qualification of each individual recommended for promotion.

2. Marine Corps Reserve Warrant Officers. Selection boards to consider Reserve warrant officers for permanent promotion to the next higher grade will be convened as prescribed by the Secretary of the Navy. Subparagraph 6201.2 sets forth the appropriate regulations prescribed by the Secretary of the Navy.

6055 RETENTION BOARDS (CONTINUATION)

1. Each year the Secretary of the Navy may convene a board to recommend major generals for retention on the active list. He shall convene such a board in any year in which three or more such officers would be subject to involuntary retirement by reason of having completed 5 years' service in grade and 35 years' total commissioned service. The board shall be composed of not less than three officers of the Regular Marine Corps or the Regular Navy on the active or retired lists.

2. The Secretary of the Navy may, whenever the needs of the service require, convene selection boards, or direct boards convened under 10 U.S. Code, Chapter 543, to recommend for continuation on the active list officers of the Regular Marine Corps described in subparagraph 3, below, and shall convene or direct such boards to recommend for continuation on the active list officers of the Regular Marine Corps described in subparagraphs 5 and 6, below. Except as otherwise

provided in subparagraph 4, below, the provisions of 10 U.S. Code, Chapter 543 (other than Section 5703(e)), concerning boards to recommend colonels or lieutenant colonels for promotion, apply to each board convened under this subparagraph.

3. Each officer of the Regular Marine Corps who has served on active duty for more than 5 years, who is not on a promotion list, and who will complete at least 5 years of service in the grade of colonel in the Marine Corps by 30 June of the fiscal year in which a board is convened under subparagraph 2, above, is eligible for consideration for continuation on the active list by that board. An officer who has once been recommended for continuation while serving in the grade of colonel by such a board may not be considered by a subsequent board convened under subparagraph 2, above, and is not subject to the provisions of subparagraph 5, below. For purposes of this subparagraph, an officer is considered as serving in the grade of colonel in the Marine Corps from the date of rank assigned him upon appointment to that grade, under 10 U.S. Code, Chapter 539 or 545.

4. When the Secretary convenes a board under subparagraph 2, above, to consider any category of officers described in subparagraph 3, above, or 5, below, shall establish a continuation zone for that category. The continuation zone for each category shall include such number of officers as the Secretary determines to be necessary to best meet the needs of the service. The senior officer in a continuation zone, for each category of officers, shall be designated by the Secretary. When the Secretary convenes a board to consider for continuation a category of officers for which a continuation board has been previously convened, the senior officer for that category shall be the officer next junior to the most junior officer of that category considered for continuation by the preceding board. The junior officer in each continuation zone shall be designated by the Secretary. In each category, all officers junior to the senior officer and senior to the junior officer in a continuation zone shall be in the continuation zone for that category. Only officers who are in a continuation zone may be considered for continuation by a selection board.

5. Each officer not restricted in the performance of duty serving in the grade of colonel on the active list of the Regular Marine Corps who is not on a promotion list, who has not been previously recommended for continuation in the approved report of a board, and who has at least twice failed of selection to the grade of brigadier general in the Marine Corps is eligible for consideration for continuation on the active list by a board convened under subparagraph 2, above.

6. Each officer on the active list of the Regular Marine Corps serving in the grade of lieutenant colonel (except an officer designated for limited duty, or a woman officer appointed under 10 U.S. Code, Section 5590) who is not on a promotion list, who has not been previously recommended for continuation in the approved report of a board, and who has at least twice failed of selection for promotion to the grade of colonel in the Marine Corps is eligible for consideration for continuation on the active list by a board convened under subparagraph 2, above.

7. The Secretary shall furnish the appropriate selection board convened under subparagraph 2, above, with the names of the officers who shall be considered by the board and, based on the needs of the service, the number of these officers by categories that may be recommended for continuation on the active list. Of the officers considered for continuation by each selection board, the board shall recommend those officers whom the board considers best qualified for continuation on the active list. Each board shall certify in its written report that in the opinion of at least two-thirds of the acting members of the board the

officers recommended are selected as best qualified for continued service on the active list. Of the officers considered but not recommended for continuation on the active list the board shall further report the names of any officers whose performance of duty would not warrant retention on the active list under any circumstances. Each board shall certify in its written report that in the opinion of two-thirds of the acting members of the board, based on the information available to the board, the performance of duty of each such officer whose name is so reported would not warrant retention on the active list under any circumstances.

8. The Secretary of the Navy shall furnish the appropriate selection board, convened to recommend officers for retention/continuation on the active list, with:

a. The names and records of all officers eligible for consideration for retention/continuation on the active list in the grade under consideration.

b. The number of officers that the board may recommend for retention/continuation on the active list.

9. The report of a selection board convened to recommend major generals for retention on the active list shall be submitted to the Secretary of the Navy for his approval or disapproval.

10. The report of a selection board convened pursuant to subparagraph 2, above, to recommend officers for continuation on the active list shall be submitted to the President for his approval or disapproval and shall become final upon his approval.

6056 THE NAVAL EXAMINING BOARD (MARINE CORPS)

1. The Naval Examining Board (Marine Corps), composed of such officers as may be designated by the Secretary of the Navy, is convened at Headquarters U. S. Marine Corps.

2. The mission of the Naval Examining Board (Marine Corps) is to:

a. Examine candidates for promotion.

b. Examine candidates for entrance to the Marine Corps, as officers.

c. Establish the annual precedence list of all newly appointed officers under such regulations as the Secretary of the Navy may direct.

d. Conduct such other examinations as may be directed by the Secretary of the Navy or the Commandant of the Marine Corps from time to time.

6057 ENLISTED BOARDS

1. Headquarters selection and review boards and enlisted screening boards will be convened in accordance with part F of this chapter.

6100 MALE OFFICERS ON ACTIVE DUTY WITH REGULAR ESTABLISHMENT

1. Male officers of the Marine Corps and the Marine Corps Reserve on active duty with the Regular Establishment are eligible for consideration for promotion by a selection board in the fiscal year in which they will have completed the period of service in grade as follows:

a.

Grade:	Service in Grade (years):
Brigadier generals	3
Colonels	3
Lieutenant colonels	5
Majors and captains	4
First lieutenants	2

b. Of the officers in any grade designated for limited duty who would otherwise be eligible for consideration for promotion, by reason of having completed the periods of service stated above, only the junior officer in the promotion zone of officers designated for limited duty and all limited duty officers senior to him in the grade concerned shall be eligible for such consideration.

6101 REGULAR COMMISSIONED OFFICERS (WOMEN)

1. Women majors and captains of the Regular Marine Corps shall become eligible for consideration by a selection board for promotion to the next higher grades in the fiscal year in which they will have completed 4 years service in their grades, computed from dates of rank. Women first lieutenants shall become eligible for selection after they have completed such period of service in grade as the Secretary of the Navy may prescribe. Women officers shall retain such eligibility until recommended for promotion in the approved report of a board on selection or until separated from the active list. There are no promotion zones for women officers.

6102 REGULAR WARRANT OFFICERS

1. Warrant officers become eligible for consideration for promotion to the next higher grade in the year in which they will have completed service in grade as follows:

Warrant officer, W-1, three years
Chief warrant officer, W-2, six years
Chief warrant officer, W-3, six years

2. A warrant officer who is reappointed to the active list from the temporary disability retired list shall be credited with such years of service toward eligibility for consideration for promotion as the Secretary of the Navy may prescribe.

6103 MARINE CORPS RESERVE OFFICERS

1. A male Reserve officer of any grade higher than second lieutenant shall be in a promotion zone when his running mate or any male Reserve officer junior to that Reserve officer is in, or above, a promotion zone, and shall then become eligible for consideration by a selection board for promotion to the next higher grade. However, an officer in the grade of colonel is eligible for consideration for promotion when his running mate is eligible for consideration for promotion. These provisions relating to eligibility for consideration by a selection board for promotion, shall not apply to any such officer whose name was furnished by the Secretary of the Navy to the immediately preceding selection board appointed to recommend officers on active duty in the Marine Corps for promotion to the grade next higher.

2. Women Reserve officers of any grade higher than second lieutenant shall be eligible for consideration for promotion when her running mate, or any woman Reserve officer junior to that Reserve officer is eligible for consideration for promotion to the next higher grade. However, these provisions relating to eligibility for con-

sideration by a selection board for promotion shall not apply to any such officer whose name was furnished by the Secretary of the Navy to the immediately preceding selection board appointed to recommend officers on active duty in the Marine Corps for promotion to the next higher grade.

3. Warrant officer eligibility requirements are set forth in subparagraph 6202.2b.

4. The Secretary of the Navy may withhold from consideration by a selection board the name of any Reserve officer who is otherwise eligible for consideration for promotion but who has failed to meet the requirements for eligibility prescribed by the Secretary. Paragraph 6202 sets forth the requirements for eligibility for consideration for promotion prescribed by the Secretary of the Navy.

6104 REPORT OF RESERVE OFFICERS NOT ELIGIBLE FOR CONSIDERATION FOR PROMOTION

1. The Commanding General, Marine Air Reserve Training Command; appropriate District Directors; and the Commanding Officer, Marine Corps Reserve Data Services Center will:

a. Determine, on an anniversary year basis:

(1) Those company grade officers who have been released from initial tours of active duty or extended active duty within 3 years or less, and who have failed to accrue a minimum of 16 reserve retirement credits during their last anniversary year. The first year in which the officer has any inactive duty time is the first year he falls under the 16 point criteria.

Example: Officer's anniversary date is 30 June, officer released to inactive duty 25 June 1959.

1 Jul 58 - 30 Jun 59	1st Year
1 Jul 59 - 30 Jun 60	2d Year
1 Jul 60 - 30 Jun 61	3d Year
1 Jul 61 - 30 Jun 62	1st year point requirement goes to 27

(2) Those officers, excepting the category listed in (1) above, who fail to accrue a minimum of 27 reserve retirement points.

Personnel Accounting Instructions to reflect these determinations are contained in the Personnel Accounting Technical Manual (Reserve Establishment), paragraph 4230.

b. Inform those officers and warrant officers who fail to accrue the minimum number of points upon completion of an anniversary year that:

(1) As a result of their unsatisfactory participation, provided they are otherwise eligible for consideration for promotion to the next higher grade, their names will be withheld from such consideration.

(2) Upon resumption of satisfactory participation, after their names have once been withheld from such consideration, their eligibility will be restored if they are allowed to remain in an active status and accrue the minimum point requirement.

c. Provide, on request, a listing of officers who fail to accrue the minimum point requirement.

PART C: ELIGIBILITY REQUIREMENTS

6100 MALE OFFICERS ON ACTIVE DUTY WITH REGULAR ESTABLISHMENT

1. Male officers of the Marine Corps and the Marine Corps Reserve on active duty with the Regular Establishment are eligible for consideration for promotion by a selection board in the fiscal year in which they will have completed the period of service in grade as follows:

a.

Grade:	Service in Grade (years):
Brigadier generals	3
Colonels	3
Lieutenant colonels	5
Majors and captains	4
First lieutenants	2

b. Of the officers in any grade designated for limited duty who would otherwise be eligible for consideration for promotion, by reason of having completed the periods of service stated above, only the junior officer in the promotion zone of officers designated for limited duty and all limited duty officers senior to him in the grade concerned shall be eligible for such consideration.

6101 REGULAR COMMISSIONED OFFICERS (WOMEN)

1. Women majors and captains of the Regular Marine Corps shall become eligible for consideration by a selection board for promotion to the next higher grades in the fiscal year in which they will have completed 4 years service in their grades, computed from dates of rank. Women first lieutenants shall become eligible for selection after they have completed such period of service in grade as the Secretary of the Navy may prescribe. Women officers shall retain such eligibility until recommended for promotion in the approved report of a board on selection or until separated from the active list. There are no promotion zones for women officers.

6102 REGULAR WARRANT OFFICERS

1. Warrant officers become eligible for consideration for promotion to the next higher grade in the year in which they will have completed service in grade as follows:

Warrant officer, W-1, three years
Chief warrant officer, W-2, six years
Chief warrant officer, W-3, six years

2. A warrant officer who is reappointed to the active list from the temporary disability retired list shall be credited with such years of service toward eligibility for consideration for promotion as the Secretary of the Navy may prescribe.

6103 MARINE CORPS RESERVE OFFICERS

1. A male Reserve officer of any grade higher than second lieutenant shall be in a promotion zone when his running mate or any male Reserve officer junior to that Reserve officer is in, or above, a promotion zone, and shall then become eligible for consideration by a selection board for promotion to the next higher grade. However, these provisions relating to eligibility for consideration by a selection board for promotion, shall not apply to any such officer whose name was furnished by the Secretary of the Navy to the immediately preceding selection board appointed to recommend officers on active duty in the Marine Corps for promotion to the grade next higher.

2. Women Reserve officers of any grade higher than second lieutenant shall be eligible for consideration for promotion when her running mate, or any woman Reserve officer junior to that Reserve officer is eligible for consideration for promotion to the next higher grade. However, these provisions relating to eligibility for consideration by a selection board for promotion shall not apply to any such officer whose name was furnished by the Secretary of the Navy to the

immediately preceding selection board appointed to recommend officers on active duty in the Marine Corps for promotion to the next higher grade.

3. Warrant officer eligibility requirements are set forth in subparagraph 6202.2b.

4. The Secretary of the Navy may withhold from consideration by a selection board the name of any Reserve officer who is otherwise eligible for consideration for promotion but who has failed to meet the requirements for eligibility prescribed by the Secretary. Paragraph 6202 sets forth the requirements for eligibility for consideration for promotion prescribed by the Secretary of the Navy.

6104 REPORT OF RESERVE OFFICERS NOT ELIGIBLE FOR CONSIDERATION FOR PROMOTION

Modified by MCBul 1401 of 22 Sep 66

1. The Commanding General, Marine Air Reserve Training Command ~~and~~ appropriate District Directors ~~will~~ and the Commanding Officer, Marine Corps Reserve Data Systems Center will:

a. Determine, on an anniversary year basis:

(1) Those company grade officers who have been released from initial tours of active duty or extended active duty within 3 years or less, and who have failed to accrue a minimum of 16 reserve retirement credits during their last anniversary year. The first year in which the officer has any inactive duty time is the first year he falls under the 16 point criteria.

Example: Officer's anniversary date is 30 June, officer released to inactive duty 25 June 1959.

1 Jul 58 - 30 Jun 59	1st Year
1 Jul 59 - 30 Jun 60	2d Year
1 Jul 60 - 30 Jun 61	3d Year
1 Jul 61 - 30 Jun 62	1st year point requirement goes to 27

(2) Those officers, excepting the category listed in (1) above, who fail to accrue a minimum of 27 reserve retirement points.

Personnel Accounting Instructions to reflect these determinations are contained in the Personnel Accounting Technical Manual (Reserve Establishment), paragraph 4230.

b. Inform those officers and warrant officers who fail to accrue the minimum number of points upon completion of an anniversary year that:

(1) As a result of their unsatisfactory participation, provided they are otherwise eligible for consideration for promotion to the next higher grade, their names will be withheld from such consideration.

(2) Upon resumption of satisfactory participation, after their names have once been withheld from such consideration, their eligibility will be restored if they are allowed to remain in an active status and accrue the minimum point requirement.

c. Provide, on request, a listing of officers who fail to accrue the minimum point requirement.

PART D: EFFECTING PROMOTIONS OF OFFICERS

6150 REGULAR COMMISSIONED OFFICERS (MALE)

1. Officers recommended for promotion in the report of a selection board are considered as selected for promotion upon approval of the report by the President. Their names shall be placed upon a promotion list in the grade for which selected in the order of their precedence at the time of approval of such report following the names of any officers selected for promotion to the same grade in an earlier approved report.

2. Promotions shall be made from among officers whose names are on a promotion list in the order in which their names appear thereon. Officers become eligible for promotion as vacancies occur in the appropriate grade among officers of the same category.

3. Upon temporary promotion to a higher grade, an officer shall be assigned such date of rank and registered number as will assure him precedence in accordance with the order in which his name appears on the promotion list for that grade. He shall be entitled to the pay and allowances of the higher grade from the date of the occurrence of the vacancy which he is promoted to fill.

4. The date of rank of an officer temporarily appointed in the grade of major general shall be the date of rank held by such officer in the grade of brigadier general under permanent or temporary appointment, provided that such date of rank shall not be earlier than that of the junior officer in the grade of major general. Upon promotion to the grade of major general an officer is entitled to the pay and allowances of the higher grade from the date of the occurrence of the vacancy which he is promoted to fill.

5. Officers holding permanent appointments in grades of second lieutenant and above in the Regular Marine Corps who have been temporarily promoted to a higher grade or who are on the promotion list for any grade may be permanently promoted to that grade to fill vacancies in that permanent grade. However, no such officer may be permanently promoted to the grade of colonel prior to the fiscal year in which he and all such officers senior to him on the lineal list will have completed 18 years total commissioned service.

6151 REGULAR COMMISSIONED OFFICERS (WOMEN)

1. Women officers of the Regular Marine Corps recommended for promotion in the approved report of a selection board shall be regarded as having been selected for promotion and their names shall be placed upon a promotion list for the grade for which recommended in the order of their seniority at the time of approval of such report following the names of women officers recommended in an earlier approved report. Promotions to fill vacancies in any grade shall be made from among

women officers whose names appear on the promotion list for the grade concerned and in the order of placement on the said promotion list.

2. Upon promotion to the grade of major or lieutenant colonel, a woman officer of the Regular Marine Corps shall be entitled to the pay and allowances of such grade from the date of the occurrence of the vacancy to which she is promoted to fill.

3. Women officers recommended for promotion to the grade of captain in the approved report of a board on selection shall become eligible for promotion to that grade on 1 July following the date of approval of the report of the board and upon promotion. They shall be entitled to the pay and allowances of the higher grade from the date of their eligibility for promotion.

4. Upon promotion to a higher grade a woman officer shall be assigned such date of rank and precedence number as will assure her precedence in accordance with the order in which her name appeared on the promotion list for that grade.

5. The President may remove the name of any woman officer from the promotion list. A woman officer whose name is so removed from the promotion list, or one whose appointment is rejected by the Senate, shall continue to be eligible for consideration for recommendation for promotion.

6. From among the women officers serving in the grade of major or above, one officer may be detailed to duty in the office of the Commandant of the Marine Corps to assist the Commandant in the administration of women affairs, and the incumbent shall be known as the Director of Women Marines. She shall have the grade of colonel while so serving, and shall be entitled to the pay and allowances as are now or may be hereafter prescribed by law for a colonel of the Regular Marine Corps. Her permanent regular status as a commissioned officer in the Marine Corps shall not be disturbed by reason of such detail.

7. The normal tour of duty for the Director of Women Marines shall be not more than 4 years. A woman officer shall not, under normal circumstances, immediately succeed herself in the assignment.

6152 REGULAR WARRANT OFFICERS

1. Title 10, U.S. Code provides that promotion of warrant officers shall be in accordance with such regulations as the Secretary of the Navy may prescribe. Regulations prescribed by the Secretary of the Navy for promotion of warrant officers are contained in subparagraph 6201.2.

6153 RESERVE COMMISSIONED OFFICERS (MALE OR WOMEN)

1. To be eligible for promotion an officer must remain in an active status from the date of eligibility for consideration until the promotion is effected. Any Reserve officer selected for promotion by a selection board who, at the time he otherwise would be promoted is not eligible therefore because he/she has been removed from an active status, shall not, if returned to an active status, be placed on a promotion list for promotion until subsequently selected for promotion by a selection board and shall not be deemed to have been considered for promotion by the selection board which last considered him prior to the time he is returned to an active status.

2. An officer who becomes ineligible for consideration for promotion or who is selected for promotion but becomes ineligible for promotion by reason of being transferred to the inactive status list will be assigned a new running mate in the grade in which serving and will take relative precedence with that running mate.

3. Reserve officers (male) shall have, on promotion, the same date of rank which has been, or in due course will be, given the officer who is to be his running mate in the grade to which promoted, or if considered for promotion by reason by being senior to a Reserve officer on active duty in the promotion zone, the same date of rank as that Reserve officer. Reserve officers (women) shall have, on promotion, the same date of rank which has been, or in due course will be, given the officer who is to be her running mate in the grade to which promoted.

4. If the promotion of the running mate of a Reserve officer is on a temporary basis, the promotion of the Reserve officer shall be on a temporary basis. If subsequently the running mate is reverted to a lower grade (for reasons other than disciplinary), the Reserve officer so temporarily promoted on or after 1 July 1955 shall likewise revert to the same lower grade in the same manner as his/her running mate and take corresponding precedence. If the running mate is permanently appointed in the grade in which he is serving on a temporary basis, the Reserve officer likewise shall be permanently appointed to the grade in which he is serving on a temporary basis.

6154 RESERVE WARRANT OFFICERS

1. Sections of law provide that the Secretary of the Navy shall prescribe regulations on effecting the promotion of Reserve warrant officers. Subparagraph 6202.2 contains the appropriate regulations prescribed by the Secretary of the Navy.

6155 SPECIAL PROVISIONS

1. The President may remove the name of any officer from a promotion list. An officer whose name is so removed from a promotion list, or one whose appointment is rejected by the Senate, shall continue to be eligible for consideration for promotion. If recommended for promotion in the approved report of the next ensuing selection board, his name shall be placed on the promotion list without prejudice. If promoted, such officer shall take the same precedence and date of rank that he would have had had his name not been so removed. If such officer is not recommended for promotion in the approved report of the next ensuing selection board, or if the President shall again remove his name from the promotion list, or if the Senate shall again reject his appointment, he shall be held for all purposes to have twice failed of selection for promotion.

2. In computing length of service in grade under any of the foregoing paragraphs, each officer shall be credited with service in grade from the date of his eligibility for promotion to that grade. (See subpar. 6150.3.)

3. Whenever the Secretary of the Navy determines there is an inadequate number of officers to meet the needs of the service in the grade of major general or brigadier general in the Marine Corps who are specially qualified for a type of duty required of officers in the grade concerned, he may direct that, of the total number of officers which a selection board may recommend for promotion to such a grade, a specified number shall be officers who are specially qualified for the required type of duty.

4. An officer whose precedence is below the junior officer in the promotion zone of the same grade and who may be promoted solely by operation of subparagraph 3, above, shall when one or more officers junior to the junior officers in such promotion zone are promoted pursuant to the report of the next selection board convened after the board which selected him, have his rank adjusted in the grade for which selected according to his relative precedence with such other officers in the grade from which promoted, unless at the time of his selection there was another officer junior to him

selected under provisions other than those of subparagraph 3, above. When all the officers concerned shall have been promoted to the grade for which selected, the President shall assign the first mentioned officer such later date of rank in his grade that will ensure the order of precedence above prescribed. Such officer thereafter shall take rank for all purposes from such later date.

5. The President is authorized to designate officers of the active list of the Marine Corps for appropriate higher commands or for the performance of duty of great importance and responsibility. Officers so designated may, by, and with the advice and consent of the Senate, be appointed to the grade of lieutenant general. Such an appointment is effective while the officer is so serving. The number of officers serving in the grade of lieutenant general may not exceed two except in time of war or national emergency, and may not, at any time, exceed 10 percent of the number of officers not restricted in the performance of duty prescribed for grades above colonel.

6. Whenever a Marine officer is assigned as Chief of Staff to the President, he shall be appointed by the President, by and with the advice and consent of the Senate, to the grade of general. Such an appointment is effective while the officer is so serving.

7. The designation of any officer as prescribed in subparagraphs 5 and 6, above, does not create a vacancy in any grade of the Marine Corps nor increase the total number of officers allowed by law.

8. In time of war or national emergency the designations provided in subparagraphs 5 and 6, above, shall be made from officers not below the grade of colonel, and at all other times from among officers above the grade of colonel. Each officer so designated shall receive the pay and allowances now or hereafter prescribed by law for the grade in which serving from the date of reporting for the duty designated and until detached therefrom, at which time he shall resume his regular grade and lineal position on the active list of the Marine Corps.

9. Officers serving in the grade of lieutenant general shall, while so serving, have such precedence among themselves in that grade as may be determined by the Secretary of the Navy.

10. A Commander may delay delivery of an officer's promotion for any cause. In such cases the circumstances will be reported immediately to the Commandant of the Marine Corps by letter to include the commander's recommendation regarding eventual disposition. A statement of the officer concerned should be forwarded with the commander's report. Information concerning withholding officer promotions and procedure for such action is contained in paragraph 1420, Marine Corps Manual.

PART E: SECRETARY OF THE NAVY REGULATIONS GOVERNING OFFICER PROMOTIONS

6200 GENERAL

1. Certain sections of law provide that officer promotions shall be governed by such regulations as the Secretary of the Navy may prescribe. The following regulations have been prescribed by the Secretary of the Navy for the administration of appropriate sections of law relating to officer promotions.

6201 REGULAR COMMISSIONED AND WARRANT OFFICERS

1. Commissioned Officers on Active Duty with the Regular Establishment

a. Qualifications for promotion

(1) No officer in the grade of second lieutenant in the regular Marine Corps shall be permanently promoted to the grade of first lieutenant until he is found by a board of examining officers convened by the Secretary of the Navy to be mentally, morally and professionally qualified to perform all the duties to which he might reasonably be expected to be assigned in the grade of first lieutenant.

(2) No officer shall be promoted to the grade of captain, major, lieutenant colonel, or colonel, until he is found by a board of examining officers convened by the Secretary of the Navy to be professionally qualified to perform all the duties of the grade concerned to which he might reasonably be expected to be assigned, or until he is found by a selection board empowered by the Secretary of the Navy to act as an examining board to be professionally qualified to perform all the duties of the grade concerned to which he might reasonably be expected to be assigned.

(3) The case of an officer who has been selected for promotion but who has not been found professionally qualified for promotion shall be referred to a board of examining officers convened by the Secretary of the Navy, together with the officer's official records, for a determination as to whether he is or is not professionally qualified for promotion. In any case in which an officer's official records do not demonstrate to the satisfaction of the board that he is qualified for promotion as prescribed in subparagraphs (1) and (2), above, the officer concerned shall have the right to a full and fair hearing before the board, if he shall demand it. The proceedings of the board in such case shall be conducted and the record prepared in accordance with applicable provisions of JAG Manual, Chapter XIV. The record of proceedings of the board in any case in which the board finds that an officer is not qualified for promotion shall be forwarded to the Secretary of the Navy via the Judge Advocate General of the Navy, for his approval, disapproval, or orders in the case. No determination that an officer is not qualified for promotion as prescribed in subparagraphs (1) and (2), above, shall be considered final until after hearing pursuant to this paragraph, or waiver thereof by the officer concerned and the Secretary of the Navy approves a finding that the officer concerned is not so qualified.

(4) The provisions of the foregoing paragraphs relating to professional qualification for promotion are not applicable to officers eligible for promotion pursuant to the provisions of 10, U. S. Code, Section 5787.

b. Physical qualifications for promotion

(1) No officer of the Regular Marine Corps or of the Marine Corps Reserve on active duty may be promoted to a grade above WO, W-1 in the Marine Corps until, as reflected by his most recent physical examination, it has been determined that he is physically qualified for promotion.

(2) Subject to any further review of the records in the Navy Department which may be indicated, an officer will be considered physically qualified

provided he is not in one of the following statuses:

(a) Undergoing hospitalization.

(b) On sick leave.

(c) Assigned a physical limited duty status as a result of action on the report of a board of medical survey.

(d) Awaiting appearance before a physical evaluation board.

(e) Awaiting final action on the recommended findings of a physical evaluation board, a board of medical survey, or a medical board.

(3) The foregoing may not exclude from promotion an officer who if otherwise eligible is determined to be not physically qualified for promotion when it is determined by the Chief of the Bureau of Medicine and Surgery that the officer's physical disqualification was by reason of wounds received in the line of duty and that such wounds do not incapacitate the officer for the performance of useful service in the higher grade.

(4) Officers having been found physically qualified for temporary promotion to a grade pursuant to these regulations and who are serving in that grade, shall not again be physically examined for permanent appointment in that grade.

(5) Commanding officers shall report by message to the Commandant of the Marine Corps (Code DH) the name of:

(a) Any officer on a promotion list who is in, or enters into, any of the statuses listed in subparagraph 6201.1b(2), or

(b) Any second lieutenant who is within 30 days of meeting the service in grade requirement for promotion to first lieutenant who is in, or enters into, any of the statuses listed in subparagraph 6201.1b(2).

(6) The standard which constitutes physical qualification for promotion of an officer is his physical fitness to perform all of the duties of the grade for which he is eligible to a degree that would reasonably fulfill the purpose of his employment on active duty in his category. "Category" as used here means an officer's classification as an officer not restricted in the performance of duty or an officer designated for limited duty. "Limited duty" as used here means limited duty in the technical fields as distinguished from limited duty for physical reasons.

2. Warrant Officers

a. General. In accordance with the provisions of Title 10, U.S. Code, the regulations prescribed herein shall govern the permanent and temporary promotion of warrant officers.

b. Selection Boards

(1) The board to consider warrant officers for promotion shall consist of not less than five officers, which number shall be a quorum, of the Regular Marine Corps and of the permanent grade of lieutenant colonel or higher. When the second of two consecutive selection boards is to consider any of the warrant officers who were considered by the first board, no officer who served on the first board shall be eligible for membership on the second board.

(2) The selection board will consider the records of warrant officers sufficiently in advance of the warrant officer's date of eligibility for promotion so that normal administrative processing subsequent to selection may be completed prior to the date the warrant officer is eligible for promotion.

c. Information furnished Selection Boards

(1) The maximum number of permanent Regular warrant officers and temporary Regular warrant officers which the board may recommend for promotion to the grade of chief warrant officer, W-3 and chief warrant officer, W-4 as appropriate.

(2) The names of all warrant officers who are not on a promotion list who will become eligible for consideration for promotion during the next ensuing year.

(3) The records of all warrant officers whose names have been furnished the board.

d. Duties of Selection Boards

(1) From the list of warrant officers, W-1 which the Secretary of the Navy has submitted to it, the selection board shall select those warrant officers, W-1 whom the selection board considers fully qualified for promotion to the grades of chief warrant officer, W-2.

(2) From among the chief warrant officers, W-2 and chief warrant officers, W-3 whose names the Secretary of the Navy has submitted to it, the selection board shall select for promotion to chief warrant officer, W-3 and chief warrant officer, W-4 respectively, those officers whom it considers best qualified for promotion, in numbers not exceeding the number prescribed by the Secretary of the Navy.

(3) From among the warrant officers whose names the Secretary of the Navy has submitted to it, the selection board shall report the names of warrant officers whose records and reports in the opinion of the board, establish their unfitness or unsatisfactory performance of duty in their warrant officer grade.

e. Reports of Selection Boards. Selection board reports shall be submitted in writing to the Secretary of the Navy, via the Commandant of the Marine Corps. The names of permanent and temporary warrant officers who are selected for promotion shall be arranged in the report of the board in the order of their seniority, within each warrant officer grade. The report shall be signed by all members and they shall certify:

(1) That the board has carefully considered the records and reports of each warrant officer whose name was submitted to it by the Secretary of the Navy; and

(2) That in the opinion of at least two-thirds of the members, when the board is comprised of more than five members, or a majority of the members when the board is comprised of five members, the warrant officers, W-1 selected for promotion are fully qualified for promotion to the grade of chief warrant officer, W-2; and/or,

(3) That in the opinion of at least two-thirds of the members, when the board is comprised of more than five members, or a majority of the members when the board is comprised of five members, the chief warrant officers, W-2 and/or chief warrant officers, W-3 recommended for promotion are the chief warrant officers, W-2 and the chief warrant officers, W-3 who are best qualified to perform the duties of a chief warrant officer, W-3, and/or chief warrant officer, W-4, respectively.

(4) That in the opinion of at least two-thirds of the members, when the board is comprised of more than five members, or a majority of the members when the board is comprised of five members, the warrant officers reported in accordance with provisions of subparagraph d (3), above, have reports and records which establish their unfitness or unsatisfactory performance of duty in their present grade.

f. Approval of Selection Board results

(1) The Secretary of the Navy may approve the report of the selection

board as submitted or may remove names of one or more officers recommended for promotion. If the Secretary of the Navy removes the name of any officer he may return the report to the board for further consideration and recommendation. The board may recommend additional officers for promotion in numbers equal to the number of names removed by the Secretary and shall resubmit the report to the Secretary.

g. Qualification for promotion

(1) No warrant officer shall be promoted to the grades of chief warrant officer, W-2, W-3 or W-4, until he is found by a selection board or other board of officers convened by the Secretary of the Navy to be morally and professionally qualified for promotion.

(2) A warrant officer who has been selected for promotion but who has not been found morally or professionally qualified shall be referred to a board of examining officers convened by the Secretary of the Navy for a determination as to whether he is or is not morally or professionally qualified for promotion. In any case in which an officer's official records do not demonstrate to the satisfaction of the board that he is morally or professionally qualified for promotion the officer concerned shall have the right to a full and fair hearing before the board, if he shall demand it. The proceedings of the board in such cases shall be conducted and the record prepared in accordance with applicable provisions of JAG Manual, Chapter XIV. The record of proceedings of the board in any case in which the board finds that a warrant officer is not morally or professionally qualified for promotion shall be forwarded to the Secretary of the Navy via the Judge Advocate General of the Navy, for his approval, disapproval, or orders in the case. No determination that a warrant officer is not morally or professionally qualified for promotion shall be considered final until, after hearing pursuant to this paragraph or waiver thereof by the officer concerned, the Secretary of the Navy approves a finding that the warrant officer concerned is not so qualified.

(3) A warrant officer who is found not professionally qualified for promotion in the approved report of a naval examining board shall be suspended from promotion and he shall be reexamined 6 months after the date upon which he was first examined. If he is found qualified upon reexamination he shall be promoted with the same date of rank, and pay and allowances he would have if he had been found qualified when first examined.

(4) A warrant officer who, in the approved report of a naval examining board, is found not morally qualified or who, upon reexamination, is found not professionally qualified for promotion shall not be promoted to the higher grade and his case shall be governed by the provisions of law which apply to officers who twice fail of selection for promotion.

(5) The regulations governing physical qualifications contained in paragraph 6201.1b are applicable to warrant officers, provided that the standard constituting physical qualification for promotion of permanent regular warrant officers is the same as that prescribed for retention on active duty (10 USC 557 (a)).

h. Effective date of promotion

(1) A warrant officer who has been selected for promotion to the next higher warrant officer grade by the first selection board which considered him for promotion to that grade and who has qualified for promotion in accordance with subparagraph 6201.2g shall be appointed to that higher warrant officer grade for which selected. The date of his appointment thereto shall be the day after the date he completes the following service in grade:

(a) Warrant officer, W-1, 3 years,

(b) Chief warrant officer, W-2, 6 years, and

(c) Chief warrant officer, W-3, six years.

(2) A warrant officer of the regular service who has previously failed of selection for promotion to the next higher warrant officer grade, but who has been selected for promotion and has qualified for promotion in accordance with subparagraph 6201.2g shall be appointed to the next higher warrant officer grade. The date of his appointment thereto shall be one of the following dates whichever is earlier:

(a) That date which is 1 year after the date upon which such appointment would have been effective had he been selected for promotion by the last selection board which failed to select him, or

(b) The earliest date on which any warrant officer who not so failed of selection and whose name follows his on the promotion list submitted to the Secretary of the Navy under subparagraph 6201.2e, above, is promoted to such higher grade.

(3) If prior to his appointment to the next higher grade, the promotion of a warrant officer is disapproved by the Secretary of the Navy, the President, or the Senate, his name shall be removed from the list of officers who were selected for promotion by that board. A warrant officer whose name is thus twice removed from the promotion list for promotion to the same grade, shall be treated as if he had twice failed of selection for promotion.

(4) A warrant officer whose name is removed from a promotion list in accordance with subparagraph 6201.2, but, who is selected for promotion by the next selection board which considers his record and is qualified in accordance with subparagraph 6201.2g shall have his name restored to the promotion list from which it was first removed. The date of his appointment to the next higher warrant officer grade shall be the date of appointment he would have had his name not been removed from the promotion list to which his name is restored.

6202 RESERVE COMMISSIONED AND WARRANT OFFICERS

1. Commissioned Officers

a. Eligibility for consideration for promotion

(1) Marine Corps Reserve commissioned officers (male) in an active status on inactive duty and those on active duty with the Reserve Establishment in connection with Reserve programs who are in established promotion zones or are otherwise eligible for consideration for promotion, and those Reserve women officers who are eligible for consideration shall be required to fulfill the following requirements in order to establish eligibility for consideration for promotion by a particular selection board:

(a) Must be in an active status on the date the selection board convenes to consider Reserve officers for promotion to the grade concerned and must have been in an active status the 2 fiscal years immediately preceding the fiscal year in which the selection board is convened.

(b) During the anniversary year immediately preceding the date on which the selection board is convened must attain a minimum number of 27 reserve retirement credit points except those company grade officers released from their initial tours of active duty or extended active duty within 3 or less years, in which case the minimum point requirement is 16 (see par. 6104). The name of any officer who fails to attain the minimum number of retirement credit points, will be withheld from consideration for promotion. Each time a male officer's name is so withheld from consideration for promotion under this provision, he has failed of selection once.

(2) A Reserve officer in the grade of second lieutenant shall be

eligible for temporary promotion to the rank of first lieutenant upon attaining the same service in grade as is required for the temporary promotion of Regular second lieutenants and shall be temporarily promoted if found physically qualified. A second lieutenant to be eligible for temporary promotion must be in an active status at the time he/she completes the period of service required for promotion and must remain in an active status until such promotion is effected. A second lieutenant whose temporary promotion is not effected by reason of being on the inactive status list will, if subsequently removed from the inactive status list, be promoted. The date of rank to which he was originally entitled shall be advanced by the length of time he remained on the inactive status list computed from the date of eligibility for promotion and he/she shall lose precedence accordingly.

(3) A Reserve officer in the grade of second lieutenant shall be eligible for permanent promotion to the grade of first lieutenant upon completion of 3 years service in grade in an active status computed from date of rank of second lieutenant and shall be promoted if found morally, professionally and physically qualified. The date of rank assigned on permanent promotion to the grade of first lieutenant will be based on the date the officer completes 3 years in an active status.

b. Qualifications for promotion

(1) When a Reserve officer on inactive duty has been selected for promotion, he will be examined to determine his physical, moral and professional fitness. The physical qualifications for promotion of Reserve officers on active duty will be determined by the provisions of subparagraph 6201.1b.

(2) Moral and professional examinations for promotion may be conducted by the selection board simultaneously with its other functions, provided the precept has established the selection board as a naval examining board.

c. Physical examination for promotion

(1) When required, the physical examination for promotion of officers not on active duty may be conducted by any medical officer of the Department of Defense on active duty or inactive duty, by any medical officer of other U.S. Government agencies, or by a civilian physician. Any officer who has undergone an annual physical examination in accordance with the Manual of the Medical Department, article 15-76(1) will not require an additional promotion physical examination during the ensuing 12-month period provided the medical examiner certifies by an entry on the SF 600 that there has been no significant change in the officer's condition since date of annual physical examination.

(a) The standard which constitutes physical qualification for promotion of officers not on active duty is that for retention in the Marine Corps Reserve.

(b) A promotion physical or an annual physical which is taken concurrently as a promotion physical on SF 88 shall be forwarded to Bureau of Medicine and Surgery via the Commandant of the Marine Corps (Code DHA).

2. Warrant Officers

a. Selection Boards

(1) Selection boards shall be convened by the Secretary of the Navy from time to time, as may be required, for consideration of permanent warrant officers of each grade except chief warrant officer, W-4 of the Marine Corps Reserve for permanent promotion to the next higher grade. Each board will be composed of not less than five officers of the grade of major or above, and a majority of the membership of such boards shall be Reserve

officers. When the second of two consecutive boards is to consider any individuals who were considered by the first board, no officer who served on the first board shall be eligible for membership on the second board.

(2) The Secretary of the Navy shall furnish the selection board with:

(a) The maximum number of warrant officers which the board may recommend for promotion to the grade of chief warrant officer, W-3 and chief warrant officer, W-4, as appropriate. Such numbers shall not exceed mobilization requirements.

(b) The names and grade of all warrant officers eligible for consideration for promotion whose names are not on a promotion list.

(c) The records of all warrant officers whose names have been furnished the board.

(3) The duties of selection boards are:

(a) From the list of Reserve warrant officers, W-1 which the Secretary of the Navy has submitted to it, the selection board shall select those warrant officers, W-1, whom the selection board considers fully qualified for promotion to the grade of chief warrant officer, W-2.

(b) From among the chief warrant officers, W-2 and chief warrant officers, W-3 whose names the Secretary of the Navy has submitted to it, the selection board shall select for promotion to chief warrant officer, W-3 and chief warrant officer, W-4, respectively, those officers whom it considers best qualified for promotion, in numbers not exceeding the number prescribed by the Secretary of the Navy.

(c) Selection boards may be constituted by their precept as Naval Examining Boards, and when so constituted, shall examine each officer on his record.

(4) The reports of the selection boards shall be submitted in writing to the Secretary of the Navy via the Commandant of the Marine Corps. The names of Reserve warrant officers who are selected for promotion shall be arranged in the report of the board in order of their seniority, within each warrant officer grade. Provided the precept has been so worded as to establish the selection board as a Naval Examining Board, the board shall render its opinion of the moral, and professional qualification of each individual recommended for promotion in the report of the selection board. The report shall be signed by all members and they shall certify:

(a) That the board has carefully considered the records and reports of each Reserve warrant officer whose name was submitted to it by the Secretary of the Navy; and

(b) That in the opinion of at least a majority of the members, the warrant officers, W-1 selected for promotion are fully qualified for promotion to the grade of chief warrant officer, W-2; and/or,

(c) That in the opinion of at least a majority of the members, the chief warrant officers, W-2 and/or chief warrant officers, W-3 recommended for promotion are best qualified to perform the duties of chief warrant officer, W-3, and/or chief warrant officer, W-4, respectively.

(5) The Secretary of the Navy may approve the report of the selection board as submitted or may remove the names of one or more warrant officers recommended for promotion. If the Secretary of the Navy removes the name of any warrant officer, he may return the report to the board for further consideration and recommendation. The board may recommend additional warrant officers for promotion in numbers equal to the number of names removed by the Secretary and shall resubmit the report to the Secretary.

b. Eligibility for consideration for promotion

(1) The eligibility requirements for consideration for promotion of

(d) A Reserve warrant officer whose name is removed from a promotion list by the Secretary of the Navy but who is selected for promotion by the next selection board that considers his record and is found otherwise qualified, shall have his name restored to the promotion list from which it was first removed. The date of appointment to the next higher warrant grade shall be the date of appointment he would have had had his name not been so removed.

(e) The term "failure of selection for promotion" as used in these regulations, unless otherwise qualified, means the failure to select a warrant officer, whose name is being considered by the board, for promotion, or the removal of the name of the officer concerned from the recommended list in accordance with subparagraph 2a(5), above, or the failure of the officer to meet the examination to determine his moral and professional fitness.

6250 GENERAL

1. Authority

a. Enlisted Marines shall be selected and promoted as directed by the Commandant of the Marine Corps in detailed implementing instructions published by separate directives.

b. In accordance with the Marine Corps Manual, 1961, subparagraph 1430.2c, the Commandant of the Marine Corps may delegate the authority to the following Marine and Navy commanders to promote enlisted Marines to the grades of private first class through sergeant.

(1) Commanders having authority to convene special courts-martial in accordance with the Uniform Code of Military Justice, article 23 (10 USC 823), as may be restricted by competent superior commanders.

(2) Commanders of Marine detachments ashore.

(3) Commanders of units of the Marine Corps Organized Reserve having custody of the service records of personnel under their command.

(4) Commanders senior in the administrative chain of command to those specified above.

2. Responsibility

a. Commanders occupy a position of paramount importance in the enlisted promotion system. It is incumbent on the commander to satisfy himself that a Marine is fully qualified for promotion.

b. Promotions effected by the Commandant of the Marine Corps require the certification of the individual Marine's commander. A certificate of appointment will not be delivered if the individual concerned failed during the period between his selection and actual promotion to maintain the high standards expected of Marines serving in the higher grade. Undelivered certificates will be returned to the Commandant of the Marine Corps in accordance with subparagraph 6255.2b.

c. The decision to promote enlisted Marines to the grades of private first class through sergeant rests solely with the Marine's commander. A Marine shall not be promoted if he is not capable of performing satisfactorily in the higher grade even though all other requirements have been met.

3. Promotion System

a. Promotions to staff noncommissioned officer grades will be effected by the Commandant of the Marine Corps on the basis of recommendations of Headquarters selection and review boards to be convened in accordance with subparagraph 6251.1. Promotions will normally be made in fall and spring increments to fill vacancies existing in the overall Marine Corps structure.

b. Promotion to grades below that of staff noncommissioned officer will be effected by commanders having authority to do so. Existing vacancies in unit tables of organization/manning levels must exist prior to effecting promotion to the grades of lance corporal and corporal. Promotion to grade of sergeant will be authorized on the basis of vacancies existing throughout the Marine Corps and will be effected by commanders on the basis of composite scores to be computed for each eligible Marine at such time as the Commandant of the Marine Corps shall direct. Promotion to the grade of private first class will be effected on the basis of satisfactory performance of duty of the individual private over a prescribed period of time.

c. The enlisted promotion system provides a procedure whereby enlisted Marines within each grade, and generally within each occupational field, compete among themselves for promotion to the next higher grade. The basic aim of the system is to fill vacancies in the enlisted structure through the advancement of Marines

deemed to be fully qualified to perform the duties and to assume the responsibilities of the next higher grade.

d. Enlisted reservists on active duty will compete for promotion with enlisted personnel of the Regular Establishment; enlisted reservists not on active duty will compete for promotion with enlisted personnel of the Reserve component.

e. Unless otherwise authorized by the Commandant of the Marine Corps, promotions will be effected on the first or sixteenth day of the month.

4. Promotion Restrictions

a. The enlisted promotion system prohibits promotion more than one pay grade at a time unless specifically directed by the Commandant of the Marine Corps.

b. Promotions to a higher grade will not be antedated for the purpose of increasing pay and allowances.

c. Marines will not be promoted:

(1) During the period from the date of orders to appear before a physical evaluation board to the date of their return to active duty.

(2) While in any of the following categories:

(a) In or awaiting transfer to a retired status.

(b) On the inactive status list of the Marine Corps Reserve.

(c) A student in any of the officer candidate programs.

(d) Convicted by a general court-martial within 12 months of the date promotion is to be effected.

(e) Convicted by a special court-martial within 6 months of the date promotion is to be effected.

(f) Convicted by a summary court-martial within 3 months of the date promotion is to be effected.

(g) In a probationary status as the result of sentence by court-martial or as a result of nonjudical punishment under the authority of the Uniform Code of Military Justice, article 15.

(h) Awaiting, or during, trial by court-martial.

(i) An interested party in a fact finding, or formal pretrial investigation, which might result in recommendation for trial by court-martial or administrative separation.

(j) Awaiting results of an administrative board which might result in administrative separation or reduction.

d. Commanders may waive, in part or in whole, the promotion restrictions imposed by subparagraphs c(2)(d), (e), (f), and (g), above, in the cases of exceptionally well qualified Marines in the grade of private who are otherwise eligible.

6251 PROMOTION BOARDS

1. Headquarters Noncommissioned Officer Selection and Review Boards

a. The Commandant of the Marine Corps will periodically convene selection and review boards for the purpose of examining the qualifications of Marines in the grades of sergeant, staff sergeant, gunnery sergeant and first sergeant/master sergeant, and recommending those best qualified for promotion to the next higher grade. In the course of its evaluations, these boards consider, among other things, the following factors: service, achievement, leadership, experience, growth potential, motivation, military proficiency, physical condition, and moral character.

b. Selection and review boards will, when so directed, report to the Commandant of the Marine Corps the names of those Marines in the grades of sergeant, staff sergeant and gunnery sergeant found to be performing below the standards of proficiency, leadership and character expected of their grade and will recommend action to be taken to correct these deficiencies. Action approved by the Commandant of the Marine Corps as a result of the board's

recommendations will be administrative in nature and will not come under the purview of the Uniform Code of Military Justice, article 15 (10 USC 815).

c. The membership of Selection and Review Boards will be constituted as follows:

(1) For selection to the grades of first sergeant/master sergeant and sergeant major/master gunnery sergeant, Marine Corps officers of company grade or above.

(2) For selection to the grades of staff sergeant and gunnery sergeant, when practicable, not more than one warrant officer, one sergeant major, one master gunnery sergeant and the remaining membership will be Marine Corps officers of the grade of captain or above.

(3) Membership will include Marine Corps Reserve representation in numbers substantially equal to the proportion of Reserve personnel under consideration and boards considering women Marines will have women Marine representation.

2. Local Enlisted Screening Boards

a. The Commandant of the Marine Corps may direct the use of local enlisted screening boards by commanders having promotion authority. Screening boards are utilized to determine mental, moral and professional qualifications of eligible enlisted Marines. In addition to making recommendations for promotion, local screening boards may be utilized to conduct the administration of promotion tests and compute composite scores when directed. The recommendations of local screening boards are not binding upon the commander.

b. Enlisted screening boards will consist of at least one Marine officer; normally membership of such boards will consist of at least two officers. Enlisted Marines in the grade of sergeant major/master gunnery sergeant may be utilized as members provided they do not constitute more than one-third of the total membership.

(1) Commanding officers will utilize Marine Corps Reserve members on the board when enlisted reservists are being considered, provided such membership is available within the organization convening the board. Marine Corps Reserve membership on the board will be substantially equal to the proportion of the enlisted reservists being considered, except when reservists only are being considered. Under these latter conditions, a majority of the membership will be reservists.

(2) When practicable, boards considering women Marines will have women Marine representation.

(3) The commander of a Marine Air Reserve Training Detachment or the Inspector-Instructor of a ground unit, as appropriate, will act as a member of an enlisted screening board of an Organized Reserve Unit or assign an officer member of his staff, who is attached to the Regular Establishment, to act in his stead. However, if the commander, the Inspector-Instructor, or the officer representative is senior to the senior Reserve member of the board, he will sit on the board in an advisory capacity only. The commander, Inspector-Instructor, or officer representative will not act as sole member of the unit's screening board.

6252 PROMOTION ELIGIBILITY AND QUALIFICATIONS

1. General

a. The Commandant of the Marine Corps shall prescribe such promotion qualifications and eligibility requirements as he considers necessary to maintain the enlisted structure of the Marine Corps at the high standard of proficiency necessary to ensure continued combat readiness.

b. Qualification for promotion is defined as the manifestation of those personal and professional attributes necessary to perform the leadership functions and duties and to assume the responsibilities of the next higher grade at an acceptable level.

c. Eligibility requirements for promotion are those legal and administrative prerequisites established to ensure a satisfactory level of performance of an individual in the next higher grade.

2. Qualifications for Promotion

a. Individual qualifications for promotion to staff noncommissioned officer grades will be determined by the Commandant of the Marine Corps through the use of Headquarters noncommissioned officer selection and review boards convened in accordance with subparagraph 6251.1.

b. Individual qualifications for promotion to grades below that of staff noncommissioned officer will be determined by the individual commander and, when directed, by local screening boards convened in accordance with subparagraph 6251.2.

c. Qualifications for promotion on the part of enlisted Marines of both the Regular and Reserve Establishments encompass, but are not limited to such factors as seniority, leadership, performance of duty, personal integrity, maturity, growth potential, professional and technical knowledge, and motivation.

3. Eligibility Requirements. Subject to the restrictions imposed by subparagraph 6250.4c, above, to be eligible for promotion enlisted Marines of the Regular Establishment and of Class II, Marine Corps Reserve, must:

a. For promotion to sergeant major/master gunnery sergeant and first sergeant/master sergeant:

(1) Complete the following periods of enlisted service as required by law as of a control date to be prescribed by the Commandant of the Marine Corps:

(a) For appointment to sergeant major/master gunnery sergeant: 10 years enlisted service for pay purposes.

(b) For appointment to first sergeant/master sergeant: 8 years enlisted service for pay purposes.

(2) Complete the minimum service in grade requirement established by the Commandant of the Marine Corps.

(3) Be recommended for advancement by an appropriate Headquarters noncommissioned officer selection board as approved by the Commandant of the Marine Corps.

(4) Provided active duty totals 17 years and 6 months or more, agree to serve for a period of 2 years from date of appointment.

b. For promotion to gunnery sergeant and staff sergeant:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

(2) Pass an appropriate General Military Subjects Test (GMST).

(3) Be recommended for advancement by an appropriate Headquarters noncommissioned officer selection board as approved by the Commandant of the Marine Corps.

(4) In the case of gunnery sergeants who have completed 17 years and 6 months or more of active duty, agree to serve for a period of 2 years from date of appointment.

c. For promotion to sergeant:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

(2) Pass an appropriate General Military Subjects Test (GMST).

(3) Have a composite score equal to or above the minimum established for his occupational field.

(4) Be otherwise qualified as determined by his commander.

d. For promotion to corporal and lance corporal:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

(2) Pass an appropriate locally prepared examination.

(3) Be otherwise qualified as determined by his commander.

(NOTE: An appropriate vacancy in the unit table of organization/manning level must exist prior to promotion.)

e. For promotion to private first class:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

(2) Pass an appropriate locally prepared examination.

(3) Be otherwise qualified as determined by his commander.

(4) Class II, Marine Corps Reserve.

d. For promotion to corporal and lance corporal:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

(2) Pass an appropriate locally prepared examination.

(3) Be otherwise qualified as determined by his commander.

(NOTE: An appropriate vacancy in the unit table of organization/manning level must exist prior to promotion.)

e. For promotion to private first class:

(1) Complete the minimum service in grade requirement as established by the Commandant of the Marine Corps.

(2) Pass an appropriate locally prepared examination.

(3) Be otherwise qualified as determined by his commander.

(4) Class II, Marine Corps Reserve.

(a) Have completed 3 consecutive months in the unit and satisfactorily participated in 90 percent of the drills.

(b) "H" and "K" reservists must have completed the initial period of active duty for training.

f. Minimum service in grade will be computed from the seniority date of rank in the current grade except that, service in the current or higher grade satisfactorily performed in the previous enlistment will be included for the first promotion awarded the individual in his current enlistment.

4. Class III, Volunteer Reserve

a. Promotion of Class III, Volunteer Reserves, to grades of private first class through gunnery sergeant may be authorized by Commandant of the Marine Corps upon the specific recommendation of the Commanding General, Marine Air Reserve Training Command, or the Director, Marine Corps District. Volunteer reservists shall not be recommended for more than one promotion in one calendar year.

6253 PREPROMOTION EXAMINATIONS

1. General. Military proficiency to the degree required of the next higher grade is essential for promotion in both the Regular Establishment and the Reserve component. The acquisition of such military proficiency will be confirmed through examination as herein prescribed. Prepromotion examinations will not be administered to gunnery sergeants and above.

2. General Military Subjects Tests. Standardized General Military Subjects Tests (GMST) will be administered to eligible staff sergeants, sergeants, and corporals. The GMST will be of the multiple choice, objective type. There will be a separate GMST for each pay grade. Separate tests will be prepared for women Marines.

3. Testing Periods. GMST periods will be administered in accordance with the following schedule:

a. FOR THE REGULAR ESTABLISHMENT

(1) ALPHA Test Period: Test conducted at 0830 on the first Friday in August each year. (This test period to be identified in all correspondence and records as GMST-ALPHA followed by the last two digits of the fiscal year.)

(2) BRAVO Test Period: Test conducted at 0830 on the first Friday in December each year. (This test period to be identified in all correspondence and records as GMST-BRAVO followed by the last two digits of the fiscal year.)

(3) CHARLIE Test Period: Test conducted at 0830 on the first Friday in April each year. (This test period to be identified in all correspondence and records as GMST-CHARLIE followed by the last two digits of the fiscal year.)

(4) Late testing may be conducted only by specific authority of the Commandant of the Marine Corps.

b. FOR THE MARINE CORPS RESERVE

(1) Class II, Marine Corps Reserve

(a) Testing will be conducted on the first Saturday or Sunday immediately following a BRAVO or CHARLIE test period. There will be no ALPHA test period for reservists.

(b) No late testing will be authorized.

(2) Class III, Marine Corps Reserve

(a) Members of Class III, Volunteer Marine Corps Reserve, will not be administered prepromotion examinations unless serving on extended active duty with the Regular Establishment when the provisions of subparagraph 6250.3d apply.

4. Requisitioning of Test Materials. Requisitions for GMSTs will be submitted to the Director, Marine Corps Institute, Box 1775, Marine Barracks, Washington, D.C. 20013, on Administrative Action (NAVMC 10274-ADM), in triplicate, indicating the number of tests required, grade, type (Regular or Reserve, male or female), the identifying code letter of the testing period and the unit reporting code number.

a. Tests will be requisitioned by the commander of the organization in which tests will be administered. Requisitions will not be consolidated by higher echelons.

b. Requisitions will be submitted not more than 45 days or less than 30 days in advance of the designated testing period.

5. Security, Handling, Administration, Reporting and Processing. The specific instructions for the security, handling, administration, reporting, and processing of tests will be furnished to each testing organization by the Director, Marine Corps Institute.

a. Commanders are responsible to the Commandant of the Marine Corps for the strict compliance with these instructions within their organizations.

b. The Director, Marine Corps Institute, will report any apparent maladministrative procedure or suspected compromise to the Commandant of the Marine Corps (Code DHB).

6. Waiver of Tests. Waiver of the requirement to pass a General Military Subjects Test in order to be eligible to receive consideration for promotion to the grades of sergeant, staff sergeant and gunnery sergeant will be granted only under the circumstances stipulated in this paragraph. A waiver granted will be effective only for the next succeeding appropriate promotion or testing period, whichever occurs first, unless otherwise stipulated by the Commandant of the Marine Corps. If a Marine is not promoted or selected for promotion during the effective period of a GMST waiver, he must be retested during the next testing period or again be granted a waiver.

a. Commander's certification. When a Marine's failure to pass the standardized General Military Subjects Test is obviously not a true reflection of his professional proficiency and ability and the commander feels that such action will be of benefit to the Marine Corps, he may request the Commandant of the Marine Corps (Code DHB) to grant the Marine a test waiver for the next higher grade. The commander will include, in detail, the reasons upon which he bases his request.

b. Combat or tactical deployment. If conditions of training, combat, or other tactical deployment preclude the proper administration of the General Military Subjects Test during a testing period, the commanding general of a fleet marine force may direct that the test be waived, for personnel within the effected elements of his command for that testing period only. The commanding general of a fleet marine force will forward to the Commandant of the Marine Corps (Code DHB), via airmail, the names, grades,

service numbers, and primary military occupational specialties of the sergeants and staff sergeants to whom such waivers are extended.

c. Hospitalization. Marines hospitalized as a result of disease or injury shall have tests waived provided they are otherwise eligible for testing. Names, grades, service numbers, and military occupational specialties of the Marines in the grades of sergeant and staff sergeant granted hospitalization waivers will be forwarded to the Commandant of the Marine Corps (Code DHB).

d. Commandant of the Marine Corps Waiver. When the Commandant of the Marine Corps determines such action to be to the best interest of the Marine Corps, he will waive the standardized General Military Subjects Test for a specific period in the case of one or more grades.

7. Service Record Book Entries. Entries concerning General Military Subjects Tests will be made on page 5 of the service record book in accordance with paragraph 15109.

8. Testing of Lance Corporals, Privates First Class and Privates

a. Locally prepared written and practical examinations based on general military subjects, primary military occupational specialization and duty assignment, will be administered to lance corporals and privates first class. The preparation, administration, and scoring of these examinations is the responsibility of the individual commander.

b. Proficiency of privates in general military subjects will be determined by the successful completion of an examination based on instructions and training received by the Marine. The preparation, administration, and scoring of the examination will be the responsibility of the individual commander.

6254 COMPOSITE SCORES

1. General. The Commandant of the Marine Corps will control the number of Marines to be promoted to sergeant through the use of composite scores. The determination of the individual Marines who will be promoted, subject to the composite score stipulation, is the sole responsibility of the commander.

a. A composite score is a mathematical evaluation of certain elements used as a measuring factor for Marine Corps wide comparison of Marines of a given grade and occupational field.

b. Composite scores will be computed for eligible corporals of the Regular Establishment and of Class II of the Reserve component only when such computation is directed by the Commandant of the Marine Corps.

c. To be eligible to have his composite score computed, a corporal must have passed the GMST at the sergeant level, or have received a GMST-waiver which is still in effect, and not be restricted from promotion in accordance with subparagraph 6250.4.

2. Computation. When directed, composite scores will be computed in accordance with the following:

ELEMENT	MULTIPLY BY	EQUALS COMPOSITE SCORE SUBTOTAL
Average of Duty and General Military Subjects Proficiency Marks	18.00	Carry out to tenths (do not round off subtotals)
Average Conduct Mark	8.0	
Total Months in Grade	0.5	
Total Months in Service	0.2	
		TOTAL EQUALS COMPOSITE SCORE

Round off Composite Score Total to nearest whole number. Five-tenths (.5), or higher, will be counted as a whole number (1.0); four-tenths (.4), or lower, will be dropped.

a. AVERAGE OF DUTY AND GENERAL MILITARY SUBJECTS PROFICIENCY MARKS: The mark to be used is the average of all duty and general military subjects proficiency marks assigned prior to the cut-off date designated in the Commandant's directive but on or after the date of last promotion, reduction, or enlistment (whichever is latest). In the absence of such marks a mark will be assigned by the commander for use in the composite score, however, this mark will not be entered in the service record book. Proficiency marks assigned solely for use in composite scores will be made in accordance with the standards of proficiency marking as set forth in paragraph 15106, and will be determined through interview, observation, proficiency marks received in lower grades, or any combination of these methods. (Proficiency marks assigned reservists prior to being placed on extended active duty will not be used in computing a composite score for a reservist subsequent to being assigned to extended active duty. Instead a proficiency mark will be assigned for use in the composite score in the manner described above.) In arriving at the average proficiency mark the computation will be carried out to the second decimal point, but will be rounded off to the nearest tenth (e.g., an average of 4.65 will be expressed as 4.7; an average of 3.62 will be expressed as 3.6).

b. AVERAGE OF CONDUCT MARKS: The mark to be used is the average of all conduct marks assigned prior to the designated cut-off date, but on or after the date of last promotion, reduction, or last enlistment (whichever is latest). In the absence of such marks, a mark will be assigned by the commander for use in the composite score, however, this mark will not be entered in the service record book. A conduct mark assigned for use solely in the composite score will be made in accordance with the standards for conduct marking and will be based on service record book entries in previous grades, interview, observation, or any combination of these. (Conduct marks received by reservists in the Organized Reserve will be included when determining the average conduct marking.) The average mark will be computed to the nearest tenth as set forth in the preceding subparagraph.

c. MONTHS IN GRADE: Total months in grade is the computation of the number of months in the present grade from the date of rank to the designated cut-off date. Months in present or higher grade satisfactorily acquired in a previous enlistment in the Regular Marine Corps, or while serving on extended active duty in the Marine Corps Reserve, will be included for only the first promotion subsequent to reenlistment. Service in grade from which a punitive or an incompetent reduction has been effected is not satisfactory service in that grade and will not be included.

d. MONTHS IN SERVICE: Number to be used is the total months in service (Marine Corps and Marine Corps Reserve; active and inactive) which the Marine will have accrued on the designated cut-off date. (When computing months in grade and months in service, a fraction of a month of 15 days or more will be computed as 1 month; less than 15 days will be disregarded.)

EXAMPLE: CORPORAL JOHN DOE 975601/0311: DATE RANK-15 FEB 1961: CUT-OFF DATE: 30 Sep 1962

General Military Subjects Proficiency: 3.9, 4.0, 4.5, 4.5, and 4.5
Duty Proficiency: 4.0, 4.5, 4.5, 3.9, and 4.5
COMBINED AVERAGE MARK: 4.3
Conduct: 4.0, 4.2, 4.4, and 5.0: AVERAGE: 4.4
Total Time in Grade: 19 month, 15 days EXPRESSED AS: 20 Months
Total Time in Service: 33 months, 14 days EXPRESSED AS: 33 Months

ELEMENT	SCORE	MULTIPLE	COMPOSITE SCORE SUB-TOTAL
PROFICIENCY (combined average)	4.3	18.0	77.4
CONDUCT (average)	4.4	8.0	35.2
MONTHS IN GRADE	20	0.5	10.0
MONTHS IN SERVICE	33	0.2	6.6
		TOTAL:	129.2
		COMPOSITE SCORE:	129

3. Reporting. Composite scores will be reported to Headquarters, U.S. Marine Corps (Code DHB) by the date stipulated by the Commandant of the Marine Corps. This report will show the numbers of composite scores within each occupational field.

From: Commanding Officer_____(Reporting Unit Code Number_____)
To: Commandant of the Marine Corps (Code DHB)

Subj: Composite Scores; Report of

Ref: (a) _____(CMC directive)

1. The composite scores required by reference (a) for the ALPHA-63 period are as follows:

OCCUPATIONAL FIELD	COMPOSITE SCORES	NUMBER ACHIEVING (i.e., number of corporals having that score)
01	206	1
	199	4
	193	1
02	198	3
	167	1
03	210	4
	129	6

4. Service Record Entry. Composite scores will be entered in the service record book at the time of computing in accordance with paragraph 15110.

6255 EFFECTING PROMOTIONS

1. General

a. Commanders will effect promotions to a higher enlisted grade only during the period in which they have been delegated promotion authority for that particular grade.

b. An appointment to a higher enlisted grade issued by the Commandant of the Marine Corps is effective for all purposes, including pay and allowances, on the date the certificate of appointment is signed by him, unless

subsequently withdrawn in accordance with subparagraph 2b, below.

c. An appointment to a higher enlisted grade issued by the commander, in accordance with specific instructions of the Commandant of the Marine Corps, will be dated and be effective for all purposes, including pay and allowances from:

(1) the date specified in the directive authorizing the issuance of the promotion, or the date the authorizing directive was issued, whichever is later.

(2) when no date is specified in the authorizing directive, the date the issuing authority affixes his signature to the certificate of appointment is the effective date of promotion.

d. An appointment to a higher enlisted grade will be on DD Form 216-MC (Certificate of Appointment). The original of the completed certificate of appointment will be delivered to the Marine concerned.

2. Appointments Issued by the Commandant of the Marine Corps

a. The commander will attest to the delivery of an appointment issued by the Commandant of the Marine Corps in writing. This attestation will certify as to the Marine's continued merit for promotion.

(1) Delivery of these appointments will be made in a manner befitting the dignity and prestige of selection and appointment by the Commandant of the Marine Corps and of the grade to which promoted.

b. If, in the considered opinion of the commander, the appointment is no longer merited, he will return the appointment to the Commandant of the Marine Corps (Code DHB) with a detailed report of the circumstances in order that a final determination may be made.

3. Appointment Issued by the Commander

a. A duplicate of each certificate of appointment issued by the commander will be forwarded to the Commandant of the Marine Corps (Code DHB).

b. Proper completion of the certificate of appointment is shown in figures 6-1 and 6-2.

4. Types of Appointments

a. Permanent appointments. All appointments to the next higher grade except as specifically excepted in subparagraph b, and subparagraph 5, below, will be permanent appointments. Permanent appointments can be terminated only by the promotion, reduction or discharge of the individual concerned.

b. Temporary appointments. Temporary appointments will be issued only upon authority of the Commandant of the Marine Corps. Temporary appointments can be terminated in the same manner as permanent appointments, and, in addition, they may be terminated upon completion of the duty for which the appointment was effected.

5. Probationary Periods.

a. When directed by the Commandant of the Marine Corps, promotion to a higher grade may be probational and subject to revocation for failure of the individual Marine to demonstrate full qualification while serving in the new grade.

b. Probational appointments may be terminated by the commander authorized to effect such promotion upon recommendation of a local promotion (screening) board. Final action in each case will be taken by the commander.

c. Permanent confirmation of probational appointments will be made (if individual is qualified) at the end of 6 months, upon discharge, death, or

transfer outside the jurisdiction of the commander who effected the appointment, whichever occurs first.

6. Date of Rank. Upon advancement to a higher enlisted grade, and as directed by the Commandant of the Marine Corps, enlisted Marines will be assigned a date of rank. The sole purpose of a date of rank is to establish relative seniority within a particular grade.

a. Unless otherwise directed by the Commandant of the Marine Corps, the date of rank assigned on promotion to the next higher enlisted grade will be the first day of the month in which the promotion is effected.

b. Precedence of enlisted Marines having the same date of rank shall be determined by the Commandant for all enlisted Marines appointed by him.

(1) A lineal precedence roster for Marines in the grades of sergeant major/master gunnery sergeant and first sergeant/master sergeant will be maintained and promulgated.

(2) The order of precedence for Marines below the grade of first sergeant/master sergeant will be indicated on the certificate of appointment issued by the Commandant.

c. Order of precedence for Marines in the grade of sergeant and below will not be indicated on the certificate of appointment. Commanders may, should they so desire, establish and maintain within their own organizations precedence rosters for Marines in the grade of sergeant and below.

6256 SPECIAL PROMOTION PROVISIONS

1. Meritorious Promotion. Meritorious promotion to a higher enlisted grade is an accelerated promotion. It is not a means of effecting the promotion of a well qualified Marine who could not be promoted through the normal promotion channel.

a. The Commandant of the Marine Corps may recommend enlisted Marines who demonstrate exceptional performance of duty in combat for appointment to commissioned grade.

b. The Commandant of the Marine Corps may promote deserving enlisted Marines for meritorious reasons.

(1) Meritorious promotions will not be made to the grades of sergeant major, master gunnery sergeant, first sergeant, and master sergeant.

(2) Commanders may recommend by letter to the Commandant of the Marine Corps (Code DHB) those enlisted Marines whose actions and performance warrant consideration for accelerated advancement to the next higher grade. Recommendations for meritorious promotion must be based on an exceptional, noteworthy, and commendatory performance of duty to a degree which merits consideration for accelerated promotion over other qualified Marines.

(3) The Commandant of the Marine Corps may, under certain conditions, delegate authority to promote Marines, in specific grades, for meritorious reasons.

2. Temporary Appointments for Women Marines. Any woman Marine master gunnery sergeant who is assigned to an authorized sergeant major billet and any woman Marine master sergeant who is assigned to an authorized first sergeant billet may be temporarily appointed to the billet grade by the Commandant of the Marine Corps subject to such administrative procedures and instructions as may be promulgated.

3. Promotion of POW's or Those Declared as Missing. Enlisted Marines who are held prisoners by enemy forces, or who are carried in a missing status, will, when returned to United States control, receive promotional consideration for the period during which they were not under United States control.

4. Posthumous Promotion. When the promotion of an enlisted Marine has officially been promulgated by the Commandant of the Marine Corps, or by the commander, and such Marine shall have been unable to receive the appointment solely by reason of death in the line of duty, a posthumous promotion shall be issued as of the date of such promulgation. The Marine's name shall then be carried in the records as having served in the grade to which he would have been promoted to the date of death. No beneficiary shall be entitled to receive any bonus, gratuity, pay or allowances, by virtue of any posthumous advancement.

5. Remedial Promotion

a. Commanders of enlisted Marines who are restored to active duty, as the result of a Physical Evaluation Board, shall notify the Commandant of the Marine Corps (Code DHB) in order that appropriate remedial promotion consideration may be afforded.

b. Commanders of Marines who are denied promotional opportunities, as a result of administrative error or as authorized by subparagraphs 6250.4c(2)(h), (i), or (j), and who are acquitted or absolved of all responsibility, shall report the circumstances to the Commandant of the Marine Corps (Code DHB) in order that appropriate remedial promotional consideration may be afforded.

c. No retroactive pay or allowances will be included when remedial consideration is resolved in favor of the individual other than through individual petition to the Board for Correction of Naval Records in accordance with the provisions of 10 USC 1552.

6. Promotion of Members of U.S. Marine Band. Promotion of enlisted members of the United States Marine Band will be effected by the Commandant of the Marine Corps as vacancies therein occur.

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of John J. Doe 1234567/0369 *, I do appoint* him a Sergeant *in the*

United States Marine Corps

to rank as such from the first *day of* July *, nineteen hundred and* sixty one

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the

Armed Forces of the United States of America

Given under my hand at Marine Barracks, Headquarters, U.S. Marine Corps *this* first *day of* July *, in the year of our Lord nineteen hundred and* sixty one

AUTHORITY MCO 1430.25

DATE OF PROMOTION 1 July 1961

/s/

John Smith, Colonel, USMC
Commanding

DD FORM 1 SEP 54 216MC

Figure 6-1

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of John J. Doe 1234567/0369 *, I do appoint* him a Sergeant *in the*

United States Marine Corps

to rank as such from the first *day of* September *, nineteen hundred and* sixty five

This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the **Armed Forces of the United States of America**

Given under my hand at Marine Barracks, Headquarters, U.S. Marine Corps *this* sixteenth *day of* September *, in the year of our Lord nineteen hundred and* sixty five (Pursuant provisions par 6255.1c(1) MarCorPersMan)

AUTHORITY MCBul 1430 of 2 Sep 1965

DATE OF PROMOTION 16 September 1965

/s/
John Smith, Colonel, USMC
Commanding

DD FORM 1 SEP 54 216MC

Figure 6-2

6300 NONPUNITIVE REDUCTIONS

1. The Commandant of the Marine Corps may reduce enlisted Marines to any grade, when necessary to reduce the total number of personnel in grade, and for incompetence in accordance with procedures prescribed by him.

6301 PUNITIVE REDUCTIONS

1. Enlisted personnel of any grade above private may be reduced as punishment pursuant to the sentence of a court-martial or by the Commandant of the Marine Corps.

2. Reductions will be effected between pay grades only.

3. Commanders as defined in subparagraph 6250.1b, may reduce enlisted personnel as nonjudicial punishment if the grade from which reduced is within the promotion authority of an equivalent or lower command.

4. Statutory and additional regulatory provisions governing reductions of personnel are contained in the Manual for Courts-Martial, United States, 1951, and the JAG Manual, chapter XIV.

5. All service in grade privileges previously acquired in grade to which reduced are lost when a reduction is effected as punishment.

6. A reduction in grade as nonjudicial punishment or as a result of court-martial shall be recorded in the service record as prescribed in chapter 15. The commander must notify the disbursing officer of any punishment or reduction as it becomes effective and affects the pay of an individual. Corresponding entries and notification are required when subsequent action on review disapproves or otherwise modifies the reduction.

6302 REDUCTION FOR INCOMPETENCE

1. Action to reduce an enlisted person for incompetence will be initiated when, in the opinion of the commander, a Marine has demonstrated that he is not qualified to perform properly the duties of his present grade.

2. Commanders are authorized to reduce Marines in the grade of private first class for incompetence by written order and without convening a review board.

3. A reduction for incompetence shall not be regarded as a punishment. Upon reduction for incompetence, a Marine will be given the same date of rank he previously held in the grade to which reduced.

a. Commanders will convene a review board in the cases of Marines in the grade of lance corporal and above, for the purpose of furnishing the officer, authorized to take final action, with all pertinent facts of the case, in order that proper administrative action may be taken.

(1) Review boards will consist of not less than three officers. If the Marine, whose qualifications are being examined is a reservist, the membership of the board shall include a majority of Reserve officers to the extent practicable. If a woman marine is being examined, the membership will, if practicable, include a woman Marine officer. If convened to determine the competence of a member of a Marine Detachment Afloat, a Marine officer will be included as a member of the board.

(2) No reference will be made to any provisions of the JAG Manual, chapter XIV, in the precept convening a review board.

(3) The findings and recommendations of the review board will be forwarded to the officer authorized to take final action, with any statement the individual may care to make, together with the recommendation of the commander.

(4) All commanding generals are authorized to take final action within their respective commands on reduction of Marines for incompetence. Commanders not under the jurisdiction of a commanding general will forward the report of the findings and recommendations of the review board, together with

their recommendation, to the Commandant of Marine Corps (Code DHB), for final action.

(5) In the event it is determined that the Marine is competent to perform duties commensurate with his grade, but incompetent to perform the duties of his assigned Military Occupational Specialty, he will be afforded the opportunity to establish competence in another Military Occupational Specialty in either the same or another occupational field without reduction in grade.

(6) A professional deficiency, demonstrating a lack of the desired characteristics and traits of leadership, should not be confused with a deficiency in technical proficiency.

(7) When examining the qualifications of Marines, review boards will be primarily concerned with current demonstrated performance of duty.

(8) Marines shall not be reduced more than one grade as the result of any one review board.

(9) When final action has been taken by a commanding general, the report of the findings and recommendation of the review board, together with the commander's recommendation, and a report of the commanding general's action will be forwarded to the Commandant of the Marine Corps (Code DHB) to be made a part of the individual's official record.

6303 EFFECTIVE DATE OF REDUCTION

1. Reduction effected as a result of a court-martial is effective from and including the date the sentence is ordered executed.

2. Unless suspended when imposed reduction effected as a result of nonjudicial punishment is effective from and including the date imposed.

3. Reduction effected for incompetency is effective from and including the date of approval by the commander authorized to take final action.

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

5. Marines whose sentence of reduction is remitted, set aside, or mitigated to a lesser punishment, will be reassigned the same date of rank held before the reduction was imposed.

6. If an executed reduction is subsequently suspended or mitigated under the Uniform Code of Military Justice, article 15(d) or (e), the date of rank is the date of the suspension or mitigation unless the authority authorized to take final action directs otherwise in especially deserving cases.

▶6304 REDUCTION ORDER

1. Marines reduced in grade shall be informed in writing of such reduction. Court-martial orders, unit special orders, or individual letters are proper vehicles of notification. A copy of the notification will be forwarded to the Commandant of the Marine Corps (Code DHB) for each Marine reduced.

2. Marines whose reduction is suspended, remitted, mitigated to a lesser punishment, or set aside will be informed in writing of their restoration in grade and assigned date of rank. A copy of the notification will be forwarded to the Commandant of the Marine Corps (Code DHB) for each Marine reduced.

CHAPTER 7

DISCIPLINE, LAW AND LEGAL MATTERS

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CHAPTER 7

DISCIPLINE, LAW AND LEGAL MATTERS

PART A: GENERAL

7000 SCOPE

1. This chapter sets forth procedures and responsibilities for the maintenance of discipline and for the administration of laws and regulations relating thereto.

2. No attempt is made to reprint or discuss provisions of law or regulations established by higher authority. Reference to the various publications containing such matter is a necessary adjunct to the complete and proper administration of discipline in the Marine Corps.

7001 INSTRUCTION IN THE UNIFORM CODE OF MILITARY JUSTICE

1. Article 137, Uniform Code of Military Justice will be complied with by the officer in charge or the commander having custody of the service record book of each of the enlisted personnel carried on rolls. Recruit depots or stations to which enlisted persons first report will normally accomplish the initial explanation. When an individual is temporarily detached from his parent organization and the service record book is retained by the permanent duty organization, the officer in charge or commander having possession of the service record book will advise the officer exercising temporary command of the date instruction is due and shall request that he accomplish same and report compliance.

2. Instructions contained in paragraph 15104 will govern the entries to be made in the service record book.

7002 UNIT PUNISHMENT BOOK

1. A unit punishment book shall be maintained in accordance with paragraph 15086 in every organization where the commander or officer in charge has authority to administer punishments to enlisted personnel.

7003 DELIVERY TO AND BY CIVIL AUTHORITIES

1. Manual of the Judge Advocate General prescribes the procedure for delivery or refusal of delivery of Marines to civil authorities, and section 1307 thereof requires a report upon delivery and upon completion of action by civil authorities.

2. The Marine Corps does not desire delivery of Marines in the custody of civil authorities until all criminal proceedings against them including confinement, if any, are completed. Before accepting delivery of a Marine from civil authorities, the commander or officer in charge will obtain satisfactory assurance from the appropriate civil authorities, as well as the Marine, that no criminal charges are pending and will so state in the report of delivery enclosing copies of all correspondence with civil authorities.

3. No assurance shall be given civil authorities that a Marine will be tried by military court for violation of federal or state laws, or that any particular individual will be retained in or discharged from the service.

4. In the event civil authorities bring charges against a Marine after custody of him has been accepted in accordance with subparagraphs 2 and 3, above, the provisons of subparagraph 1, above, will apply.

5. Marines against whom civil charges are pending, who have surrendered to, or have been apprehended by civil authorities and have not been released from custody, will remain on the rolls of the parent organization unless their being joined on the rolls of another organization is directed by the Commandant of the Marine Corps.

6. Marine Corps activities having knowledge of a Marine being held or charged by civil authorities with a felony or any offense which may result in adverse publicity to the Marine Corps, shall inform the Commandant of the Marine Corps (Code DK), of the facts and circumstances.

7. The nearest (local) Marine Corps activity receiving information that a Marine, including absentee or deserter, whose parent organization can be reasonably assumed to be unaware of his whereabouts, against whom civil charges are pending, has surrendered to, or been apprehended by civil authorities, shall:

a. Investigate and notify the Commandant of the Marine Corps (Code DK), and the individual's organization of the date and place of arrest, charges pending, prospective date of trial and status of the Marine.

b. Maintain liaison with civil authorities to enable the following to be accomplished:

(1) Report to the Commandant of the Marine Corps (Code DK), and the Marine's parent command, any change in date of trial or its continuance; any change in the status of civil charges; any action by Grand Jury or other change in status of the Marine concerned, including movement to another geographical location; or release of Marine upon bail or his own recognizance.

c. Upon conclusion of the action by civil authorities, the following shall be accomplished:

(1) Report results to the Commandant of the Marine Corps (Code DK).

(2) Send copy of report and in the event of conviction of a felony or an offense involving moral turpitude (see subpar. 13267.2c), a certified copy of judgment to parent organization for action in accordance with paragraph 13267.

(3) Provided the Marine is confined as a result of sentencing by the civil court, a request for or waiver of privileges will be obtained from the individual (see subpar. 13266.3), together with a physical examination (see ManMed, art. 16-13), and forwarded to the Marine's parent command and the Commandant of the Marine Corps (Code DK) furnished with an information copy of the letter of transmittal.

d. Comply with the appropriate provisions of subparagraph 7051.2.

7004 AMENABILITY TO THE UNIFORM CODE OF MILITARY JUSTICE OF MEMBERS OF THE MARINE CORPS RESERVE

1. Amenability to the Code. Under the provisions of the Uniform Code of Military Justice, article 2, clause (1), members of the Marine Corps Reserve lawfully called or ordered to active duty, or active duty for training, are subject to the Code from the date when they are required by the terms of the order to obey it. Also, while performing certain types of inactive duty training, members of the Marine Corps Reserve shall be subject to the Code only if the training is authorized by written orders, voluntarily accepted by them, which orders specify that they are subject to the Code in accordance with the Uniform Code of Military Justice, article 2, clause (3).

2. Jurisdiction and Continuation. For information concerning jurisdiction having attached by commencement of action with a view to trial see the Manual for Courts-Martial, United States, 1951, subparagraph 11d.

3. Inactive Duty Training Categories. Inactive duty training as presently authorized by the Marine Corps, consists of the following types of training duty (see MARCORMAN, par. 1570):

a. Regular Drills.

b. Equivalent Instruction or Duty.

c. Associate Duty.

d. Appropriate Duty.

e. Volunteer Training Unit Meeting.

4. Inactive Duty Training Categories Wherein Members of the Marine Corps Reserve Shall be Subject to the Code. Members of the Marine Corps Reserve shall be made subject to the Uniform Code of Military Justice while performing the following types of inactive duty training:

a. Regular drills and equivalent instruction or duty. Upon enlistment or reenlistment for immediate assignment to Class II, Organized Marine Corps Reserve and upon transfer from Class III, Volunteer Marine Corps Reserve, to Class II, an assignment or transfer order shall be issued containing the elements stated in subparagraph 6, below.

b. Associate duty with a unit of a Reserve component of another Armed Force. When members are authorized to perform associate duty with units of the Armed Forces other than the Marine Corps, the policy of the Army force with which associated should govern whether they will be made subject to the Code.

c. Volunteer training unit meeting. The commander and all members of Volunteer Training Units (VTU) shall be made subject to the Code. Commanders of VTU's shall be responsible for assuring that no member attending a meeting of a unit under their command shall be given access to or custody of any classified matter during such meeting unless that member has voluntarily accepted orders subjecting him to the Code. Orders to members of VTU's subjecting them to the Code as herein provided, shall be issued by the district director concerned upon request of the commander of the unit.

5. Discretion of Order-Writing Authority. Members of the Marine Corps Reserve who are authorized to perform inactive duty training other than as stated in subparagraph 4, above, will not normally be made subject to the Code. However, in exceptional cases a member authorized to perform appropriate duty may be made subject to the Code as prescribed herein for a particular period or series of periods in the discretion of the order-writing authority.

6. Assignment Orders. The following elements shall be made a part of the written orders assigning or transferring a member to an Organized Marine Corps Reserve Unit or otherwise authorizing or directing a member to perform inactive duty training when it is required or desired that he be made subject to the Code:

a. Each such order shall state:

"Subject to your voluntarily accepting these orders, you are (assigned to - , transferred to - , authorized to perform, etc.). These orders are null and void unless you indicate by endorsement hereon that they are voluntarily accepted by you.

"During the actual (performance of regular drills and periods of equivalent instruction or duty) (performance of periods of associate duty) (attendance at Volunteer Training Unit meetings, etc.) pursuant to this order, you are subject to the Uniform Code of Military Justice. Upon acceptance by you of these orders, you will be subject to the Code during any subsequent periods of inactive duty training performed which are the same or an interrupted continuation of the training contemplated by these orders."

b. The member concerned shall be requested to endorse on the original and one copy of his orders the following:

"(date, place) I hereby voluntarily accept these orders.

Signature
Grade, USMCR, Service Number)"

The member shall be further requested to deliver a copy bearing the above endorsement signed by him to his commander, for attachment to his qualification record or service record book. (See fig. 5-3 of chap. 5.)

7. Explanation of Certain Articles of the Uniform Code of Military Justice. In order to ensure that members of the Marine Corps Reserve who accept orders subjecting them to the Code are cognizant of their responsibilities, duties, and rights, and the penalties to which they are subject for their failure to meet those responsibilities, articles of the Uniform Code of Military Justice listed in the Uniform Code of Military Justice, article 137, shall be explained to them as soon after acceptance of subjecting orders as possible, but not later than the sixth training period following acceptance of those orders. Paragraph 7001 requires that this explanation be given to enlisted personnel on active duty and indicates the reference which requires service record book entries to be made.

7005 ENLISTED PERSONNEL AWAITING OR UNDERGOING TRIAL

1. When action is initiated with a view to trial because of an offense committed by an individual prior to termination of his enlistment, or extension thereof, even though the term of enlistment may have expired, he may be retained in the service for trial to be held after his period of service would otherwise have expired. However, an individual may not be retained beyond the term of his enlistment for the purpose of being a witness in a court-martial.

▶7006 NOTIFICATION TO PARENTS, SPOUSES, OR GUARDIANS OF ENLISTED PERSONS TO BE TRIED ON SERIOUS CHARGES OR WHO ARE TO BE DISCHARGED PRIOR TO THE EXPIRATION OF THEIR ENLISTMENT

1. Whenever an enlisted person is to be tried by a general or special court-martial, is to be tried by a civil court charged with a felony, or is charged with serious offenses before a foreign court and trial appears probable, it is considered desirable that the parents, spouse or guardian, as appropriate, be advised of the circumstances. A serious offense before a foreign court is construed to include any offense for which 6 months' confinement, whether or not suspended, is normally imposed.

2. When any of the above occurs, the commander should ensure that the individual is counseled to advise his parents, spouse or guardian, as appropriate, of the circumstances, or, in the alternative, to authorize the commander to do so:

a. If the enlisted person is 21 years of age or over and refuses to do either, no further action will be taken except to have the fact of his refusal and the name of the officer receiving such refusal recorded on page 11 of the individual's service record;

b. If the enlisted person is under 21 years of age and refuses to do either, the commander will, unless some compelling reason to the contrary appears, inform the parents, spouse, or guardian, as appropriate, by letter or other means of the details considered pertinent and proper under the circumstances. In the event the commander decides not to make such notification, he will record his reasons for this decision on page 11 of the individual's service record.

3. Whenever an enlisted person under 21 years of age is to be involuntarily separated from the service prior to the expiration of his enlistment with either a punitive or any administrative type discharge, his parents, spouse, or guardian, as appropriate, shall be notified 10 days in advance of the time, date, and place of discharge. A copy of the letter of notification will be forwarded to the Commandant of the Marine Corps (Code DGH). This notification is required in order to permit parents or guardians to assume custody of their minor son or daughter upon separation.

4. Whenever an enlisted person over 21 years of age is to be involuntarily separated from the service prior to the expiration of his service with either a

punitive or administrative type discharge, he shall be counseled to advise his parents, spouse, or guardian, as appropriate, of the circumstances or, in the alternative, to authorize the commander to do so. If the individual refuses to do either, no further action will be taken other than to have the fact of his refusal and the name of the officer receiving such refusal recorded on page 11 of the individual's service record.

7007 CERTIFICATION OF OFFICERS UNDER ARTICLES 26 AND 27 UNIFORM CODE OF MILITARY JUSTICE

1. For instructions concerning certification of officers under the Uniform Code of Military Justice, articles 26 and 27, see paragraph 4067.

7050 PROCEDURE WHEN UNAUTHORIZED ABSENCE OCCURS

1. When an individual has been in an unauthorized absence status for a period of 24 hours, the following shall be accomplished:

a. An entry will be made in the service record and unit diary, as prescribed in paragraphs 15116 and 16084.

b. The disbursing officer will be notified of the absence by furnishing him copies of the unit diary in accordance with paragraph 16100, in order that checkage of pay action may be taken as set forth in NAVEXOS P-1000, Navy Comptroller Manual, chapter 4, volume 4.

c. All government property and personal effects shall be inventoried and stored in a secure place.

2. The inventory prescribed in subparagraph 1c, above, will be accomplished by an officer or staff noncommissioned officer, under the direction of the commander, as follows:

a. Inventory of government property (other than individual uniform clothing): An inventory of government property, less individual uniform clothing, will be prepared and signed in duplicate. The original of this inventory will be affixed in the service record book of the absentee and a copy retained in the office of the commander. The commander will promptly advise the property control officer/supply officer, in writing, via the unit property officer/responsible officer, if applicable, of any property which is missing or damaged and on charge to the individual. Property recovered from an individual in an absentee or deserter status shall be returned to the control of the unit property officer/responsible officer.

b. Inventory of individual uniform clothing: Coincident with the preparation of the foregoing inventory, an inventory will also be prepared of the articles of individual uniform clothing left behind by the absentee. The inventory will be prepared in two parts. The first part will list only clothing which is in a serviceable condition, except for worn undergarments, headgear, and footwear. The second part will list all recovered articles which are in an unserviceable condition and will likewise include worn undergarments, headgear, and footwear. This inventory will be prepared and signed in quadruplicate. The original of the inventory shall be incorporated into the service record book of the absentee and one copy will be retained in the office of the commander. In the event that no articles of individual uniform clothing were left behind by the absentee, or the whereabouts of the member's uniform clothing is not known, a certificate to that effect shall be placed in the individual's service record book. (See subpar. 3a, below, for the disposition of the remaining copies.)

c. An inventory shall also be made of the personal effects left by the absentee. This inventory will be prepared and signed in sextuplicate. The original of the inventory shall be incorporated into the service record of the absentee and one copy retained in the office of the commander. (See subpar. 3b, below, for the disposition of the remaining copies.)

d. Money in excess of three dollars ($3) found in the personal effects of an absentee will be delivered to the local disbursing officer in exchange for a government check to be drawn in favor of the absentee's commander. Money in amounts of three dollars ($3), or less will be entered in the inventory of personal effects as "cash" and turned over to the unit accountable officer with the personal effects. Checks obtained from the disbursing officer in exchange for cash found in the personal effects of an absentee shall be retained by the commander for a period of 90 days. Should the absentee return to Marine Corps control prior to the expiration of 90 days from the date of absence, the exchange for cash check shall be endorsed by the commander and delivered to the individual concerned.

3. At the expiration of 90 days from the date of absence of a Marine, and provided the Marine has not returned to military control, the commander shall:

a. Deliver the individual uniform clothing recovered from the absentee's effects, together with two copies of the inventory of such clothing, to the unit property/supply officer for disposition as provided in MCO P10120.28, Individual Clothing Regulations.

b. Deliver the personal effects of the absentee, less any exchange for cash check or checks, with four copies of the inventory of such effects, to the unit accountable officer for disposition as provided in Marine Corps Supply Manual. The commander, prior to delivery of the personal effects to the unit accountable officer, shall remove therefrom any discharge certificates, promotion warrants, medals, badges, etc., and such items will be forwarded to the Commandant of the Marine Corps (Code DGK), with a letter of transmittal listing the items recovered. A copy of the letter of transmittal will be inserted in the individual's service record book.

c. Endorse any exchange for cash check or checks, representing cash recovered from such effects, in favor of the officer in charge of the Marine Corps Personal Effects and Baggage Center, Camp Lejeune, or Camp Pendleton, as appropriate, and forward the check(s) to that officer with a letter of transmittal explaining the circumstances. One copy of the letter of transmittal shall be inserted in the absentee's service record book.

4. Coincident with turning over the personal effects to the accountable officer for disposal as provided in Marine Corps Supply Manual, the commander will contact the next of kin or legal representative of the absentee or deserter to determine whether or not the personal effects, not to include exchange for cash check or checks, will be accepted. The next of kin or legal representative shall also be advised that further correspondence should be addressed to the unit accountable officer and the designation and address of that officer should be set forth in the letter.

5. When an individual has been in an unauthorized absence status for a period of 10 days, the commander shall notify the next of kin by letter to that effect. A copy of this letter will be forwarded to the Commandant of the Marine Corps (Code DGH) and to the Director of the Reserve and Recruitment District in which the individual was enlisted. The following is a sample letter of notification:

"My dear Mr. and Mrs. Brown:

"I regret the necessity of informing you that your son (or other relationship) (grade, name, service number and service component) has been in a status of unauthorized absence from this organization since (hour and date)/ (and has been declared a deserter).

"Absence without leave (desertion) is a serious military offense. The longer the absence continues, the more serious the offense becomes.

"Should you know of his whereabouts, it is suggested that you inform me thereof, and urge him to return to this organization or to the nearest post or station of any of the Armed Forces, as it is desired that he not suffer the status of a fugitive at large or the penalties attached to desertion from the service.

Sincerely yours,

JOHN J. DOE
Major, U. S. Marine Corps
Commanding"

6. For instructions relative to stoppage of allotments, see NAVEXOS P-1000, Navy Comptroller Manual, chapter 4, volume 4.

7. When an individual is declared a deserter, a Notice of Absentee Wanted by the Armed Forces (DD Form 553), will be prepared and distributed in accordance with instructions set forth

in paragraph 15070, and addressees will be listed on reverse side of DD Form 553.

8. On declaration of desertion, a conduct mark shall be assigned on page 3 of the service record and desertion entry shall be made on page 12 in accordance with instructions set forth in paragraphs 15106 and 15116.

9. Service record books of persons declared deserters will be retained 90 days from the date of commencement of unauthorized absence. On the 91st day of absence the service record book will be transmitted to the Commandant of the Marine Corps (Code DK). In the event the organization is being disbanded or is scheduled to move before the 91st day of absence, the service record book will be forwarded to the Commandant of the Marine Corps (Code DK) with an explanation as to reason for its being forwarded prior to the 91st day of absence.

10. When an officer has been in a status of unauthorized absence for a period of 7 days, a report shall be submitted to the Commandant of the Marine Corps (Code DK). The report will include the date and hour of the commencement of the absence and any known circumstances in connection therewith.

7051 PROCEDURE WHEN ABSENTEES AND DESERTERS (MARINE CORPS PERSONNEL) ARE RETURNED TO CUSTODY OF THE MARINE CORPS

1. When an absentee or deserter surrenders, or is delivered, to the organization from which he absented himself, the following shall be accomplished by that organization:

a. Absentee:

(1) Make appropriate entries in service record book in accordance with paragraph 15116, and a unit diary entry in accordance with paragraph 16084.

b. Deserter:

(1) Prepare and distribute a Formal Report of Deserters or Absentees (NAVMC 10044-PD), in accordance with paragraph 15071, if not previously submitted by another organization. If service records are not held, the request for same will be included in the report of return.

(2) Join the individual on rolls.

(3) Make appropriate entries in service record book in accordance with paragraph 15116, and a unit diary entry in accordance with paragraph 16077.

(4) Prepare and distribute Notice of Return Absentee/Deserter (Form NAVMC 10263-PD), to addressees shown on the distribution list of Absentee Wanted by the Armed Forces (DD Form 553) with the exception of the Commandant of the Marine Corps. (See par. 15070.)

2. When an absentee or deserter surrenders, or is delivered, to an organization other than the organization from which he absented himself, the following shall be accomplished by the receiving organization:

a. Prepare and distribute a Formal Report of Deserters or Absentees (Form NAVMC 10044-PD), in accordance with instructions contained in paragraph 15071, and on the form.

b. If an absentee/deserter has been absent less than 60 days, and has not previously been issued orders and transportation with which he failed to comply, he shall be issued orders and transportation to report to the organization from which he absented himself. Where the individual is en route to a new duty station, his change of station orders should be endorsed in lieu of the issuance of a new set of orders. Authenticated copies of these orders,

endorsements, and all other documents relevant to the absence or desertion will be attached to all copies of the Formal Report of Deserters and Absentees prepared in accordance with subparagraph 2a, above.

(1) If, in the opinion of the receiving activity, the absentee or deserter will not obey absentee orders, or he states that he will not obey such orders, if issued, the Commandant of the Marine Corps (Code DK), shall be notified by message. The report will contain sufficient information concerning his probable refusal to obey orders upon which to base a decision as to his disposition. Upon submission of this report, no further action shall be taken except as set forth in subparagraph 2a, above, pending instructions from higher authority.

c. A message report will be made to the Commandant of the Marine Corps (Code DKB), in the case of an absentee or deserter:

(1) Whose absence is more than 60 days, or

(2) Who has previously been issued orders and transportation during the current period of unauthorized absence and has failed to comply with such orders, or

(3) Who, in the opinion of the activity having custody of the individual, would not comply with orders, if issued. Disposition shall be directed by the Commandant of the Marine Corps.

3. When an absentee or deserter is delivered to a Marine Corps organization for disciplinary action or other disposition in accordance with a directive issued by the Commandant of the Marine Corps, the procedures set forth in subparagraph 1, above, shall be accomplished by the receiving organization.

7052 ESCAPED PRISONERS

1. An escape by a prisoner is his deliberate absence from his place of arrest, confinement, or from his guard.

2. The following procedure shall be carried out in the cases of escaped prisoners:

a. As soon as it is known that a prisoner has escaped, the commander shall:

(1) Immediately institute search and security of the area if such action is indicated.

(2) Within one hour, declare the escapee a deserter from the time of escape. A copy of the DD Form 553 will be forwarded immediately to the Commandant of the Marine Corps (Code DK).

(3) As soon as possible, notify the commandant of the naval district, Armed Forces police activities in the area, and local and State police agencies. Give a complete description of the escapee, all significant facts regarding the time, place, and circumstances of the escape, and the names and addresses of relatives, friends, or places, under the jurisdiction of such police, to which the escapee might go.

b. In the cases of prisoners being transferred, the commander of a transferring activity shall be considered to be the prisoner's commander until the prisoner has been delivered to his destination or until otherwise notified to the contrary by higher authority. When a prisoner escapes, while en route to another activity, the guard shall immediately notify the prisoner's commander by telephone or message giving the necessary information so that the commander may proceed as prescribed in subparagraph 2, above.

c. When an escapee surrenders, is apprehended, or is delivered, the receiving activity will follow the procedure prescribed in paragraph 7051, and will notify all persons who have previously been notified of the escape.

d. In addition to the above, the following procedure shall be carried out in cases of personnel convicted by general courts-martial; convicted by a

special courts-martial if a disciplinary command has been designated for confinement or temporary custody; confined as a result of the alleged commission of an offense(s), the maximum punishment for which exceeds confinement of one year; or considered dangerous due to physical or mental condition, or nature of the offense(s) alleged: Immediately after an escapee in one of the above categories is declared a deserter, the organization from which he escaped will notify by telephone the nearest field office of the Federal Bureau of Investigation, giving all significant information regarding the escapee. Such notification shall never be made by the guard unless so instructed by his commander. Special agents of the Federal Bureau of Investigation shall be given access to all records and effects of escapee including addresses of relatives, friends, or places to which the escapee might go. Also, the Federal Bureau of Investigation field office should be given a signed copy of DD Form 553 (Absentee Wanted by the Armed Forces), as soon as possible, in addition to the distribution indicated in paragraph 15070.

7053 REMOVAL OF MARK OF DESERTION

1. Commanders or officers in charge shall remove as an erroneous entry the mark of desertion from the service record book of any individual who was declared a deserter but who subsequently has been:

a. Awarded nonjudicial punishment for unauthorized absence only.

b. Tried and convicted of unauthorized absence only.

c. Tried and acquitted.

d. Determined by an approved Board of Medical Survey to have been mentally incompetent at the time of absence.

2. All other cases regarding the removal of marks of desertion, when removal is recommended, will be referred to the Commandant of the Marine Corps (Code DK), for decision. In this connection, it is to be noted that in the absence of a clear showing that a mark of desertion was erroneously entered, such entry cannot be removed. Removal of mark of desertion is not necessary prior to discharge.

3. The mark of desertion shall be removed as soon as possible after determination that the entry was erroneous, in accordance with subparagraph 1, above, or approval of the Commandant of the Marine Corps, as appropriate. The removal of the mark of desertion will be reported to the Commandant of the Marine Corps (Code DK), with copy to the disbursing officer carrying the accounts of the individual in order that he may be credited any monies due on the date of the recorded desertion entry. This report shall show the reason for removing the mark of desertion and the date the mark of desertion was actually removed from the records of the individual.

4. Instructions for removal of a mark of desertion are contained in paragraph 15116.

7054 PROCEDURE WHEN ABSENTEES AND DESERTERS OF OTHER SERVICES COME INTO CUSTODY OF THE MARINE CORPS

1. Commanders of the Marine Corps activities will take the actions indicated in this paragraph when the following categories of personnel who are members of another military department, or the U. S. Coast Guard, surrender themselves or report to a Marine Corps activity:

a. Unauthorized absentees.

b. Personnel on leave who are without funds and who request that they be provided with transportation.

2. When personnel in the aforementioned categories report to a Marine

Corps activity, the commander will take the following action:

a. Telephone or wire the member's commander requesting:

(1) Confirmation of the status of the individual,

(2) Disposition to be made in the member's case, and

(3) The applicable appropriation data to be shown on the transportation request and meal tickets which the member may be provided, as appropriate.

b. Upon receipt of the above requested confirmation and disposition instructions, provide transportation in kind to transfer the member to the station designated in the disposition instructions received. The Marine Corps (Bill To) address shown at the top of the transportation request and meal ticket will be crossed out and the name of the department to which such transportation is chargeable will be inserted.

c. A Pay Adjustment Authorization (DD Form 139), will then be prepared and forwarded by mail to the activity to which the member is being transferred.

7100 REGULATIONS GOVERNING INVESTIGATIONS AND COURTS OF INQUIRY

1. Regulations governing investigations and courts of inquiry are contained in the Manual for Courts-Martial, United States, 1951, and the Manual of the Judge Advocate General.

7101 INVESTIGATION OF OFFENSES

1. The proper and thorough investigation of all complaints and reports alleging offenses is a major function in the proper administration of discipline.

2. Any complaint made with a view of instigating disciplinary action will be reduced to writing and signed by the complainant. Such complaints are not required to be under oath and need not be so precise in language or content as formal charges or specifications, but must set forth the complaint in such detail as will permit intelligent disposition of same.

3. A woman officer, designated by the commander shall be consulted concerning investigation of offenses suspected to have been committed by women Marines, and concerning contemplated disciplinary action for such offenses, except where a woman officer of the Armed Forces is not available. Interrogation of a woman Marine by male personnel in connection with offenses of which she is suspected shall be conducted in the presence of another woman, preferably an officer or mature noncommissioned officer, senior to the woman being interrogated, who is qualified to counsel the suspect and advise her in disciplinary matters, unless: (a) the woman being interrogated specifically requests in writing that no other woman be present; or (b) such woman is not available in cities, and areas remote from military installations where women of the Armed Forces are not assigned, and the interrogator has determined that the nature of the suspected offense is such that delay would jeopardize the proper investigation of the offense. In this latter event, the interrogator, as soon as possible, will make a full report of the incident in writing to the woman's commander. In connection with the above mentioned request, it shall be made in the presence of a woman officer or the commander, if no woman officer is available. In connection with the selection of a woman to advise and counsel the suspect, it is desirable to designate a person acceptable to the suspect and one who has her confidence.

7102 INVESTIGATION OF MOTOR VEHICLE ACCIDENTS

1. The Marine Corps Supply Manual contains instructions relating to the investigation of motor vehicle accidents.

7103 INVESTIGATION INVOLVING WORN, LOST, DAMAGED OR STOLEN PROPERTY

1. The Marine Corps Supply Manual contains instructions relating to the investigation of worn, lost, damaged or stolen property.

7150 TRIAL OF OFFICERS

1. When recommendation for trial of an officer by court-martial is made, the commander shall immediately notify the Commandant of the Marine Corps (Code DK), by airmail or message, whichever is considered appropriate, stating the name of the command to which such recommendation was made and enclosing or forwarding a copy of charges and specifications for which trial has been recommended.

2. Upon receipt of the above information, the command to which such recommendation for trial has been made will be advised whether or not current Headquarters files reveal any record of previous convictions.

3. When recommendation for trial has been approved, the convening authority shall immediately forward copies of the charges and specifications to the Commandant of the Marine Corps (Code DK), by airmail and to the Judge Advocate General of the Navy. Immediately upon completion of the trial, the convening authority shall notify the Commandant of the Marine Corps (Code DK), by airmail or message of the findings and sentence.

4. When a trial has been completed and the convening authority has reviewed and acted upon the proceedings, the usual case will then fall into one of the following categories:

a. When the officer is acquitted or when the findings and sentence have been disapproved and entirely set aside, the convening authority should:

(1) Release the officer from restraint, if any, and restore him to duty.

(2) Take steps to have appropriate field orders issued to the officer, or request the Commandant of the Marine Corps to originate orders reassigning the officer, as appropriate.

(3) Notify the Commandant of the Marine Corps (Code DK), by airmail or message making known the findings and sentence of the court and his action thereon.

b. When an officer is convicted, but where the sentence imposed is not one requiring the confirmation or approval of the President or the Secretary of the Navy prior to executing the sentence, the convening authority should, in addition to the above:

(1) Issue the normal order of promulgation of the court-martial, and forward a copy thereof to the Commandant of the Marine Corps (Code DK).

c. Upon conviction where the sentence imposed is one requiring the confirmation or approval of the President or the Secretary of the Navy prior to its execution, and the officer is in Alaska or Hawaii or outside the United States, the convening authority should:

(1) Take steps to have orders originated in the field, if appropriate, or request the Commandant of the Marine Corps to originate orders which will direct the officer's immediate return to a specific post or station within the continental limits of the United States, to await final action in his case. Orders of this nature should name the specific post or station rather than use the more commonly employed phrase "nearest naval district"; should be for temporary duty (not temporary additional duty); should include the words "proceed immediately"; and should clearly indicate the degree of custodial security under which the officer sentenced should travel.

(2) Advise the commander of the post or station to which the officer is ordered both intermediately and ultimately, as well as any other commands which should be cognizant, and make the Commandant of the Marine Corps (Code DK), an information addressee, as to the charges, findings, sentence, and the convening authority's action thereon; and as to any other facts deemed pertinent which will enable all commands concerned to take adequate precautions regarding proper

custodial security of the officer sentenced. Such information should be forwarded to all addressees by airmail or by message.

d. Where the sentence imposed is one requiring the confirmation or approval of the President or the Secretary of the Navy prior to its execution, and the officer is within the United States except Alaska and Hawaii, then the convening authority should advise the Commandant of the Marine Corps (Code DK), by airmail or message, as appropriate, of the findings, sentence, and his action thereon; the local command to which the officer will be physically attached; and the exact nature and extent of the custodial measures being employed.

5. When an officer has been ordered to a post or station to await final disciplinary action in the manner prescribed in subparagraph 4c, above, the commander shall notify the Commandant of the Marine Corps by speedletter as soon as the officer joins his command, with an information copy to the originator of field orders issued to the officer. The commander should indicate to which local organization, if any other than his own, the officer is being attached and should set forth the exact nature and extent of the custodial measures contemplated while the officer awaits final action on his sentence.

6. It should be noted that it is contrary to the policy of the Navy Department to dismiss an officer at any point in Alaska or Hawaii or outside the United States, except under special circumstances and by request to the Navy Department.

7. Where recommendation is being made to the Secretary of the Navy via the Commandant of the Marine Corps to execute a previous sentence of dismissal by reason of alleged failure on the part of the officer sentenced to comply with the conditions of his probation, the commands concerned should follow the same procedure prescribed in subparagraphs 4 and 5, above, as appropriate.

8. All reports of the character discussed in this paragraph, when made by message or letter, should refer to this paragraph and should be designated "Official Use Only" unless classification is required by reason of the contents.

7151 REPORT OF OFFICERS' PUNISHMENT

1. Nonjudicial punishment imposed upon officers shall be reported to the Commandant of the Marine Corps (Code DK), via official channels; but such report shall not be made until a reasonable time has elapsed to permit the officer punished to appeal in accordance with paragraph 134, Manual for Courts-Martial, United States, 1951. In the event an appeal is filed, the report should not be made until the appeal has been adjudicated by the officer next superior in command to the officer who imposed the punishment.

2. There will be enclosed with the report of punishment made to the Commandant of the Marine Corps copies of all correspondence incident thereto, and a narrative statement of the circumstances giving rise to the imposition of punishment if the circumstances are not fully set forth in the enclosures. A signed statement from the officer punished, setting forth any matter in his defense or in mitigation or extenuation, shall be included unless the officer concerned does not avail himself of his right to make such statement, in which case a signed statement that he does not desire to make a statement shall be included. A report of nonjudicial punishment will not be filed in officer's record unless accompanied by a statement relating thereto signed by the officer against whom the report is made.

PART E: COMPLAINTS ALLEGING INDEBTEDNESS, FAILURE TO SUPPORT DEPENDENTS AND PATERNITY OF ILLEGITIMATE CHILDREN

7200 INDEBTEDNESS

1. When a complaint alleging indebtedness is received, the following action will be taken:

a. Commanders will examine the complaint to ascertain if the complainant has complied with the requirements of SECNAVINST 1740.2 or revisions thereof. If the complaint fails to meet the requirements specified therein, the commander will return the complaint to the sender with an explanation of why the complaint was not processed.

b. When a complaint is received that complies with the requirements of SECNAVINST 1740.2 or revisions thereof, the person against whom the complaint is directed will be interviewed in private. Before the interview, he shall be read and have explained to him Article 31, Uniform Code of Military Justice. He will then be afforded the opportunity to examine the complaint and will be advised that dishonorable disregard of private indebtedness is an offense under the Uniform Code of Military Justice (see Manual for Courts-Martial, United States, 1951, par. 213b).

c. If the indebtedness is acknowledged, the individual will be advised to communicate with the complainant setting forth his intentions in the matter. The commander will reply to the complainant, if the provisions of SECNAVINST 1740.2 have been complied with, and will state that the matter has been brought to the attention of the person concerned and that he has been advised to notify the complainant as to intended disposition of the matter.

d. If the debt is denied or disputed, or if the individual does not desire to make a statement after considering the provisions of the Uniform Code of Military Justice, Article 31, the commander will so advise the complainant. The reply to the complainant will include a statement to the effect that:

(1) The Marine Corps exercises no jurisdiction or control over Federal pay or savings of its personnel and cannot, therefore, adjudicate the matter.

(2) A dishonorable failure to pay a just debt is a military offense and, in such cases, disciplinary action may be taken. However, a mere negligent omission or financial inability to pay is not criminally punishable under the Uniform Code of Military Justice. Where disciplinary action is appropriate and taken, this action cannot provide for settlement of the indebtedness.

(3) Marine Corps personnel do not, by their service connection, escape the jurisdiction of the civil courts, and that any further action on the claim must be pursued through a civil court of competent jurisdiction.

e. In preparing correspondence relating to indebtedness, the use of forms similar to figures 7-1 through 7-5 is authorized and encouraged. Additionally, the use of rubber stamps and embossing equipment is encouraged.

2. When an individual declines to make a statement, or when his statement is vague, uncertain, indefinite, or the indebtedness is denied or disputed, the commander will cause an investigation to be conducted into the matter in order to determine the facts and validity of the complaint.

3. A valid complaint of indebtedness is one where a debt has been incurred:

a. By a Marine, or

b. On his behalf by his legal dependents, with or without his consent, for necessities (including but not limited to food, shelter, clothing and medical expenses) and

c. The debt is past due, or

d. There is a court order in existence ordering the Marine to pay alimony, as distinguished from support of

dependents, and payment thereon is past due.

4. In the case of officers, warrant officers, and sergeants and above, all valid letters of indebtedness with a copy of the commanding officer's reply and the signed statement of the individual concerned will be forwarded to the Commandant of the Marine Corps (Code DK). Provided it is not contrary to local command administrative procedures, these documents may be forwarded direct to the Commandant of the Marine Corps (Code DK), without letters of transmittal (only one complete set stapled securely together) by the individual's immediate commanding officer. The Commandant of the Marine Corps (Code DK) will review all correspondence received to determine whether it is to be filed in the individual's official personnel file or in the central files of Headquarters Marine Corps. In the case of enlisted personnel, the provisions of subparagraph 15115.3z apply. In the case of officers and warrant officers, the provisions of subparagraph 15157.2g apply.

5. In the case of enlisted personnel in the grade of corporal and below, indebtedness correspondence will be retained in the files of the individual's unit or organization, as appropriate. Even though this correspondence is not forwarded to the Commandant to the Marine Corps, an entry will be made on page 11 of the individual's service record, as required by subparagraph 15115.3z.

6. Prior to forwarding valid complaints to the Commandant of the Marine Corps (Code DK), the individual shall be advised thereof and of his right to submit a statement in connection therewith along with any relevant evidence. In the event he does not desire to submit a written statement, he shall so certify in writing.

7. Complaints of indebtedness not complying with SECNAVINST 1740.2, and those determined to be invalid by the commander, and other correspondence concerning financial affairs of Marines, are not to be forwarded to the Commandant of the Marine Corps.

8. No person will, in his official capacity, furnish information regarding the personal credit rating or financial responsibility of any individual of the naval service. The mailing addresses of personnel may be furnished by the Commandant of the Marine Corps (Code DGH), if requested. A service fee of $1.50 shall be charged for each address furnished.

9. All commanders are directed to continually indoctrinate and counsel members of their commands concerning the pitfalls of installment buying, incurring debts beyond capacity to pay and the necessity for liquidating debts in a timely manner. The counseling and indoctrination should include information regarding the need for a full disclosure of the terms of the agreement, how finance and interest rates are quoted and computed, the standards of fairness which should be observed, and the forms available for this purpose.

a. Consultation with the Legal Assistence Officer when contemplating large purchases on credit will assist personnel to avoid commitments which may be difficult or impossible to carry out. Personnel who did not seek or heed advice beforehand or otherwise encounter difficulties in paying their debts should be encouraged to consult with the Legal Assistance Officer. See the Secretary of the Navy's directive dealing with the legal assistance program.

b. Personnel are to be advised that legitimate complaints forwarded to the Commandant of the Marine Corps become a matter of record and may have adverse effect on promotions and other aspects of their careers. In addition, it must be stressed that appropriate administrative action with a view towards effecting discharge from the Marine Corps, or stringent disciplinary measures will be taken promptly in flagrant cases where there are dishonorable failures to properly liquidate incurred debts.

MARINE COMPANY
MARINE BATTALION, MARINE REGIMENT
NUMBER MARINE DIVISION
NAME OF CAMP, LOCATION

1610
28 Sep 1966

TO:	IN REFERENCE TO:
MILITARY COLLECTION CORPORATION SUITES 1000-1020 CREDIT BUILDING 200 INDEBTEDNESS ROAD CHARGEATOWN, ALLSTATES	MARINE, LEATHERNECK J. JR., 9876543, Sgt. 5000/0000/0000 1540001

Gentlemen:

Receipt of your letter alleging indebtedness of the person indicated above is acknowledged. The matter has been brought to his attention and he has been advised to communicate with you setting forth his intentions in the matter.

The Marine Corps exercises no jurisdiction or control over Federal pay or savings of its personnel and cannot, therefore, adjudicate the matter.

A dishonorable failure to pay a just debt is a military offense and, in such cases, disciplinary action may be taken. However, a mere negligent omission or financial inability to pay is not criminally punishable under the Uniform Code of Military Justice. Where disciplinary action is appropriate and taken, this action cannot provide for settlement of the indebtedness.

Marine Corps personnel do not, by their service connection, escape the jurisdiction of the civil courts. Unless this matter can be resolved satisfactorily by direct correspondence with the individual, the appropriate forum for settlement is a civil court.

Sincerely yours,

J. J. Authority

J. J. AUTHORITY, MAJOR, USMC
COMMANDING OFFICER

(STANDARD FORM OF COMMANDER'S REPLY TO COMPLAINANT ALLEGING INDEBTEDNESS OF A MEMBER OF HIS COMMAND)

Figure 7-1

MARINE COMPANY
MARINE BATTALION, MARINE REGIMENT
NUMBER MARINE DIVISION
NAME OF CAMP, LOCATION

1610
28 Sep 1966

From: Commanding Officer
To: Commandant of the Marine Corps (Code DK)
Via: (1) CO, MARBN, MARREGT, 3dMARDIV
(2) CO, MARREGT, 3dMARDIV
(3) CG, 3dMARDIV

Subj: Report of unsatisfactory resolution of indebtedness case of: MARINE, LEATHERNECK J. JR., 9876543, Sgt. 5000/0000/0000 1540001

Ref: (a) MARCORPERSMAN, par 7200

Encl: (1) Letter of complaint
(2) Investigation of unsatisfactory resolution of indebtedness
(3) Individual's statement

1. Enclosures (1) through (3) are forwarded in compliance with reference (a).

J. J. Authority
J. J. AUTHORITY

(STANDARD TRANSMITTAL OF REPORT OF UNSATISFACTORY RESOLUTION OF INDEBTEDNESS)

Figure 7-2

MARINE COMPANY
MARINE BATTALION, MARINE REGIMENT
NUMBER MARINE DIVISION
NAME OF CAMP, LOCATION

1610
28 Sep 1966

TO:	IN REFERENCE TO:
MILITARY COLLECTION CORPORATION SUITES 1000-1020 CREDIT BUILDING 200 INDEBTEDNESS ROAD CHARGEATOWN, ALLSTATES	MARINE, LEATHERNECK J. JR., 9876543, Sgt. SECOND MARINE DIVISION, FMF CAMP LEJEUNE, NORTH CAROLINA

Gentlemen:

Receipt of your letter alleging indebtedness of the person indicated above is acknowledged.

The individual is no longer a member of this command. Please be advised records of this unit indicate that the last known address of the individual is as shown in the reference box above.

Therefore, your letter is returned herewith. Please refer all future correspondence to the person or his commanding officer at the address shown above.

Sincerely yours,

J. J. Authority

J. J. AUTHORITY, MAJOR, USMC
COMMANDING OFFICER

Encl:
(1) Your letter

(STANDARD FORM OF COMMANDER'S REPLY TO COMPLAINANT ALLEGING INDEBTEDNESS OF A FORMER MEMBER OF HIS COMMAND)

Figure 7-3

MARINE COMPANY
MARINE BATTALION, MARINE REGIMENT
NUMBER MARINE DIVISION
NAME OF CAMP, LOCATION

1610
28 Sep 1966

TO:	IN REFERENCE TO:
MILITARY COLLECTION CORPORATION SUITES 1000-1020 CREDIT BUILDING 200 INDEBTEDNESS ROAD CHARGEATOWN, ALLSTATES	MARINE, LEATHERNECK J. JR., 9876543, Sgt.

Gentlemen:

Receipt of your letter alleging indebtedness of the person indicated above is acknowledged.

The individual is not a member of this Command; consequently, your letter is returned herewith. In addition, a search of local records does not show his location.

In this connection, if it is known that the individual is a Marine, you may request the individual's present location from the Commandant of the Marine Corps (Code DGH), Headquarters, U. S. Marine Corps, Washington, D. C. 20380. Inquiries of this nature must include the individual's full name and service number. Please be advised that there is a service fee of $1.50 for each address supplied.

Sincerely yours,

J. J. Authority

J. J. AUTHORITY, MAJOR, USMC
COMMANDING OFFICER

Encl:
(1) Your letter

(STANDARD FORM OF COMMANDER'S REPLY TO COMPLAINANT ALLEGING INDEBTEDNESS OF A PERSON NOT A MEMBER OF HIS COMMAND NOR CAN BE LOCATED FROM LOCAL RECORDS)

Figure 7-4

MARINE COMPANY
MARINE BATTALION, MARINE REGIMENT
NUMBER MARINE DIVISION
NAME OF CAMP, LOCATION

1610
28 Sep 1966

TO:	IN REFERENCE TO:
MILITARY COLLECTION CORPORATION SUITES 1000-1020 CREDIT BUILDING 200 INDEBTEDNESS ROAD CHARGEATOWN, ALLSTATES	MARINE, LEATHERNECK J. JR., 9876543, Sgt. 5000/0000/0000 1540001

Gentlemen:

Your letter alleging indebtedness of the person indicated above is returned as enclosure (1). The letter does not establish that the requirements prescribed by the Secretary of Defense in DOD Directive 1344.7 of 2 May 1966, and promulgated in the Federal Register, Volume 31, No. 96, pp 7228-7233, have been complied with.

Upon compliance with the Department of Defense Directive and return of the letter to this command, the complaint will be processed. Enclosure (2) is furnished for your use, if you so desire.*

Sincerely yours,

J. J. Authority

J. J. AUTHORITY, MAJOR, USMC
COMMANDING OFFICER

Encl:
(1) Your letter
(2) Standards of Fairness, Full Disclosure, and Certificate of Compliance

* Forms should not be furnished to large commercial users on a recurring basis.

(STANDARD FORM OF COMMANDER'S REPLY TO COMPLAINANT NOT COMPLYING WITH SECNAVINST 1740.2)

Figure 7-5

10. The responsibility to indoctrinate and counsel Marine Corps personnel in this matter is a basic precept of military leadership. The receipt of the too numerous complaints of indebtedness, the failure of personnel to liquidate indebtedness in a timely manner, and the failure to take prompt corrective action relative thereto are indicative of a lack of genuine interest and performance of duties on the part of responsible commanders. It is the nondelegable responsibility of command, at every echelon, to ensure that Marines are indoctrinated and counseled concerning this matter and that prompt, effective corrective action is taken to eliminate, insofar as is possible, the number of complaints of indebtedness concerning Marines.

7201 SUPPORT OF DEPENDENTS

1. All Marine Corps personnel are expected to provide continuous and adequate support for their legal dependents until legal exemption is, in fact, produced. It is expected that the conditions of valid court orders will be carried out until the responsibility for compliance therewith is terminated by a civil court of competent jurisdiction or by mutual agreement, in writing, of the persons concerned.

2. Where a valid court order is in existence, and the individual concerned is financially unable to comply therewith, he shall be advised that by noncompliance with the terms of such order he renders himself liable to further action by the civil courts. He shall be advised further to seek relief in a civil court of competent jurisdiction or by mutual agreement with the party in whose favor a court order has been rendered. Requests for leave for the purpose of settling support matters will be given favorable consideration unless the public interest would be seriously prejudiced thereby. In such cases, the complainant will be advised of the circumstances and of the information given to the individual complained against.

3. In general, the following rules will govern the interpretations of divorce or annulment decrees unless it is shown that the local applicable rule of law requires another interpretation:

a. If the decree is silent as to alimony payments to the wife, it is presumed the court intended that no such payments be made.

b. If the decree is silent as to support of minor dependent children, it is presumed the court intended such payments be made. A father is relieved of the responsibility for supporting his children only when the court by express language decrees such support is not payable.

4. The failure of personnel to provide for the support of their legal dependents may constitute an offense under the Uniform Code of Military Justice or warrant administrative action with a view toward early discharge under the applicable provisions of chapter 13. No authority exists under the Uniform Code of Military Justice, however, for military authority to enforce civil court orders. If the question of support is in dispute, the following will be used as a guide for support:

For wife only--BAQ plus 20% of basic pay
For wife and one minor child--BAQ plus 25% of basic pay
For wife and two or more minor children--BAQ plus 30% of basic pay
For one child--one-sixth of basic pay
For two minor children--one-fourth of basic pay
For three or more minor children--one-third of basic pay

In the use of the above table, in no event should the amount of support be less than:

For wife only--one-third of basic pay
For wife and one minor child--one-half of basic pay

For wife and two or more minor children--three-fifths of basic pay

a. The support requirements specified above are subject to the following:

(1) For enlisted personnel in pay grades E-4 (4 or less years service) and below, support may not fall below the amount of the minimum allotment requirement of the Dependents Assistance Act of 1950 as amended.

(2) The amount of support to a dependent for whom basic allowance for quarters is claimed in the case of an officer or an enlisted member of pay grades E-4 (over 4 years' service) and above should not be less than the applicable rate of basic allowance for quarters to which that member is entitled.

b. The above guide is not intended as a permanent solution to nonsupport or insufficient support problems. The guide will be referred to as a basic instrument for determining the amount of support to be provided for a complaining dependent. When more than one household is involved, support requirements will be determined separately for each household. For example, if a member has a present wife and child and a complaint of nonsupport or insufficient support is received in behalf of two children of a former marriage, the member should provide approximately one-fourth of his basic pay for the two children of the former marriage. If the complaint is in behalf of the present wife and child, the member should provide approximately the amount of his basic allowance for quarters plus 25 percent of his basic pay or one-half of his basic pay, whichever is the greater.

5. The Commandant of the Marine Corps will give consideration to waiving the requirements of this section as regards support of the wife upon receipt of credible evidence of infidelity or desertion on the part of the wife. Such evidence must contain corroboration of any statements of the Marine concerned and should be forwarded to the Commandant of the Marine Corps, Code DN in the case of enlisted personnel, and Code DK in the case of officers, with appropriate comment and recommendation by the commander. Pending the issuance of waiver, support is required.

6. Upon failure of enlisted personnel to provide support, commanders will initiate action to cause the involuntary establishment of allowances provided by the Dependents Assistance Act of 1950, supra, or other legislation providing allowances in behalf of dependents. Correspondence on such matters shall be directed to the Commandant of the Marine Corps, Code DN in the case of enlisted personnel, and Code DK in the case of officers.

7. All complaints alleging failure to provide support will be promptly acknowledged and the complainant shall be advised of the action taken or contemplated in every instance except that no reference will be made to disciplinary action.

8. Every complaint received alleging nonsupport of dependents will be referred to the individual concerned and that individual shall be advised of the action to be taken thereon. All valid complaints will be transmitted to the Commandant of the Marine Corps, Code DN in the case of enlisted personnel, and Code DK in the case of officers, along with a report of the action taken thereon. Prior to forwarding such complaints, the individual shall be advised of the content of the Uniform Code of Military Justice, Article 31, and of his right to transmit any statement he may care to make relative to the complaint for inclusion in his official record. When an individual does not desire to make a statement, a certification to that effect will be forwarded.

7202 PATERNITY OF ILLEGITIMATE CHILDREN

1. Where there has been official adjudication of paternity by a judicial order or decree of paternity or support duly rendered by a United States or foreign court of competent jurisdiction directing personnel to contribute toward the support of a child or children, the personnel shall be informed of their moral and legal obligations as well as of their legal rights in these matters. They will be encouraged to render the necessary financial support. They shall be informed also that they are expected to contribute toward the support of the child or children whether or not paternity is admitted or acknowledged. If the court order or decree specifies an amount to be paid, the officer or enlisted person is obligated to pay such amount as the order or decree requires. If no amount is specified, the support should be rendered in accordance with an agreement made with the mother or legal guardian of the child or children; and in the absence of such an agreement, in accordance with subparagraph 7201.4.

2. Where there is no official adjudication of paternity or obligation for support, or the child is unborn, the officer or enlisted man shall be privately consulted, advised of the provisions of the Uniform Code of Military Justice, Article 31, and asked whether he admits paternity or a reasonable probability that he may be the father of the child in question. If the answer is in the affirmative, he shall be informed that he is expected to furnish support as set forth above. The complainant shall then be advised that the officer or enlisted man has indicated that he will furnish support currently although such action does not necessarily imply admission of paternity nor, a continuing obligation to furnish support. If an officer or enlisted man admits paternity or a reasonable probability that he is the father of an unborn child, he will be further expected to furnish an adequate contribution toward the expenses incidental to birth.

3. In the event the Marine declines to make a statement after considering the provisions of the Uniform Code of Military Justice, Article 31, or where there has been nothing in the nature of an official adjudication and the officer or enlisted man denies paternity or denies any reasonable probability that he may be the father of the child, the complainant shall be promptly advised of that fact and that the complainant is left to such recourse as may be afforded by civil courts. Orders will not be issued to officers or enlisted personnel for the sole purpose of subjecting them to the jurisdiction of a particular court. However, requests for leave to settle a complaint relative to paternity should be favorably considered.

4. Under no circumstances will an officer or enlisted man be told or be left with the impression that either civil or naval law requires him to marry the mother of an illegitimate child.

5. In all cases, copies of adjudications or court orders and a signed statement of the man concerned shall be forwarded to the Commandant of the Marine Corps (Code DK), with the comment of the commander. Prior to forwarding such complaints, the individual shall be advised of the content of the Uniform Code of Military Justice, Article 31, and of his right to transmit any statement he may care to make relative to the complaint for inclusion in his official record. Where an individual does not desire to make a statement, a certification to that effect will be forwarded.

6. All inquiries containing allegations of paternity against personnel who are not on active duty will be forwarded to the individual concerned in such a manner as to ensure that the inquiry is delivered to the addressee only. Official channels will be used for forwarding when practicable.

7. When inquiries received contain allegations of paternity against personnel who are not on active duty and indicate a necessity to obtain information from the alleged father to protect the physical health of either the prospective mother or the unborn child, the last known address of the former Marine may be furnished to the complainant. If a certified copy of a judicial order or decree of paternity or support duly rendered by United States or foreign court of competent jurisdiction against a former Marine is received, the last known address of the former Marine will be furnished to the complainant with return of the correspondence and the court order or decree. In these cases, the complainant will also be informed of the date of the separation of the person from the service and that the individual concerned is no longer in the service in any capacity.

a. In all other cases the correspondence will be returned to the complainant with an appropriate letter stating that the individual concerned is no longer in the service in any capacity and giving the date of final separation. In such cases the address will not be furnished and the complainant will be informed the Marine Corps assumes no responsibility for the whereabouts of individuals no longer under its jurisdiction.

CHAPTER 8

DECORATIONS, MEDALS, AND AWARDS

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CHAPTER 8

DECORATIONS, MEDALS, AND AWARDS

PART A: GENERAL

8000 DEFINITION

1. Awards encompass all decorations and unit awards, including those made by foreign governments as well as the United States; battle streamers; medals; ribbons; certificates of commendation or letters of commendation and appreciation; meritorious mast; miscellaneous badges, buttons and auxiliary insignia; and other forms of public recognition merited by Marines and Marine Corps units.

8001 SCOPE

1. This chapter contains information concerning the administration of certain awards for Marine Corps personnel and Marine Corps organizations. It supplements the detailed instructions contained in the Navy and Marine Corps Awards Manual (SECNAVINST P1650.1C), which shall serve as the consulting authority for the Marine Corps in all matters pertaining to decorations, medals and awards.

8002 RESPONSIBILITY

1. Awards are an important aspect of command responsibility at all levels. Prompt and judicious recognition of an individual's, as well as an entire unit's, meritorious achievements is a vital factor of morale. Recommendations for all awards will be initiated by the person cognizant of the meritorious achievement and all recommendations worthy of consideration will be submitted through official channels. Presentation of authorized awards will be made as soon as practicable and with appropriate ceremony.

8050 GENERAL

1. For detailed instructions beyond the scope of this chapter refer to the following manuals:

a. Navy and Marine Corps Awards Manual (SECNAVINST P1650.1C) - eligibility requirements, administrative procedures for recommending awards, including sample citations, time limitations and presentation of awards.

b. Marine Corps Uniform Regulations - wearing of and precedence of all awards, including those awards received from other branches of the Armed Forces and from foreign countries.

c. Marine Corps Flag Manual - award of, uses and display of streamers.

d. Marine Corps Orders and Bulletins - small arms and competitive marksmanship awards.

e. Marine Corps Personnel Manual - chapter 15 contains instructions for recording eligibility for awards and issuances thereof in the officer qualification record and enlisted service record book.

8051 CERTIFICATE OF COMMENDATION AND LETTER OF APPRECIATION

1. A certificate of commendation and/or letter of appreciation will be issued for exceptional performance of duty above and beyond that which is normally required and expected of an officer or enlisted person. Such certificate or letter will be issued only by general officers and those who command brigades or equivalent organizations on separate duty. In exceptional cases they will be issued by the Commandant of the Marine Corps.

2. All other officers desiring to make recommendations for certificates of commendation or letters of appreciation will submit them via chain of command to officers designated in paragraph 1, above, for issue. For commendatory services where certificates of commendation or letters of appreciation are not deemed warranted, reporting seniors are urged to include appropriate remarks on fitness reports, or award meritorious mast if deemed warranted.

3. Copies of such certificates of commendation and/or letters of appreciation will be forwarded to the Commandant of the Marine Corps (Code DGH), and notation made in the officer qualification record or service record as set forth in paragraphs 15162 and 15114.

8052 MERITORIOUS MAST

1. Whenever the performance of an enlisted person is considered noteworthy or commendable beyond the usual requirements of duty, or he demonstrates exceptional industry, judgment, or initiative, the senior who has observed him will make a report of this to the individual's commander. All such reports will be sent to the commander of a battalion or equivalent echelon. These reports will be given careful consideration and if appropriate, meritorious mast will be held. For details pertaining to the recording of meritorious mast in the service record book, see subparagraph 15114.1f.

2. Meritorious mast will not ordinarily be conducted when the services or performance of individuals is recognized through the award of certificates of commendation or letters of appreciation, or personal decorations.

3. The command to which the individual is assigned will publish information concerning the mast and entries pertaining thereto which were made in the individual's service record book.

4. Copies of meritorious masts will be forwarded to the Commandant of the Marine Corps (Code DGH) for personnel in the grade of corporal and below. For sergeants and above, copies will be forwarded with fitness reports in accordance with subparagraph 15068.5e.

8053 AWARDS FROM OTHER BRANCHES OF THE ARMED FORCES

1. General

a. Personnel of the Marine Corps serving with other branches of the Armed Forces of the United States are authorized to accept awards presented by such other service provided that they are not given for the same act or service for which a previous award has been made.

b. Commanders are responsible to have copies of all citations for decorations awarded to personnel under their command by other branches of the Armed Forces for heroism or meritorious service made a part of the official records on file at Headquarters, U.S. Marine Corps of the individual concerned. This includes personnel of the Marine Corps serving with other branches of the Armed Forces of the United States as well as those who were previously members of other branches.

2. Distinguished Unit Emblem (Army)

a. The Distinguished Unit Emblem is awarded to units of the Armed Forces of the United States and cobelligerent nations for extraordinary heroism in action against an armed enemy occurring on or after 7 December 1941. It is considered an individual decoration for persons engaged in the cited actions, and so may be worn by them, whether or not they continue as members of the unit. A member of the naval service attached to a unit cited by the Army subsequent to the cited period will not wear the Army Distinguished Unit Emblem while so attached.

8054 FOREIGN AWARDS

1. No person in the naval service shall without the consent of Congress accept any decoration or award of any kind whatsoever from any king, prince, or official of a foreign government.

a. A decoration or award tendered to a Marine on active or inactive duty by any foreign government shall be forwarded to the Commandant of the Marine Corps with a statement in explanation of the award. After approval by the Chief of Naval Operations the award will be forwarded to the Department of State where it will be held in escrow pending the consent of Congress. This policy shall also be observed where the decoration or award is tendered to a member of the immediate family of a Marine. The Department of State is directed by law to furnish the second session of each alternate Congress with an omnibus bill authorizing all officers and employees named therein to accept the decorations, awards, and gifts tendered to them by foreign governments. The bill shall include only those officials and employees who have retired permanently from Federal Service.

b. Individuals may participate in a formal presentation ceremony upon invitation of a foreign nation and receive the tender of an award. Such receipt does not constitute an acceptance of the award by the recipient. This permission does not apply, however, to personnel performing any duty whatsoever in connection with the Military Assistance Program unless the award is in recognition of actual combat services or heroism involving the saving of life.

2. French Fourragere

a. The fourragere was awarded by the French Ministry of War to those units which were cited two or more times in the French Orders of the Army during World War I. The fourragere became a part of the uniform of the unit so recognized.

b. The Fifth and Sixth Marine Regiments have been so cited and all personnel are authorized to wear the fourragere while serving in these units.

c. In order for an individual to be entitled to wear the fourragere permanently he must have been a member of one of the above-named organizations or of the Sixth Machine Gun Battalion (since disestablished) on at least two of the occasions for which they were cited.

d. The Commanders of the Fifth and Sixth Marine Regiments are authorized to issue the fourragere.

8055 STARS AWARDED FOR COMBAT AIRCREW INSIGNIA (formerly called Aircrew Insignia)

1. Individual combat stars shall be authorized by unit commanders to those aircrewmen who have engaged:

a. Enemy aircraft.

b. Enemy vessels with bombs, rockets, torpedoes, guns or missiles.

c. In offensive or defensive operations against enemy fortified positions.

2. Combat aircrewmen qualified under the provisions of paragraph 1, above, to wear combat stars, may wear the combat aircrewmen insignia on a permanent basis. A maximum of three combat stars may be awarded for display on the combat aircrew insignia. Combat action reports in excess of three stars shall be credited on the individual's service record only. A copy of the authorization granted on a permanent basis as defined herein will be forwarded to the Commandant of the Marine Corps (Code DGH) for inclusion in the individual's permanent record. All inquiries concerning this insignia shall be addressed to Commandant of the Marine Corps (Code AAZ).

3. Appropriate notation shall be made in the officer qualification record or enlisted service record of each person who receives this award.

4. Regulations concerning the Combat Aircrew Insignia and procurement thereof are contained in paragraph 4019.

8100 HONORABLE DISCHARGE BUTTON AND PIN

1. Each enlisted person of the Marine Corps who is honorably discharged or discharged under honorable conditions from the service and does not reenlist will be issued a Marine Corps honorable discharge button, or pin in the case of women, to be worn only with the civilian dress.

2. Each enlisted member of the Marine Corps Reserve, who has served on continuous active duty for 30 days or more, will be issued one of these buttons upon honorable discharge or discharge under honorable conditions from the Marine Corps Reserve, provided he does not reenlist.

3. Discharged personnel who are authorized to receive a button and have not, or have lost such insignia, should make application to Commandant of the Marine Corps (Code DL). For issuing authority refer to paragraph 8151.

8101 RETIRED LAPEL BUTTON

1. The Retired Lapel Button denotes affiliation with the Marine Corps and is to be worn only with civilian dress. This button will be issued by the Commandant of the Marine Corps to all Marine Corps and Marine Corps Reserve personnel upon their permanent retirement on or after 1 July 1955. Those personnel retired prior to 1 July 1955 and those personnel desiring replacements may purchase these buttons from Marine Corps exchanges or military shops.

2. Further information may be found in The Handbook for Retired Marines.

8102 DELETED (Ch. 4)

8103 GOLD STAR LAPEL BUTTON

1. Upon application to the Commandant of the Marine Corps (Code DL), one Gold Star Lapel Button will be furnished, without cost, to the widow and to each of the parents of a Marine. who lost or loses his or her life in service during World War I, World War II or during any subsequent war or period of armed hostilities in which the United States may be engaged. Gold Star Lapel Buttons will also be furnished to other next of kin, as set forth in paragraph 3, below, upon application and payment of an amount sufficient to cover the cost of manufacture and distribution.

2. Not more than one button will be furnished to any one individual except in those cases where the button has been lost, destroyed or rendered unfit for use through no fault or neglect on the part of the person to whom it was issued. Such button may be replaced, upon application, and by payment of an amount sufficient to cover the cost of manufacture and distribution.

3. As used above, the term "widow" also shall include widower. The term "parents" shall include mother, father, stepmother, stepfather, mother and/or father through adoption, and foster parents who stood in loco parentis. The term "next of kin" shall only include children, brothers, sister, half brothers and half sisters. The term children shall include stepchildren and children through adoption. The term "World War I" shall include the period extending from 6 April 1917 to 3 March 1921; and the term "World War II" shall include the period extending from 8 September 1939 to 25 July 1947 at 12 o'clock noon. The period covered by the Korean conflict is from 27 June 1950 to 27 July 1954, inclusive.

4. Application forms, Form NME Form No. 3 dated 1 May 1948, and assistance in completing them may be obtained from any nationally recognized veterans organization and Gold Star Organizations. If unable to obtain forms from these sources, requests should be addressed to Commandant of the Marine Corps (Code DL), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

8150 COMBAT AWARD RECOMMENDATION CARDS (NAVMC 539-PD (Rev. 5-52))

1. These cards are utilized by the Navy Department Board of Decorations and Medals and by delegated authorities in the consideration of recommendations for personal decorations of a meritorious or heroic nature, or in operations in support of combat actions.

2. Commanders of all units down to and including squad level, or any other individual cognizant of the meritorious achievement are authorized to prepare a combat award recommendation card as soon as practicable after an act meriting recommendation for an award is performed.

3. The cards which are self-explanatory will be completed in full, signed by the person making recommendation and submitted via official channels to the cognizant commander as soon as practicable.

8151 INITIAL AND REPLACEMENT ISSUE

1. General

a. Whenever a decoration, medal, lapel button or auxiliary insignia awarded in accordance with existing laws and regulations becomes lost, destroyed, or rendered unfit for use through no fault or neglect of the person to whom originally awarded, it shall be replaced without charge upon presentation of satisfactory evidence of the cause of loss, etc. However, if lost through negligence, the loser may replace such awards only by purchase at current published prices.

2. Issued by Headquarters Marine Corps

a. The Commandant of the Marine Corps (Code DL) issues decorations, campaign and service medals, appurtenances thereto, expert rifle and pistol requalification bars, and lapel buttons to members and former members of the Marine Corps and to the next of kin of deceased Marines.

(1) Above items are issued in response to individual applications. Commanders may originate applications for members of their commands provided they itemize the awards desired and identify the intended recipient in each instance.

(2) Applications for above items (original issue or replacement) should reach the Commandant of the Marine Corps (Code DL) not later than six weeks prior to the date desired. Applications should be individual requests.

(3) Applications requesting replacement of above items will include statement giving circumstances under which item was lost, destroyed or rendered unfit for use. Commanders will state whether or not the requested item was lost, etc., through the fault or neglect of the person to whom it was awarded. Applications not containing this statement will be returned.

(4) Personnel who have served in both officer and enlisted grade, or in other branches of the U.S. Armed Forces should include all service numbers.

(5) Stock necessary to support issues of items listed in subparagraph a, above, resulting from individual applications is maintained at Headquarters Marine Corps. The Marine Corps Stock Fund is reimbursed for this inventory at Headquarters level, therefore commanders are not to cite funds in the application.

b. Purple Heart Certificates

(1) Application for Purple Heart Certificates should be made to Commandant of the Marine Corps (Code DL). Wounds must be substantiated in the records of this Headquarters before certificate can be issued.

3. Issued by Field

a. Commanders are currently authorized to issue the following as appropriate to members of their commands:

(1) Good Conduct Awards with Certificates

(2) Organized Marine Corps Reserve Awards with Certificates.

(3) All small-arms qualification badges and bars except Rifle and Pistol Expert Requalification Bars.

(4) Honorable Discharge Button.

(5) French Fourragere (only by commanders of the Fifth and Sixth Marine Regiments).

b. In making replacement, commanders will be guided by the provisions of subparagraph 1a, above, and will only issue those items stocked for regular issue in the activity involved. Since these items come under the cognizance of the Single Manager Program, requisitions for authorized stocks should be submitted to the normal source of supply. Under no circumstances are requisitions for stocks of these items to be submitted to Commandant of the Marine Corps.

4. Items not Issued

a. Ribbon bars, except initial issue for personal decorations and unit awards, will not be issued by the Commandant of the Marine Corps. Replacements for ribbon bars of personal decorations and all other bars must be purchased at the individual's expense from Military Exchanges or commercial sources.

b. Combat Aircrew Insignia will not be issued by the Commandant of the Marine Corps or the appropriate commander. Insignia may be procured from Military Exchanges upon presentation of appropriate letter of authorization.

CHAPTER 9

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CHAPTER 9

LEAVE AND LIBERTY

PART A: GENERAL

9000 SCOPE

1. This chapter contains detailed information and instructions for the administration of leave and liberty policies established by the Secretary of the Navy and paragraph 1050 Marine Corps Manual. Instructions for reporting and recording leave are set forth in paragraph 16090 and 15119.

9001 RESPONSIBILITY

1. Experience indicates that vacations and short periods of rest from duty provide benefits to health and welfare which are necessary to the maintenance of maximum effectiveness. Therefore, persons authorized to grant leave and liberty as set forth in paragraph 9150 will establish and regulate quotas to provide for maximum utilization of leave and liberty consistent with workload and their responsibility for maintaining the degree of readiness required to accomplish the mission of their organization.

2. It is not intended that large leave balances be accrued for settlement upon separation or release from active duty. Taking of leave shall not be mandatory.

PART B: LEAVE ENTITLEMENT AND COMPUTATION

9050 ENTITLEMENT

1. Members of the Marine Corps and the Marine Corps Reserve on active duty earn leave at the rate of two and one-half calendar days for each month of active service, except that:

a. No leave can be earned for periods of less than 30 consecutive days of active duty or active duty for training with pay, or any period of active duty for training without pay.

b. No leave can be earned during periods of time lost. Although officers do not lose time for the types of absences set forth in paragraph 15111 they do not earn leave during such absences. (See paragraph 15111 for instructions on computing time lost and paragraph 15119 for method of recording leave deductions due to absence.)

c. No leave can be earned while in an authorized leave status without pay.

9051 COMPUTATION

1. Leave is accounted for on a fiscal year basis (1 July to 30 June). The following tables will be used as an aid in computing leave provided that utilization of such tables does not result in any individual receiving more than two and one-half days' leave credit for each actual month of service.

a. This table will be used to determine leave earned from day of enlistment or entry on active duty to 30 June.

Date of month entered active duty during current fiscal year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-6 - - - - - -	30	27½	25	22½	20	17½	15	12½	10	7½	5	2½
7-12 - - - - -	29½	27	24½	22	19½	17	14½	12	9½	7	4½	2
13-18 - - - -	29	26½	24	21½	19	16½	14	11½	9	6½	4	1½
19-24 - - - -	28½	26	23½	21	18½	16	13½	11	8½	6	3½	1
25-31 - - - -	28	25½	23	20½	18	15½	13	10½	8	5½	3	½

b. This table will be used to compute leave earned from 1 July to date of separation.

Date of month of separation	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-6 - - - - - -	½	3	5½	8	10½	13	15½	18	20½	23	25½	28
7-12 - - - - -	1	3½	6	8½	11	13½	16	18½	21	23½	26	28½
13-18 - - - -	1½	4	6½	9	11½	14	16½	19	21½	24	26½	29
19-24 - - - -	2	4½	7	9½	12	14½	17	19½	22	24½	27	29½
25-31 - - - -	2½	5	7½	10	12½	15	17½	20	22½	25	27½	30

c. To compute either leave accruals or deductions for periods which neither start on 1 July nor end on 30 June, the above tables will be used in the following manner:

(1) For periods that start and end in the same fiscal year (leave year), these three steps are necessary:

(a) Step One. Use the table in subparagraph b, above, to determine the amount of leave that can be accrued from 1 July, the start of the fiscal year, through the last day of the period involved.

(b) Step Two. Use the table in subparagraph b, above, to determine the amount of leave that can be accrued from 1 July, the start of the fiscal year, through the day immediately preceding commencement of the period involved.

(c) Step Three. Subtract the amount obtained in step two from the amount obtained in step one; this will be the leave accrual or deduction for the period involved.

(d) Examples

1. Assume that we wish to determine leave accrual for the period 25 August to 16 November 1962, inclusive. Using the table in subparagraph b, we first determine that $11\frac{1}{2}$ days can be accrued for the period 1 July to 16 November, inclusive. Next, we find from the table that $4\frac{1}{2}$ days' leave can be accrued for the period 1 July through 24 August, the day immediately preceding commencement of the period involved. Then, subtracting $4\frac{1}{2}$ from $11\frac{1}{2}$ days we find that the proper accrual for the period 25 August through 16 November is 7 days.

2. Assume that we wish to determine the proper leave deduction for a period of nonaccrual, 1 February 1962 to 2 March 1962, inclusive. Using the table in subparagraph b, above, we first determine that $20\frac{1}{2}$ days can be accrued for the period 1 July to 2 March inclusive. Next, we find from the table that $17\frac{1}{2}$ days' leave can be accrued for the period 1 July through 31 January, the day immediately preceding commencement of the period involved. Then, subtracting $17\frac{1}{2}$ from $20\frac{1}{2}$ we find that 3 days is the proper leave deduction for the period 1 February through 2 March.

(2) For periods that start in one fiscal year (leave year) and end in the next fiscal year, these three steps are necessary:

(a) Step One. Use the table in subparagraph a, above, to determine the amount of leave that can be accrued from the first day of the period involved to the end of the first fiscal year involved in the computation.

(b) Step Two. Use the table shown in subparagraph b, above, to determine the amount of leave that can be accrued from the start of the final fiscal year under consideration through the last day of the period involved.

(c) Step Three. Add the amounts obtained in steps one and two to determine the total accrual for the period involved.

(d) Example. Assume that we wish to determine the proper leave deduction or accrual for the period 22 February 1961 to 19 July 1961, inclusive. Using the table in subparagraph a, above, we find that 11 days' leave can be accrued for the period 22 February 1961 to 30 June 1961. Next, using the table in subparagraph b, above, we find that 2 days' leave can be accrued for the period 1 July to 19 July 1961, inclusive. Addition of the amounts obtained by the first two steps indicates that 13 days is the total amount of leave that can be earned or deducted for the period 22 February 1961 to 19 July 1961, inclusive.

d. The following table will be used to compute accruals and deductions of leave for periods within one specific calendar month. This table will not be used for computations involving more than one month.

Number of days' leave or time lost	Leave accrual or deduction
1-6	$\frac{1}{2}$ day
7-12	1 day
13-18	$1\frac{1}{2}$ days
19-24	2 days
25-31	$2\frac{1}{2}$ days

9052 LIMITATION

1. Accrued leave balances must be reduced to 60 days on the following occasions, as of the first day of the fiscal year or upon separation or release from active duty, whichever occurs first. Leave which has been lost at the beginning of the fiscal year or upon separation or release from active duty is irrevocably lost and may not be taken as leave or compensated for in cash.

9053 DAY OF DEPARTURE

1. The calendar day of departure from duty station is a day of duty.

9054 DAY OF RETURN

1. If return is after the beginning of working hours on shore station, or after the hour of 0900 aboard ship, the calendar day of return is a day of leave. If return is before the beginning of working hours, or before the hour of 0900 aboard ship, the calendar day of return is a day of duty.

9055 LEAVE INTERRUPTED BY HOSPITALIZATION

1. Personnel hospitalized while on leave will not be charged with leave for the period of hospitalization. Day of admission and day of discharge from hospital, as well as intervening dates, will be days of hospitalization regardless of hour of admission or release.

2. Any person who is hospitalized while in a leave status shall report his status and request instructions from his commander. Upon release from hospitalization, personnel shall revert to a leave status unless otherwise ordered. Reversion to leave status and leave address shall be reported to his commander, preferably by telegram, upon release from the hospital. The pertinent section of the leave form (NAVMC 3-PD Revised 4-51) must be completed by proper authority to verify hospitalization. If hospitalized while on leave in conjunction with change of station or temporary additional duty orders, an endorsement of such orders showing period of hospitalization is required.

9056 LEAVE INTERRUPTED BY TEMPORARY ADDITIONAL DUTY AND TEMPORARY DUTY

1. When personnel are ordered to temporary additional duty or temporary duty while on leave or delay counted as leave, the period of temporary duty or temporary additional duty plus travel time, if required, will not be counted as leave.

2. Unless directed otherwise, personnel ordered to temporary additional duty while on leave or to temporary duty while on delay, revert to leave or delay status at their leave address upon the completion of such duty and travel, if any is involved.

3. Personnel ordered to temporary additional duty or temporary duty as set forth above will endorse their orders to indicate the date and hour of departure from and return to their leave address.

9057 EMERGENCY LEAVE INVOLVING TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES

1. The following shall apply in computing leave in the case of personnel authorized emergency leave involving travel outside the continental United States:

a. Emergency leave to visit continental United States commences on the date of departure for leave destination from the port, or aerial port, of debarkation within the continental United States. Return to duty status commences when the individual reports to the port, or aerial port, of embarkation within the continental United States for return to duty outside the continental United States.

b. Emergency leave to visit an area other than the continental United States will commence upon the individual's departure from the port, or aerial port, of debarkation in the area of the emergency. Emergency leave will terminate upon return to such port, or aerial port, or other designated station. Leave will also be charged for all travel performed in the continental United States.

c. Ordinarily, the periods to be charged as leave in case of emergency

leave involving travel outside the United States will be determined by the endorsements on leave authorization forms or travel orders. However, when it is impossible or impracticable to obtain such endorsements, members will furnish a certificate showing complete itinerary, including dates, hours, and places of all departures and arrivals.

2. For the purpose of computing emergency leave in accordance with subparagraph 1, above, the continental United States is defined as the United States less Alaska and Hawaii.

9058 ABSENCE PENDING ACTION ON DISABILITY RETIREMENT

1. When personnel are ordered home pending action on disability retirement proceedings, the time awaiting orders will be charged against accrued leave. If the period awaiting orders is greater than the accrued leave, the difference will be dropped; it will not be charged as excess leave.

➧9059 ABSENCES EXCUSED AS UNAVOIDABLE

1. Absence Over Leave. A period of absence over leave, if excused as unavoidable, will be charged to leave.

2. Absence Without Leave. A period of absence without leave, if excused as unavoidable, will be charged to leave.

3. Absence Over Liberty. A period of absence over liberty, if excused as unavoidable, will be charged to leave. Moreover, if the excused period plus the period of the authorized liberty total more than 72 hours, the entire period will be converted to leave.

4. Exception. As an exception to above policies, commanders may waive any charge to leave for absences they excuse as unavoidable due to mental incapacity or detention by civil authorities.

PART C: DEFINITIONS

9100 LEAVE

1. Leave is the authorized absence of an individual from a place of duty, chargeable against the individual in accordance with regulations prescribed by the Secretary of the Navy.

9101 LIBERTY

1. Liberty is the authorized absence of an individual from a place of duty not chargeable as leave.

9102 ACCRUED LEAVE

1. Accrued leave is the term used to describe the amount of leave accumulated to the individual's credit.

9103 ADVANCE LEAVE

1. Advance leave is leave granted to a service member with pay and allowances prior to its accrual.

9104 EXCESS LEAVE

1. Excess leave is authorized leave over and beyond any accrued or advanced leave that can be granted. Personnel are not entitled to pay and allowances, including leave accrual, during periods of excess leave. In addition, the term "excess leave" is used to describe a minus balance of leave at the time of separation, reenlistment, or extension of enlistment.

9105 SICK LEAVE

1. Sick leave is the term used to describe a period of authorized absence granted personnel while under medical care and treatment. Such leave is considered to be a part of the period of medical care and treatment and therefore is not chargeable as leave.

9106 GRADUATION LEAVE

1. Graduation leave is the term used to describe a period of authorized absence granted as delay in reporting to the first duty station in the case of graduates of a service academy who are appointed commissioned officers in the Armed Forces. Graduation leave is not chargeable as leave.

9107 EMERGENCY LEAVE

1. Emergency leave is absence from duty granted for humanitarian reasons. That is, to enable a Marine to take care of an unusual or serious problem affecting him or a member of his immediate family. Emergency leave is chargeable as leave.

9108 REENLISTMENT LEAVE

1. Reenlistment leave is leave granted as an incentive to reenlistment. Such leave is chargeable.

9150 AUTHORITY

1. Subject to any restrictions and instructions established by higher authority and this manual, liberty, leave, and extensions of leave may be granted or canceled by:

a. The Commandant of the Marine Corps

b. Commanding Generals

c. Commander, Marine Air Reserve Training

d. Commanding Officers

e. Directors, Marine Corps Districts

f. Officers in Charge of Recruiting Stations

g. Inspector-Instructors

h. Any officer or noncommissioned officer authorized by the Commandant of the Marine Corps.

2. Officers and noncommissioned officers authorized to grant leave and liberty, as designated in the above subparagraphs, may also grant leave and liberty to Navy personnel under their command or in their charge.

3. Commanding officers of ships, and commanding officers or officer in charge of naval shore stations having Marine detachments assigned thereto, may grant leave and liberty to the Marine personnel of the detachment or delegate the authority to do so to the detachment commander.

4. Any of the officers authorized to grant leave and liberty, as designated in the above subparagraphs, may authorize subordinates to grant leave and/or liberty to Marines or Navy personnel temporarily placed under their command or in their charge.

9151 GUIDES AND LIMITATIONS IN THE GRANTING OF LEAVE

1. General. No period of routine vacation from duty shall exceed 60 days. Moreover, routine leave may not be granted to exceed a total of 60 days in any fiscal year.

2. Advance Leave. Advance leave may be granted in an amount not to exceed 45 days provided that the number of days granted does not exceed that which would normally be earned by the member during the remaining period of his obligated active duty. For this purpose, leave that may be earned due to extension of enlistment will not be advanced prior to the effective date of such extension. Requests for advance leave of greater duration will be forwarded to the Commandant of the Marine Corps.

3. Emergency Leave

a. Up to 105 days accrued and advance leave may be granted as emergency leave when the individual has already accrued 60 days leave. When the amount of accrued leave is less than 60 days, the period which may be authorized will be correspondingly less. Requests for leave or extensions thereof of greater duration granted under this subparagraph will be referred to the Commandant of the Marine Corps (Code DN).

b. Excess leave may be used for emergency leave provided that the aggregate leave granted (regular + advance + excess) does not total more than 60 days. Requests for excess leave of greater duration will be forwarded to the Commandant of the Marine Corps.

c. Emergency return to the United States on an individual basis will normally be authorized in the following circumstances which must be verified by appropriate means:

(1) Upon death of a member of the Marine's immediate family; i.e., father, mother, person standing in loco parentis, spouse, children, brother, sister, or any only living relative.

(2) When the return of the Marine will contribute to the welfare of a dying member of his immediate family (see subpar. c(1), above).

(3) When due to any serious illness or accident to a member of the immediate family (see subparagraph c(1), above), important responsibilities are placed upon the member which cannot be performed by anyone else or by other means and which cannot be accomplished from his duty station.

(4) When failure of the member to return home would create a serious and unusual hardship on either himself or his family.

d. The basis for granting emergency leave within the United States will be the same as the basis for granting emergency return to the United States as stated in sub paragraph c, above.

e. When emergency leave is granted, instructions will be given personnel prior to departure that any application for extension must be made to their commander.

4. Reenlistment Leave. Personnel may be granted reenlistment leave within the following limitations:

a. Only one period of reenlistment leave may be granted during an enlistment.

b. Reenlistment leave should be granted immediately following reenlistment. When not granted immediately, reenlistment leave may be granted at any time during an enlistment subject to exigencies of the service.

c. For those who reenlist on the day following discharge, reenlistment leave may consist of accrued leave carried over from the previous enlistment plus 30 days advance leave. Such a combination of leave shall not exceed 90 days.

d. For those who reenlist two or more days, excluding Sundays and holidays, following the day of discharge 30 days leave may be granted as reenlistment leave.

5. Sick Leave

a. Only the Commandant of the Marine Corps may grant sick leave when recommended by the Bureau of Medicine and Surgery in action taken on report of a Board of Medical Survey, a Clinical Board, or on findings of a Physical Evaluation Board. When a Marine is released from the hospital and sick leave is recommended, a request will be submitted to the Commandant of the Marine Corps (Code DF) for authority to grant such leave.

b. Commanding officers of service hospitals within the United States inclusive of Hawaii and Alaska may grant up to 30 days sick leave to personnel while they are on the sick list in that hospital.

c. Managers of Veterans' Administration hospitals may grant sick leave to Marines while they are patients in such hospitals.

d. The Commandant of the Marine Corps may grant sick leave to repatriated prisoners of war upon their return to the United States with or without reference to a board, or a physical evaluation board.

6. Leave to Await Results of Appellate Review

a. Personnel who have been sentenced to a punitive discharge or dismissal by court-martial may be granted indefinite periods of leave pending completion of appellate review.

b. When such leave is granted, it may be terminated at any time by the authority granting the leave or superior authority by written notification to the member concerned.

c. Before leave to await result of appellate review can be granted, the following conditions must exist:

(1) The member is not sentenced to confinement or the member's confinement has been completed.

(2) The member has requested such leave in writing.

(3) If the individual is an enlisted member, the Court-Martial Progress Report (NAVPERS 3047) has been submitted and the member has either executed a Waiver of Restoration (NAVPERS 3049) or has requested and been denied suspension of his punitive discharge or restoration to duty.

d. Leave granted in accordance with subparagraph a, above, will be charged to accrued leave to the extent available. In addition, excess leave may be granted. The individual will not receive pay and allowances for the portion granted as excess leave.

e. Leave to await appellate review will be granted by means of individual orders containing explicit instructions. Two copies of the orders will be signed by the individual concerned acknowledging instructions and receipt thereof, and his signature will be witnessed immediately for retention on file.

f. Prior to departure, the commander will ensure that the Marine has been:

(1) Physically examined in accordance with the requirements of chapter 15 of the Manual for the Medical Department. Such physical examination is to be made in lieu of the examination required to be given enlisted personnel within 72 hours of discharge.

(2) Required to surrender all government property in his possession or on charge to him.

(3) Informed that while on such leave he remains subject to orders of competent military authority and that he shall keep his commander informed of a change of leave address. In addition, it should be made clear that in the event the punitive discharge or dismissal is not approved, he may be ordered to return to his organization for a rehearing or other disposition of the case.

(4) Informed in writing that upon completion of appellate review, copies of the decision of the appellate tribunals and any action taken thereon shall be forwarded to him at his leave address. It should be made clear that in the event punitive discharge or dismissal is affirmed and clemency action has been completed, separation processing may be completed without requiring his presence. Appropriate discharge papers, including a check for such amount as may be due him, if any, shall be forwarded to his leave address.

7. Leave as Delay upon Transfer

a. Leave may be granted to officers as delay en route upon permanent change of station. Such leave will be authorized by the Commandant of the Marine Corps. The commander will grant the maximum amount of delay to count as leave authorized by the Commandant unless exigencies of the service require that he reduce it.

(1) Officers, when requesting extension of leave granted as delay en route, will apply by telegram to the Commandant of the Marine Corps. The message will include the reason for request, and a statement as to whether or not the requested extension would result in excess leave.

(2) For officer personnel granted leave to count as delay en route, endorsements of detaching orders will contain the leave address of the officer being detached. This address should be one where the officer plans to spend his leave or the address of an individual who will know the location of the officer at all times while the officer is in a delay status. A copy of the officer's orders with the endorsement will be forwarded promptly by the detaching command to the Commandant of the Marine Corps (Code DF) and to the officer's new duty station.

(3) While on delay counting as leave, all officers are required to keep the Commandant of the Marine Corps (Code DF) and their new duty stations informed of any changes to their leave address.

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b. Leave may be granted to enlisted personnel as delay en route upon permanent change of station. Authorization for such leave will be included in the orders or endorsements thereto by the commander and may be in any amount to which the individual is entitled.

(1) Commanders granting leave to enlisted personnel to count as delay en route will include, in the orders or in endorsements thereto, the leave address and the number of days accrued leave standing to the credit of the individual after he has taken the leave so authorized.

(2) For enlisted personnel granted leave to count as delay en route, a copy of orders will be forwarded promptly to the command to which they are to report, by the commander delivering the orders.

(3) Enlisted personnel, when requesting extension of leave granted as delay en route, will apply by telegram direct to the command to which they are ordered to report, stating the reason for the request and the number of days of leave remaining to their credit as stated in their orders.

(4) While on delay counting as leave, all enlisted personnel are required to keep the command to which they are to report informed of any change in leave address.

c. Commands delivering orders to enlisted personnel who are ordered overseas, will afford them the opportunity of taking all their accrued leave prior to transfer or as delay en route to a staging command or port of embarkation.

8. Leave in Conjunction with Temporary Additional Duty (TAD)

a. Leave in conjunction with temporary additional duty may be granted only when specifically authorized by the Commandant of the Marine Corps. Authorization will be granted only in exceptional or unusual circumstances that must be explained when request for leave is submitted.

b. As an exception to the foregoing, leave in conjunction with TAD under instruction will be granted by leave granting authorities in accordance with the following:

(1) When the course or period of instruction is in excess of 2 weeks, leave may be granted at the discretion of the leave granting authority for such periods as he is authorized to grant.

(2) When the course or period of instruction is of 2-week duration or less, leave may be granted at the discretion of the leave granting authority for a period not exceeding the length of the course.

(3) Such leave may be granted while en route to or returning from place of TAD, or if specifically included in orders, both en route to and returning from TAD.

c. As a further exception to the provisions of subparagraph a, above, leave granting authorities may grant leave in conjunction with TAD to escort deceased Marine Corps personnel.

9. Leave while Awaiting Separation

a. Leave may be granted while awaiting separation, providing the individuals accounts have not been closed for settlement.

b. Leave will not be granted to personnel awaiting separation under other than honorable conditions except as indicated in paragraph 6, above.

10. Visits to the United States

a. Commanders of organizations stationed outside the continental United States may grant leave to return to the United States as follows:

(1) Emergency leave may be granted in accordance with paragraph 3, above.

(2) Reenlistment leave may be granted when the Marine reenlists for the purpose of prolonging present overseas tour. If not taken immediately upon reenlistment, reenlistment leave

may not be authorized until completion of overseas tour of duty.

(3) When leave would be lost if not taken during current overseas tour.

(4) When the circumstances of the case are such that the commander deems the leave to be warranted and the service of the individual can be spared.

(5) Additional administrative requirements are contained in subparagraphs 9201.1, 9202.1, 9203.1 and 9204.1 and 2.

(6) Refer to subparagraph 9057.2 for definition of continental United States.

11. Visits Outside the United States

a. Written permission by the Commandant of the Marine Corps is required for visits on leave to areas outside the United States except as indicated below. Requests for such permission will list each country to be visited. Civilian clothing will be worn during the period while visiting or traveling in such areas.

b. Permission from the Commandant of the Marine Corps is not required for unofficial visits while on leave to Puerto Rico, the Virgin Islands, Bahamas, Bermuda, Jamaica, Canada, Mexico, the Canal Zone, and Guam. Civilian clothing will be worn while on leave in these areas unless such wear conflicts with area uniform regulations.

c. In the event passports are required for entry into the area to be visited while on leave, they will be obtained by the traveler.

d. Additional administrative requirements are contained in subparagraphs 9201.1, 9202.1 and 9204.1 and 2.

9152 GUIDES AND LIMITATIONS IN THE GRANTING OF LIBERTY

1. Limitation. Liberty may not be granted in conjunction with leave.

2. Overnight Liberty. Liberty may be granted from the end of normal working hours until the commencement of working hours on the following day.

3. Weekend Liberty. Liberty may be granted on Friday or Saturday from such time as the commander determines until the commencement of working hours on Monday morning.

4. Forty-eight Hour Liberty. Liberty may be granted at any time for 48 hours or less. Moreover, liberty granted for 48 hours which expires between the hours of 1600 and midnight may be extended to 0800 the next day.

5. Seventy-two Hour Liberty. A 48-hour period of liberty may be extended to 72 hours by the commander if the period will include a legal holiday, as prescribed in the U.S. Navy Regulations, article 2186, or a holiday which is authorized by the President or the Secretary of the Navy. When 72-hour liberty is granted, an extension similar to that permitted by paragraph 4, above, may also be applied.

6. Ninety-six Hour Liberty. When specifically authorized by the Commandant of the Marine Corps, commanders may grant liberty for periods up to 96 hours provided that the days of Saturday and Sunday are both included in such liberty. 96-hour liberty may not be extended in the manner provided by paragraph 4, above, since, in no event, may liberty exceed a total of 96 hours. Current Marine Corps directives will specify the commands authorized to grant 96-hour liberty.

7. Travel Limits for Liberty

a. Liberty includes permission to leave the duty station, but it does not include permission to leave the general vicinity of the post or station. The general vicinity of the duty station is defined as being any point at such distance from the duty station to which personnel may normally travel and return during the period of liberty granted by using the usual means of commercial transportation, excluding air.

b. In special circumstances, commands may authorize personnel to travel beyond normal liberty limits

by issuing a Liberty Request/Out of Bounds Pass (NAVMC 10471-PD (4-60)).

8. Liberty lists will be maintained through the use of NAVMC 10472-PD.

9153 COMMAND RESPONSIBILITY

1. When commanders grant leave to attached personnel, they must provide the parent unit a timely and accurate report of leave taken.

9154 PERSONAL RESPONSIBILITY

1. It is the personal responsibility of all personnel to keep themselves informed as to the number of days leave they have earned. This must be done in order that they may keep requests for leave within amounts to which entitled.

PART E: MISCELLANEOUS ADMINISTRATIVE REQUIREMENTS

9200 REGULATION PUBLICATION

1. All commands will publish leave and liberty regulations in local orders.

9201 INSTRUCTIONS TO BE INCLUDED IN LOCAL LEAVE AND LIBERTY REGULATIONS

1. Commanders will include the following instructions in their leave and liberty regulations:

a. Military police, air police and shore patrols of the Armed Forces and all officers, warrant officers, petty officers, and noncommissioned officers are authorized to take preventive or corrective measures, including apprehension if necessary, in the case of any member of the Armed Forces who commits a breach of the peace, disorderly conduct, or any other offense which reflects discredit upon the services. Personnel so apprehended will be returned to the jurisdiction of their respective services as soon as possible.

b. Personnel on leave or liberty must understand that this authority has its foundation in law and that they are required to conduct themselves accordingly. Those exercising such authority are enjoined to do so with judgment and tact. Particularly, apprehension should not be resorted to where corrective measures will suffice.

9202 RESPONSIBILITY FOR RETURN FROM LEAVE

1. Leave is granted under the condition that the individual can return to duty upon termination of leave at the place and time specified in the authorization. Before authorizing leave, leave granting authorities must ascertain that personnel going on leave have sufficient funds to reach their leave address as well as for returning to their duty station. In addition, prior to leaving, personnel should be advised that they may, when circumstances require, request assistance in obtaining return transportation at any service installation. Cost of such transportation will be checked against their accounts. It also should be made clear to personnel that such requests for assistance in returning from leave will be investigated, and that despite checkage of their account, they may still be liable to disciplinary action for failure to comply with such instructions as may be issued on the subject by the officer granting the leave. Thorough instructions in these responsibilities will be given to personnel granted authority to visit areas inside the United States or outside the United States in accordance with subparagraph 9151.10 and 11; to record the individual's acknowledgment of awareness of the extra costs involved, his responsibility to obtain transportation, and that his leave commences and expires at his duty station, the following certificate will be placed on the reverse of the leave authorization.

" CERTIFICATE:

I have sufficient funds for expenses and round trip commercial transportation, and will not rely on the availability of space available government transportation even though it may be made available to me.

I understand that this leave commences at my duty station and that it expires at my duty station. Also it is clear that I am required to report for duty at my duty station upon expiration of leave and that failure to do so may make me subject to disciplinary action under the Uniform Code of Military Justice, 10 U.S.C. 801-940.

_____"
(Signature)

9203 SPECIAL INSTRUCTIONS REGARDING HUMANITARIAN TRANSFER

1. Personnel returning to the United States on emergency leave will be given written instructions as to the proper procedure for submitting requests for humanitarian transfer. Such instructions shall indicate that requests

may be submitted direct to the Commandant of the Marine Corps should the circumstances warrant and that personnel should contact the nearest Marine Corps activity for assistance in preparing such requests. (See par. 4150.)

9204 LEAVE AUTHORIZATION

1. Leave Authorization (NAVMC 3-PD) is prescribed as standard for requesting leave as well as authorizing leave and will be used in all instances for officer and enlisted personnel, except:

a. For emergency leave granted for the purpose of visiting within the United States while on foreign duty, in which case travel orders including leave authorization will be used. These travel orders will include: The balance of leave accrued; instructions to report to the Marine Corps activity nearest the port of entry prior to commencing leave and at the expiration of such leave; a requirement that any request for extension shall be made to the leave granting authority.

b. For delay en route to count as leave upon transfer, in which case change of station travel orders including leave authorization will be used.

c. For leave in conjunction with temporary additional duty, in which case leave authorization will be included in the orders or endorsements thereto.

2. The instructions contained on the reverse of the Leave Authorization form, NAVMC 3-PD, constitute the conditions under which leave is granted. Prior to approval, commanders will ensure that personnel requesting leave have read the instructions and understand their requirements.

9205 LIBERTY PASSES

1. Officers and noncommissioned officers in pay grade E-5 and above will not be issued liberty passes except when under liberty regulations of another service that require passes. Identification Card (DD Form 2MC) will suffice.

2. Enlisted Marines in pay grade E-4 and below will be provided with an Armed Forces Liberty Pass (DD Form 345) prior to departing on liberty. This liberty pass will not be issued for use in conjunction with leave or while absent from station on official duty.

3. It will be the responsibility of each individual issued a liberty pass to have his own pass in his possession during the period of his authorized absence from station on liberty. Except when in the execution of his duties, no enlisted Marine will at any time, have in his possession a liberty pass issued for another individual, or one which has been altered, or which is unsigned by the appropriate officer of his unit authorized to sign as issuing officer.

4. The liberty pass form will be completed as indicated except that:

a. The space titled "Card No." may be used at the option of the commander.

b. The space titled "Time Limits" will have inserted the word "None" unless the commander desires the insertion of a specific time limitation.

c. The reverse side of the pass may be used by local commands for the entry of any additional information required by local conditions.

9206 LIBERTY REQUESTS/OUT OF BOUNDS PASS

1. Liberty Requests/Out of Bounds Pass (NAVMC 10471-PD (4-60)) will be issued to personnel authorized to leave the general vicinity of post and stations during liberty hours and for special liberty.

9207 SPECIAL PASSES

1. When deemed appropriate, commanders granting liberty may require use of special passes for visits while on liberty in foreign countries listed in subparagraph 9151.11b which are contiguous to local liberty areas.

9250 TRAVEL TIME

1. No travel time will be granted in conjunction with leave. In the case of delay to count as leave, the travel time involved is related to the change of station and not the leave.

9251 TRANSPORTATION

1. General. Transportation costs and expenses for leave are not payable by the government, except as indicated below.

2. Emergency Leave

a. Transportation for emergency leave from overseas may be authorized at government expense via Military Air Transport Service or Military Sea Transportation Service.

b. When transportation is authorized in accordance with subparagraph a, above, it will be on a space requirement basis, cost of fares for which will be paid by appropriated funds. The appropriation chargeable will be that which supports the temporary additional duty travel of the command to which the member is attached.

c. The procurement of commercial transportation inside or outside the United States is not authorized at government expense for emergency travel. However, the use of other government transportation such as aircraft or fleet units, for which there are no applicable charges, are not precluded for emergency leave travel.

9300 GENERAL

1. Settlements for unused leave for personnel will be made in accordance with this paragraph and instructions contained in the Navy Comptroller Manual, chapter 4, volume 4.

2. The term "separated" as used in this paragraph means:

a. Discharged, or discharged as a result of resignation.

b. Released from a period of active duty or active duty for training of 30 or more consecutive days.

c. Transferred or returned to inactive status in the Fleet Marine Corps Reserve.

d. Transferred or returned to inactive status on the retired list.

e. First voluntary extension of enlistment.

3. Cash settlements for unused leave may be made to living members or living former members of the Marine Corps. Cash settlements may also be made to the survivors of a deceased member or former member if death occurs after separation without receipt of compensation due.

4. Members of the Marine Corps separated under conditions other than honorable forfeit all unused leave at the time of separation.

5. If the total accrued, advance, or excess leave upon separation includes a fraction of a day, settlement shall be made on a whole day basis. For example, one and one-half days excess leave will be checked as 2 days.

6. Advance leave will not result in a checkage for excess leave at the time of change in status where the carrying forward of the leave balance to the new leave record is required; provided that such advance does not exceed the maximum advance leave permitted by current regulations. In all other cases; i.e., where the member has an option as to cash settlement or carrying forward, advance leave existing at the time of separation or on the date prior to the effective date of a first voluntary extension of enlistment, will result in a checkage for excess leave. The member may not, however, elect to carry forward an advance (excess) leave balance.

9301 GUIDES FOR SETTLEMENTS

1. When personnel are separated from active duty, leave records will be closed and balanced to include the date of separation. Unless the leave balance is to be carried into a new status, the disbursing officer concerned will be advised of the number of days' unused leave that is to be compensated for in cash.

2. Personnel entering upon an immediate reenlistment may elect cash settlement for unused leave or carry over the balance of leave due, not to exceed 60 days, into the new enlistment. This provision also applies to Regular and Reserve personnel entering upon a first extension of enlistment.

3. Leave balances of personnel who undergo the following types of status change while remaining on active duty in the Marine Corps will be carried forward to their new records, and no cash settlements may be made:

a. Discharge prior to expiration of enlistment for purposes of immediate reenlistment.

b. Discharge of enlisted personnel to accept permanent commission or warrant.

c. Reversion from temporary commissioned or warrant officer to enlisted status.

d. Enlisted personnel accepting appointment to temporary commission or warrant.

e. Second and subsequent extensions of enlistment.

4. Enlisted personnel receiving appointments as midshipmen or cadets and for whom enlistment is not terminated by reason of the acceptance of such appointment will receive settlement for unused leave as of the day

preceding the date of acceptance of the appointment.

5. Temporary officers whose appointments are terminated, and who are separated from active duty on the same day from their enlisted status, are entitled to a lump-sum settlement computed as if separation were made from officer status.

6. Officers of the Marine Corps or Marine Corps Reserve are not entitled to a lump-sum settlement upon transfer to the Army, Air Force, or Navy, or the Reserve components thereof.

9302 SETTLEMENTS INVOLVING TRAVEL

1. Subject to the provisions of the Navy Comptroller Manual, chapter 4, volume 4, the time to perform travel home over the shortest usually traveled route will be included in computation of unused leave for:

a. Fleet Marine Corps reservists returned to inactive status.

b. Marine Corps Reserve enlisted personnel released to inactive status.

c. Marine Corps Reserve officers released from active duty.

d. Retired enlisted personnel released from active duty.

e. Retired officers relieved from active duty.

2. The date of separation is the constructive date of arrival home based on the travel time authorized by the individual's orders.

9350 CIVILIAN EMPLOYMENT

1. Title 10, U. S. Code, section 6114, contains the following rule of law: "Except as provided in section 6223 of this title, no enlisted member of the naval service on active duty may be ordered or permitted to leave his post to engage in a civilian pursuit or business, or a performance in civil life, for emolument, hire, or otherwise, if the pursuit, business, or performance interferes with the customary or regular employment of local civilians in their art, trade, or profession." This provision of law is interpreted as prohibiting commanding officers, either directly or indirectly, from requiring enlisted men on active duty to engage in private employment in competition with civilian labor, or permitting them to leave their posts of duty during working hours for such purpose. It imposes no requirement that commanding officers restrict personnel from engaging in civilian employment on their own volition while on leave or liberty, nor is such employment prohibited. As an exception, however, section 6223(b) of Title 10, U. S. Code, provides, "No member of the United States Marine Corps Band, as an individual, may furnish music in competition with any civilian musician or receive remuneration for furnishing music except under special circumstances when authorized by the President."

2. Subject to the limitations set forth herein, it is, in general, considered that Marine Corps personnel, whether officer or enlisted, should not be restrained from engaging in legitimate and ethical enterprise or employment during their off-duty hours. However, personnel on active duty are in a 24-hour duty status, and therefore, their military duties shall at all times take precedence on their time, talents, and attention.

3. Personnel shall not engage in any civilian employment which, by reason of the hours or nature of the work, interferes with the proper and efficient performance of their military duties.

a. Personnel shall not engage in any civilian employment or enterprise:

(1) Which reflects discredit on the service.

(2) Which is unethical in view of the possible exercise of influence attending one's military position or otherwise.

(3) When such employment provides income direct from the United States Government which, when combined with service pay, exceeds the sum of $2000 per annum (5 U.S.C. 58). This limitation is not applicable to employment for which compensation is paid to enlisted personnel from non-appropriated funds as in the case of off-duty employment at Marine exchanges, officers' messes and enlisted men's clubs.

b. Personnel shall not engage in any civilian employment for an organization involved in a strike or lockout. Personnel employed by a firm which becomes involved in a strike or lockout shall immediately cease such employment until the strike or lockout has ended.

c. Military personnel on active duty are prohibited from representing any commercial company for the solicitation and sale of life and automobile insurance, mutual funds, and other investment plans, commodities, and services on any installation, with or without compensation.

d. Military personnel who are engaged in off-duty, part-time employment are prohibited from personal commercial solicitation and sale to military personnel who are junior in grade or rank. This prohibition is applicable to activities on or off an installation, in or out of uniform, while on or off duty, and includes, but is not limited to the personal solicitation and sale of life and automobile

insurance, stocks, mutual funds, real estate or other commodities, goods, or services. As used in this subparagraph, "personal commercial solicitation" refers to those situations where a military member is employed as a sales agent on commission or salary, and contacts prospective purchasers suggesting they buy the commodity, real or intangible, that he is offering for sale. This prohibition is not applicable to the one-time sale of personal property or a privately-owned dwelling, or such authorized off-duty employment as a salesman in a department store, attendant in a service station, employee in a restaurant, etc. It is not the intent of this subparagraph to discourage the off-duty employment of military personnel, but it is the intent to eliminate any and all instances where it would appear that coercion, intimidation or pressure was used based on rank, grade or position.

e. Members of Marine Corps bands, as individuals, shall not engage, for remuneration, in civilian employment as a musician outside a military reservation.

f. Personnel shall not engage in civilian employment as law enforcement officers for a public police force. Civilian employment of personnel as security guards for a private civilian employer is permissible, provided it does not place the individual in a position analogous to that of a police officer. An analogous position would be any in which he is armed, wears a uniform similar in appearance to a police officer, and performs some or all of his duties in crowded public areas. In contrast, employment as a uniformed, armed guard at a gate, entrance or other locality not normally trafficked by the general public is not considered analogous or apparently analogous to duty as a police officer.

CHAPTER 9

LEAVE AND LIBERTY

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CHAPTER 9

LEAVE AND LIBERTY

PART A: GENERAL

9000 SCOPE

1. This chapter contains detailed information and instructions for the administration of leave and liberty policies established by the Secretary of the Navy and paragraph 1050 Marine Corps Manual. Instructions for reporting and recording leave are set forth in paragraph 16090 and 15119.

9001 RESPONSIBILITY

1. Experience indicates that vacations and short periods of rest from duty provide benefits to health and welfare which are necessary to the maintenance of maximum effectiveness. Therefore, persons authorized to grant leave and liberty as set forth in paragraph 9150 will establish and regulate quotas to provide for maximum utilization of leave and liberty consistent with workload and their responsibility for maintaining the degree of readiness required to accomplish the mission of their organization.

2. It is not intended that large leave balances be accrued for settlement upon separation or release from active duty. Taking of leave shall not be mandatory.

PART B: LEAVE ENTITLEMENT AND COMPUTATION

9050 ENTITLEMENT

1. Members of the Marine Corps and the Marine Corps Reserve on active duty earn leave at the rate of two and one-half calendar days for each month of active service, except that:

a. No leave can be earned for periods of less than 30 consecutive days of active duty or active duty for training with pay, or any period of active duty for training without pay.

b. No leave can be earned during periods of time lost. Although officers do not lose time for the types of absences set forth in paragraph 15111 they do not earn leave during such absences. (See paragraph 15111 for instructions on computing time lost and paragraph 15119 for method of recording leave deductions due to absence.)

c. No leave can be earned while in an authorized leave status without pay.

9051 COMPUTATION

1. Leave is accounted for on a fiscal year basis (1 July to 30 June). The following tables will be used as an aid in computing leave provided that utilization of such tables does not result in any individual receiving more than two and one-half days' leave credit for each actual month of service.

a. This table will be used to determine leave earned from day of enlistment or entry on active duty to 30 June.

Date of month entered active duty during current fiscal year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-6 - - - - - -	30	27½	25	22½	20	17½	15	12½	10	7½	5	2½
7-12 - - - - -	29½	27	24½	22	19½	17	14½	12	9½	7	4½	2
13-18 - - - -	29	26½	24	21½	19	16½	14	11½	9	6½	4	1½
19-24 - - - -	28½	26	23½	21	18½	16	13½	11	8½	6	3½	1
25-31 - - - -	28	25½	23	20½	18	15½	13	10½	8	5½	3	½

b. This table will be used to compute leave earned from 1 July to date of separation.

Date of month of separation	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-6 - - - - - -	½	3	5½	8	10½	13	15½	18	20½	23	25½	28
7-12 - - - - -	1	3½	6	8½	11	13½	16	18½	21	23½	26	28½
13-18 - - - -	1½	4	6½	9	11½	14	16½	19	21½	24	26½	29
19-24 - - - -	2	4½	7	9½	12	14½	17	19½	22	24½	27	29½
25-31 - - - -	2½	5	7½	10	12½	15	17½	20	22½	25	27½	30

c. To compute either leave accruals or deductions for periods which neither start on 1 July nor end on 30 June, the above tables will be used in the following manner:

(1) For periods that start and end in the same fiscal year (leave year), these three steps are necessary:

(a) Step One. Use the table in subparagraph b, above, to determine the amount of leave that can be accrued from 1 July, the start of the fiscal year, through the last day of the period involved.

(b) Step Two. Use the table in subparagraph b, above, to determine the amount of leave that can be accrued from 1 July, the start of the fiscal year, through the day immediately preceding commencement of the period involved.

(c) Step Three. Subtract the amount obtained in step two from the amount obtained in step one; this will be the leave accrual or deduction for the period involved.

(d) Examples

1. Assume that we wish to determine leave accrual for the period 25 August to 16 November 1962, inclusive. Using the table in subparagraph b, we first determine that $11\frac{1}{2}$ days can be accrued for the period 1 July to 16 November, inclusive. Next, we find from the table that $4\frac{1}{2}$ days' leave can be accrued for the period 1 July through 24 August, the day immediately preceding commencement of the period involved. Then, subtracting $4\frac{1}{2}$ from $11\frac{1}{2}$ days we find that the proper accrual for the period 25 August through 16 November is 7 days.

2. Assume that we wish to determine the proper leave deduction for a period of nonaccrual, 1 February 1962 to 2 March 1962, inclusive. Using the table in subparagraph b, above, we first determine that $20\frac{1}{2}$ days can be accrued for the period 1 July to 2 March inclusive. Next, we find from the table that $17\frac{1}{2}$ days' leave can be accrued for the period 1 July through 31 January, the day immediately preceding commencement of the period involved. Then, subtracting $17\frac{1}{2}$ from $20\frac{1}{2}$ we find that 3 days is the proper leave deduction for the period 1 February through 2 March.

(2) For periods that start in one fiscal year (leave year) and end in the next fiscal year, these three steps are necessary:

(a) Step One. Use the table in subparagraph a, above, to determine the amount of leave that can be accrued from the first day of the period involved to the end of the first fiscal year involved in the computation.

(b) Step Two. Use the table shown in subparagraph b, above, to determine the amount of leave that can be accrued from the start of the final fiscal year under consideration through the last day of the period involved.

(c) Step Three. Add the amounts obtained in steps one and two to determine the total accrual for the period involved.

(d) Example. Assume that we wish to determine the proper leave deduction or accrual for the period 22 February 1961 to 19 July 1961, inclusive. Using the table in subparagraph a, above, we find that 11 days' leave can be accrued for the period 22 February 1961 to 30 June 1961. Next, using the table in subparagraph b, above, we find that 2 days' leave can be accrued for the period 1 July to 19 July 1961, inclusive. Addition of the amounts obtained by the first two steps indicates that 13 days is the total amount of leave that can be earned or deducted for the period 22 February 1961 to 19 July 1961, inclusive.

d. The following table will be used to compute accruals and deductions of leave for periods within one specific calendar month. This table will not be used for computations involving more than one month.

Number of days' leave or time lost	Leave accrual or deduction
1-6	$\frac{1}{2}$ day
7-12	1 day
13-18	$1\frac{1}{2}$ days
19-24	2 days
25-31	$2\frac{1}{2}$ days

9052 LIMITATION

1. Accrued leave balances must be reduced to 60 days on the following occasions, as of the first day of the fiscal year or upon separation or release from active duty, whichever occurs first. Leave which has been lost at the beginning of the fiscal year or upon separation or release from active duty is irrevocably lost and may not be taken as leave or compensated for in cash.

9053 DAY OF DEPARTURE

1. The calendar day of departure from duty station is a day of duty.

9054 DAY OF RETURN

1. If return is after the beginning of working hours on shore station, or after the hour of 0900 aboard ship, the calendar day of return is a day of leave. If return is before the beginning of working hours, or before the hour of 0900 aboard ship, the calendar day of return is a day of duty.

9055 LEAVE INTERRUPTED BY HOSPITALIZATION

1. Personnel hospitalized while on leave will not be charged with leave for the period of hospitalization. Day of admission and day of discharge from hospital, as well as intervening dates, will be days of hospitalization regardless of hour of admission or release.

2. Any person who is hospitalized while in a leave status shall report his status and request instructions from his commander. Upon release from hospitalization, personnel shall revert to a leave status unless otherwise ordered. Reversion to leave status and leave address shall be reported to his commander, preferably by telegram, upon release from the hospital. The pertinent section of the leave form (NAVMC 3-PD Revised 4-51) must be completed by proper authority to verify hospitalization. If hospitalized while on leave in conjunction with change of station or temporary additional duty orders, an endorsement of such orders showing period of hospitalization is required.

9056 LEAVE INTERRUPTED BY TEMPORARY ADDITIONAL DUTY AND TEMPORARY DUTY

1. When personnel are ordered to temporary additional duty or temporary duty while on leave or delay counted as leave, the period of temporary duty or temporary additional duty plus travel time, if required, will not be counted as leave.

2. Unless directed otherwise, personnel ordered to temporary additional duty while on leave or to temporary duty while on delay, revert to leave or delay status at their leave address upon the completion of such duty and travel, if any is involved.

3. Personnel ordered to temporary additional duty or temporary duty as set forth above will endorse their orders to indicate the date and hour of departure from and return to their leave address.

9057 EMERGENCY LEAVE INVOLVING TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES

1. The following shall apply in computing leave in the case of personnel authorized emergency leave involving travel outside the continental United States:

a. Emergency leave to visit continental United States commences on the date of departure for leave destination from the port, or aerial port, of debarkation within the continental United States. Return to duty status commences when the individual reports to the port, or aerial port, of embarkation within the continental United States for return to duty outside the continental United States.

b. Emergency leave to visit an area other than the continental United States will commence upon the individual's departure from the port, or aerial port, of debarkation in the area of the emergency. Emergency leave will terminate upon return to such port, or aerial port, or other designated station. Leave will also be charged for all travel performed in the continental United States.

c. Ordinarily, the periods to be charged as leave in case of emergency

leave involving travel outside the United States will be determined by the endorsements on leave authorization forms or travel orders. However, when it is impossible or impracticable to obtain such endorsements, members will furnish a certificate showing complete itinerary, including dates, hours, and places of all departures and arrivals.

2. For the purpose of computing emergency leave in accordance with subparagraph 1, above, the continental United States is defined as the United States less Alaska and Hawaii.

9058 ABSENCE PENDING ACTION ON DISABILITY RETIREMENT

1. When personnel are ordered home pending action on disability retirement proceedings, the time awaiting orders will be charged against accrued leave. If the period awaiting orders is greater than the accrued leave, the difference will be dropped; it will not be charged as excess leave.

➧9059 ABSENCES EXCUSED AS UNAVOIDABLE

1. Absence Over Leave. A period of absence over leave, if excused as unavoidable, will be charged to leave.

2. Absence Without Leave. A period of absence without leave, if excused as unavoidable, will be charged to leave.

3. Absence Over Liberty. A period of absence over liberty, if excused as unavoidable, will be charged to leave. Moreover, if the excused period plus the period of the authorized liberty total more than 72 hours, the entire period will be converted to leave.

4. Exception. As an exception to above policies, commanders may waive any charge to leave for absences they excuse as unavoidable due to mental incapacity or detention by civil authorities.

PART C: DEFINITIONS

9100 LEAVE

1. Leave is the authorized absence of an individual from a place of duty, chargeable against the individual in accordance with regulations prescribed by the Secretary of the Navy.

9101 LIBERTY

1. Liberty is the authorized absence of an individual from a place of duty not chargeable as leave.

9102 ACCRUED LEAVE

1. Accrued leave is the term used to describe the amount of leave accumulated to the individual's credit.

9103 ADVANCE LEAVE

1. Advance leave is leave granted to a service member with pay and allowances prior to its accrual.

9104 EXCESS LEAVE

1. Excess leave is authorized leave over and beyond any accrued or advanced leave that can be granted. Personnel are not entitled to pay and allowances, including leave accrual, during periods of excess leave. In addition, the term "excess leave" is used to describe a minus balance of leave at the time of separation, reenlistment, or extension of enlistment.

9105 SICK LEAVE

1. Sick leave is the term used to describe a period of authorized absence granted personnel while under medical care and treatment. Such leave is considered to be a part of the period of medical care and treatment and therefore is not chargeable as leave.

9106 GRADUATION LEAVE

1. Graduation leave is the term used to describe a period of authorized absence granted as delay in reporting to the first duty station in the case of graduates of a service academy who are appointed commissioned officers in the Armed Forces. Graduation leave is not chargeable as leave.

9107 EMERGENCY LEAVE

1. Emergency leave is absence from duty granted for humanitarian reasons. That is, to enable a Marine to take care of an unusual or serious problem affecting him or a member of his immediate family. Emergency leave is chargeable as leave.

9108 REENLISTMENT LEAVE

1. Reenlistment leave is leave granted as an incentive to reenlistment. Such leave is chargeable.

9150 AUTHORITY

1. Subject to any restrictions and instructions established by higher authority and this manual, liberty, leave, and extensions of leave may be granted or canceled by:

a. The Commandant of the Marine Corps

b. Commanding Generals

c. Commander, Marine Air Reserve Training

d. Commanding Officers

e. Directors, Marine Corps Districts

f. Officers in Charge of Recruiting Stations

g. Inspector-Instructors

h. Any officer or noncommissioned officer authorized by the Commandant of the Marine Corps.

2. Officers and noncommissioned officers authorized to grant leave and liberty, as designated in the above subparagraphs, may also grant leave and liberty to Navy personnel under their command or in their charge.

3. Commanding officers of ships, and commanding officers or officer in charge of naval shore stations having Marine detachments assigned thereto, may grant leave and liberty to the Marine personnel of the detachment or delegate the authority to do so to the detachment commander.

4. Any of the officers authorized to grant leave and liberty, as designated in the above subparagraphs, may authorize subordinates to grant leave and/or liberty to Marines or Navy personnel temporarily placed under their command or in their charge.

9151 GUIDES AND LIMITATIONS IN THE GRANTING OF LEAVE

1. General. No period of routine vacation from duty shall exceed 60 days. Moreover, routine leave may not be granted to exceed a total of 60 days in any fiscal year.

2. Advance Leave. Advance leave may be granted in an amount not to exceed 45 days provided that the number of days granted does not exceed that which would normally be earned by the member during the remaining period of his obligated active duty. For this purpose, leave that may be earned due to extension of enlistment will not be advanced prior to the effective date of such extension. Requests for advance leave of greater duration will be forwarded to the Commandant of the Marine Corps.

3. Emergency Leave

a. Up to 105 days accrued and advance leave may be granted as emergency leave when the individual has already accrued 60 days leave. When the amount of accrued leave is less than 60 days, the period which may be authorized will be correspondingly less. Requests for leave or extensions thereof of greater duration granted under this subparagraph will be referred to the Commandant of the Marine Corps (Code DN).

b. Excess leave may be used for emergency leave provided that the aggregate leave granted (regular + advance + excess) does not total more than 60 days. Requests for excess leave of greater duration will be forwarded to the Commandant of the Marine Corps.

c. Emergency return to the United States on an individual basis will normally be authorized in the following circumstances which must be verified by appropriate means:

(1) Upon death of a member of the Marine's immediate family; i.e., father, mother, person standing in loco parentis, spouse, children, brother, sister, or any only living relative.

(2) When the return of the Marine will contribute to the welfare of a dying member of his immediate family (see subpar. c(1), above).

(3) When due to any serious illness or accident to a member of the immediate family (see subparagraph c(1), above), important responsibilities are placed upon the member which cannot be performed by anyone else or by other means and which cannot be accomplished from his duty station.

(4) When failure of the member to return home would create a serious and unusual hardship on either himself or his family.

d. The basis for granting emergency leave within the United States will be the same as the basis for granting emergency return to the United States as stated in sub paragraph c, above.

e. When emergency leave is granted, instructions will be given personnel prior to departure that any application for extension must be made to their commander.

4. Reenlistment Leave. Personnel may be granted reenlistment leave within the following limitations:

a. Only one period of reenlistment leave may be granted during an enlistment.

b. Reenlistment leave should be granted immediately following reenlistment. When not granted immediately, reenlistment leave may be granted at any time during an enlistment subject to exigencies of the service.

c. For those who reenlist on the day following discharge, reenlistment leave may consist of accrued leave carried over from the previous enlistment plus 30 days advance leave. Such a combination of leave shall not exceed 90 days.

d. For those who reenlist two or more days, excluding Sundays and holidays, following the day of discharge 30 days leave may be granted as reenlistment leave.

5. Sick Leave

a. Only the Commandant of the Marine Corps may grant sick leave when recommended by the Bureau of Medicine and Surgery in action taken on report of a Board of Medical Survey, a Clinical Board, or on findings of a Physical Evaluation Board. When a Marine is released from the hospital and sick leave is recommended, a request will be submitted to the Commandant of the Marine Corps (Code DF) for authority to grant such leave.

b. Commanding officers of service hospitals within the United States inclusive of Hawaii and Alaska may grant up to 30 days sick leave to personnel while they are on the sick list in that hospital.

c. Managers of Veterans' Administration hospitals may grant sick leave to Marines while they are patients in such hospitals.

d. The Commandant of the Marine Corps may grant sick leave to repatriated prisoners of war upon their return to the United States with or without reference to a board, or a physical evaluation board.

6. Leave to Await Results of Appellate Review

a. Personnel who have been sentenced to a punitive discharge or dismissal by court-martial may be granted indefinite periods of leave pending completion of appellate review.

b. When such leave is granted, it may be terminated at any time by the authority granting the leave or superior authority by written notification to the member concerned.

c. Before leave to await result of appellate review can be granted, the following conditions must exist:

(1) The member is not sentenced to confinement or the member's confinement has been completed.

(2) The member has requested such leave in writing.

(3) If the individual is an enlisted member, the Court-Martial Progress Report (NAVPERS 3047) has been submitted and the member has either executed a Waiver of Restoration (NAVPERS 3049) or has requested and been denied suspension of his punitive discharge or restoration to duty.

d. Leave granted in accordance with subparagraph a, above, will be charged to accrued leave to the extent available. In addition, excess leave may be granted. The individual will not receive pay and allowances for the portion granted as excess leave.

e. Leave to await appellate review will be granted by means of individual orders containing explicit instructions. Two copies of the orders will be signed by the individual concerned acknowledging instructions and receipt thereof, and his signature will be witnessed immediately for retention on file.

f. Prior to departure, the commander will ensure that the Marine has been:

(1) Physically examined in accordance with the requirements of chapter 15 of the Manual for the Medical Department. Such physical examination is to be made in lieu of the examination required to be given enlisted personnel within 72 hours of discharge.

(2) Required to surrender all government property in his possession or on charge to him.

(3) Informed that while on such leave he remains subject to orders of competent military authority and that he shall keep his commander informed of a change of leave address. In addition, it should be made clear that in the event the punitive discharge or dismissal is not approved, he may be ordered to return to his organization for a rehearing or other disposition of the case.

(4) Informed in writing that upon completion of appellate review, copies of the decision of the appellate tribunals and any action taken thereon shall be forwarded to him at his leave address. It should be made clear that in the event punitive discharge or dismissal is affirmed and clemency action has been completed, separation processing may be completed without requiring his presence. Appropriate discharge papers, including a check for such amount as may be due him, if any, shall be forwarded to his leave address.

7. Leave as Delay upon Transfer

a. Leave may be granted to officers as delay en route upon permanent change of station. Such leave will be authorized by the Commandant of the Marine Corps. The commander will grant the maximum amount of delay to count as leave authorized by the Commandant unless exigencies of the service require that he reduce it.

(1) Officers, when requesting extension of leave granted as delay en route, will apply by telegram to the Commandant of the Marine Corps. The message will include the reason for request, and a statement as to whether or not the requested extension would result in excess leave.

(2) For officer personnel granted leave to count as delay en route, endorsements of detaching orders will contain the leave address of the officer being detached. This address should be one where the officer plans to spend his leave or the address of an individual who will know the location of the officer at all times while the officer is in a delay status. A copy of the officer's orders with the endorsement will be forwarded promptly by the detaching command to the Commandant of the Marine Corps (Code DF) and to the officer's new duty station.

(3) While on delay counting as leave, all officers are required to keep the Commandant of the Marine Corps (Code DF) and their new duty stations informed of any changes to their leave address.

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b. Leave may be granted to enlisted personnel as delay en route upon permanent change of station. Authorization for such leave will be included in the orders or endorsements thereto by the commander and may be in any amount to which the individual is entitled.

(1) Commanders granting leave to enlisted personnel to count as delay en route will include, in the orders or in endorsements thereto, the leave address and the number of days accrued leave standing to the credit of the individual after he has taken the leave so authorized.

(2) For enlisted personnel granted leave to count as delay en route, a copy of orders will be forwarded promptly to the command to which they are to report, by the commander delivering the orders.

(3) Enlisted personnel, when requesting extension of leave granted as delay en route, will apply by telegram direct to the command to which they are ordered to report, stating the reason for the request and the number of days of leave remaining to their credit as stated in their orders.

(4) While on delay counting as leave, all enlisted personnel are required to keep the command to which they are to report informed of any change in leave address.

c. Commands delivering orders to enlisted personnel who are ordered overseas, will afford them the opportunity of taking all their accrued leave prior to transfer or as delay en route to a staging command or port of embarkation.

8. Leave in Conjunction with Temporary Additional Duty (TAD)

a. Leave in conjunction with temporary additional duty may be granted only when specifically authorized by the Commandant of the Marine Corps. Authorization will be granted only in exceptional or unusual circumstances that must be explained when request for leave is submitted.

b. As an exception to the foregoing, leave in conjunction with TAD under instruction will be granted by leave granting authorities in accordance with the following:

(1) When the course or period of instruction is in excess of 2 weeks, leave may be granted at the discretion of the leave granting authority for such periods as he is authorized to grant.

(2) When the course or period of instruction is of 2-week duration or less, leave may be granted at the discretion of the leave granting authority for a period not exceeding the length of the course.

(3) Such leave may be granted while en route to or returning from place of TAD, or if specifically included in orders, both en route to and returning from TAD.

c. As a further exception to the provisions of subparagraph a, above, leave granting authorities may grant leave in conjunction with TAD to escort deceased Marine Corps personnel.

9. Leave while Awaiting Separation

a. Leave may be granted while awaiting separation, providing the individuals accounts have not been closed for settlement.

b. Leave will not be granted to personnel awaiting separation under other than honorable conditions except as indicated in paragraph 6, above.

10. Visits to the United States

a. Commanders of organizations stationed outside the continental United States may grant leave to return to the United States as follows:

(1) Emergency leave may be granted in accordance with paragraph 3, above.

(2) Reenlistment leave may be granted when the Marine reenlists for the purpose of prolonging present overseas tour. If not taken immediately upon reenlistment, reenlistment leave

may not be authorized until completion of overseas tour of duty.

(3) When leave would be lost if not taken during current overseas tour.

(4) When the circumstances of the case are such that the commander deems the leave to be warranted and the service of the individual can be spared.

(5) Additional administrative requirements are contained in subparagraphs 9201.1, 9202.1, 9203.1 and 9204.1 and 2.

(6) Refer to subparagraph 9057.2 for definition of continental United States.

11. Visits Outside the United States

a. Written permission by the Commandant of the Marine Corps is required for visits on leave to areas outside the United States except as indicated below. Requests for such permission will list each country to be visited. Civilian clothing will be worn during the period while visiting or traveling in such areas.

b. Permission from the Commandant of the Marine Corps is not required for unofficial visits while on leave to Puerto Rico, the Virgin Islands, Bahamas, Bermuda, Jamaica, Canada, Mexico, the Canal Zone, and Guam. Civilian clothing will be worn while on leave in these areas unless such wear conflicts with area uniform regulations.

c. In the event passports are required for entry into the area to be visited while on leave, they will be obtained by the traveler.

d. Additional administrative requirements are contained in subparagraphs 9201.1, 9202.1 and 9204.1 and 2.

9152 GUIDES AND LIMITATIONS IN THE GRANTING OF LIBERTY

1. Limitation. Liberty may not be granted in conjunction with leave.

2. Overnight Liberty. Liberty may be granted from the end of normal working hours until the commencement of working hours on the following day.

3. Weekend Liberty. Liberty may be granted on Friday or Saturday from such time as the commander determines until the commencement of working hours on Monday morning.

4. Forty-eight Hour Liberty. Liberty may be granted at any time for 48 hours or less. Moreover, liberty granted for 48 hours which expires between the hours of 1600 and midnight may be extended to 0800 the next day.

5. Seventy-two Hour Liberty. A 48-hour period of liberty may be extended to 72 hours by the commander if the period will include a legal holiday, as prescribed in the U.S. Navy Regulations, article 2186, or a holiday which is authorized by the President or the Secretary of the Navy. When 72-hour liberty is granted, an extension similar to that permitted by paragraph 4, above, may also be applied.

6. Ninety-six Hour Liberty. When specifically authorized by the Commandant of the Marine Corps, commanders may grant liberty for periods up to 96 hours provided that the days of Saturday and Sunday are both included in such liberty. 96-hour liberty may not be extended in the manner provided by paragraph 4, above, since, in no event, may liberty exceed a total of 96 hours. Current Marine Corps directives will specify the commands authorized to grant 96-hour liberty.

7. Travel Limits for Liberty

a. Liberty includes permission to leave the duty station, but it does not include permission to leave the general vicinity of the post or station. The general vicinity of the duty station is defined as being any point at such distance from the duty station to which personnel may normally travel and return during the period of liberty granted by using the usual means of commercial transportation, excluding air.

b. In special circumstances, commands may authorize personnel to travel beyond normal liberty limits

by issuing a Liberty Request/Out of Bounds Pass (NAVMC 10471-PD (4-60)).

8. Liberty lists will be maintained through the use of NAVMC 10472-PD.

9153 COMMAND RESPONSIBILITY

1. When commanders grant leave to attached personnel, they must provide the parent unit a timely and accurate report of leave taken.

9154 PERSONAL RESPONSIBILITY

1. It is the personal responsibility of all personnel to keep themselves informed as to the number of days leave they have earned. This must be done in order that they may keep requests for leave within amounts to which entitled.

PART E: MISCELLANEOUS ADMINISTRATIVE REQUIREMENTS

9200 REGULATION PUBLICATION

1. All commands will publish leave and liberty regulations in local orders.

9201 INSTRUCTIONS TO BE INCLUDED IN LOCAL LEAVE AND LIBERTY REGULATIONS

1. Commanders will include the following instructions in their leave and liberty regulations:

a. Military police, air police and shore patrols of the Armed Forces and all officers, warrant officers, petty officers, and noncommissioned officers are authorized to take preventive or corrective measures, including apprehension if necessary, in the case of any member of the Armed Forces who commits a breach of the peace, disorderly conduct, or any other offense which reflects discredit upon the services. Personnel so apprehended will be returned to the jurisdiction of their respective services as soon as possible.

b. Personnel on leave or liberty must understand that this authority has its foundation in law and that they are required to conduct themselves accordingly. Those exercising such authority are enjoined to do so with judgment and tact. Particularly, apprehension should not be resorted to where corrective measures will suffice.

9202 RESPONSIBILITY FOR RETURN FROM LEAVE

1. Leave is granted under the condition that the individual can return to duty upon termination of leave at the place and time specified in the authorization. Before authorizing leave, leave granting authorities must ascertain that personnel going on leave have sufficient funds to reach their leave address as well as for returning to their duty station. In addition, prior to leaving, personnel should be advised that they may, when circumstances require, request assistance in obtaining return transportation at any service installation. Cost of such transportation will be checked against their accounts. It also should be made clear to personnel that such requests for assistance in returning from leave will be investigated, and that despite checkage of their account, they may still be liable to disciplinary action for failure to comply with such instructions as may be issued on the subject by the officer granting the leave. Thorough instructions in these responsibilities will be given to personnel granted authority to visit areas inside the United States or outside the United States in accordance with subparagraph 9151.10 and 11; to record the individual's acknowledgment of awareness of the extra costs involved, his responsibility to obtain transportation, and that his leave commences and expires at his duty station, the following certificate will be placed on the reverse of the leave authorization.

" CERTIFICATE:

I have sufficient funds for expenses and round trip commercial transportation, and will not rely on the availability of space available government transportation even though it may be made available to me.

I understand that this leave commences at my duty station and that it expires at my duty station. Also it is clear that I am required to report for duty at my duty station upon expiration of leave and that failure to do so may make me subject to disciplinary action under the Uniform Code of Military Justice, 10 U.S.C. 801-940.

_____"
(Signature)

9203 SPECIAL INSTRUCTIONS REGARDING HUMANITARIAN TRANSFER

1. Personnel returning to the United States on emergency leave will be given written instructions as to the proper procedure for submitting requests for humanitarian transfer. Such instructions shall indicate that requests

may be submitted direct to the Commandant of the Marine Corps should the circumstances warrant and that personnel should contact the nearest Marine Corps activity for assistance in preparing such requests. (See par. 4150.)

9204 LEAVE AUTHORIZATION

1. Leave Authorization (NAVMC 3-PD) is prescribed as standard for requesting leave as well as authorizing leave and will be used in all instances for officer and enlisted personnel, except:

a. For emergency leave granted for the purpose of visiting within the United States while on foreign duty, in which case travel orders including leave authorization will be used. These travel orders will include: The balance of leave accrued; instructions to report to the Marine Corps activity nearest the port of entry prior to commencing leave and at the expiration of such leave; a requirement that any request for extension shall be made to the leave granting authority.

b. For delay en route to count as leave upon transfer, in which case change of station travel orders including leave authorization will be used.

c. For leave in conjunction with temporary additional duty, in which case leave authorization will be included in the orders or endorsements thereto.

2. The instructions contained on the reverse of the Leave Authorization form, NAVMC 3-PD, constitute the conditions under which leave is granted. Prior to approval, commanders will ensure that personnel requesting leave have read the instructions and understand their requirements.

9205 LIBERTY PASSES

1. Officers and noncommissioned officers in pay grade E-5 and above will not be issued liberty passes except when under liberty regulations of another service that require passes. Identification Card (DD Form 2MC) will suffice.

2. Enlisted Marines in pay grade E-4 and below will be provided with an Armed Forces Liberty Pass (DD Form 345) prior to departing on liberty. This liberty pass will not be issued for use in conjunction with leave or while absent from station on official duty.

3. It will be the responsibility of each individual issued a liberty pass to have his own pass in his possession during the period of his authorized absence from station on liberty. Except when in the execution of his duties, no enlisted Marine will at any time, have in his possession a liberty pass issued for another individual, or one which has been altered, or which is unsigned by the appropriate officer of his unit authorized to sign as issuing officer.

4. The liberty pass form will be completed as indicated except that:

a. The space titled "Card No." may be used at the option of the commander.

b. The space titled "Time Limits" will have inserted the word "None" unless the commander desires the insertion of a specific time limitation.

c. The reverse side of the pass may be used by local commands for the entry of any additional information required by local conditions.

9206 LIBERTY REQUESTS/OUT OF BOUNDS PASS

1. Liberty Requests/Out of Bounds Pass (NAVMC 10471-PD (4-60)) will be issued to personnel authorized to leave the general vicinity of post and stations during liberty hours and for special liberty.

9207 SPECIAL PASSES

1. When deemed appropriate, commanders granting liberty may require use of special passes for visits while on liberty in foreign countries listed in subparagraph 9151.11b which are contiguous to local liberty areas.

9250 TRAVEL TIME

1. No travel time will be granted in conjunction with leave. In the case of delay to count as leave, the travel time involved is related to the change of station and not the leave.

9251 TRANSPORTATION

1. General. Transportation costs and expenses for leave are not payable by the government, except as indicated below.

2. Emergency Leave

a. Transportation for emergency leave from overseas may be authorized at government expense via Military Air Transport Service or Military Sea Transportation Service.

b. When transportation is authorized in accordance with subparagraph a, above, it will be on a space requirement basis, cost of fares for which will be paid by appropriated funds. The appropriation chargeable will be that which supports the temporary additional duty travel of the command to which the member is attached.

c. The procurement of commercial transportation inside or outside the United States is not authorized at government expense for emergency travel. However, the use of other government transportation such as aircraft or fleet units, for which there are no applicable charges, are not precluded for emergency leave travel.

9300 GENERAL

1. Settlements for unused leave for personnel will be made in accordance with this paragraph and instructions contained in the Navy Comptroller Manual, chapter 4, volume 4.

2. The term "separated" as used in this paragraph means:

a. Discharged, or discharged as a result of resignation.

b. Released from a period of active duty or active duty for training of 30 or more consecutive days.

c. Transferred or returned to inactive status in the Fleet Marine Corps Reserve.

d. Transferred or returned to inactive status on the retired list.

e. First voluntary extension of enlistment.

3. Cash settlements for unused leave may be made to living members or living former members of the Marine Corps. Cash settlements may also be made to the survivors of a deceased member or former member if death occurs after separation without receipt of compensation due.

4. Members of the Marine Corps separated under conditions other than honorable forfeit all unused leave at the time of separation.

5. If the total accrued, advance, or excess leave upon separation includes a fraction of a day, settlement shall be made on a whole day basis. For example, one and one-half days excess leave will be checked as 2 days.

6. Advance leave will not result in a checkage for excess leave at the time of change in status where the carrying forward of the leave balance to the new leave record is required; provided that such advance does not exceed the maximum advance leave permitted by current regulations. In all other cases; i.e., where the member has an option as to cash settlement or carrying forward, advance leave existing at the time of separation or on the date prior to the effective date of a first voluntary extension of enlistment, will result in a checkage for excess leave. The member may not, however, elect to carry forward an advance (excess) leave balance.

9301 GUIDES FOR SETTLEMENTS

1. When personnel are separated from active duty, leave records will be closed and balanced to include the date of separation. Unless the leave balance is to be carried into a new status, the disbursing officer concerned will be advised of the number of days' unused leave that is to be compensated for in cash.

2. Personnel entering upon an immediate reenlistment may elect cash settlement for unused leave or carry over the balance of leave due, not to exceed 60 days, into the new enlistment. This provision also applies to Regular and Reserve personnel entering upon a first extension of enlistment.

3. Leave balances of personnel who undergo the following types of status change while remaining on active duty in the Marine Corps will be carried forward to their new records, and no cash settlements may be made:

a. Discharge prior to expiration of enlistment for purposes of immediate reenlistment.

b. Discharge of enlisted personnel to accept permanent commission or warrant.

c. Reversion from temporary commissioned or warrant officer to enlisted status.

d. Enlisted personnel accepting appointment to temporary commission or warrant.

e. Second and subsequent extensions of enlistment.

4. Enlisted personnel receiving appointments as midshipmen or cadets and for whom enlistment is not terminated by reason of the acceptance of such appointment will receive settlement for unused leave as of the day

preceding the date of acceptance of the appointment.

5. Temporary officers whose appointments are terminated, and who are separated from active duty on the same day from their enlisted status, are entitled to a lump-sum settlement computed as if separation were made from officer status.

6. Officers of the Marine Corps or Marine Corps Reserve are not entitled to a lump-sum settlement upon transfer to the Army, Air Force, or Navy, or the Reserve components thereof.

9302 SETTLEMENTS INVOLVING TRAVEL

1. Subject to the provisions of the Navy Comptroller Manual, chapter 4, volume 4, the time to perform travel home over the shortest usually traveled route will be included in computation of unused leave for:

a. Fleet Marine Corps reservists returned to inactive status.

b. Marine Corps Reserve enlisted personnel released to inactive status.

c. Marine Corps Reserve officers released from active duty.

d. Retired enlisted personnel released from active duty.

e. Retired officers relieved from active duty.

2. The date of separation is the constructive date of arrival home based on the travel time authorized by the individual's orders.

9350 CIVILIAN EMPLOYMENT

1. Title 10, U. S. Code, section 6114, contains the following rule of law: "Except as provided in section 6223 of this title, no enlisted member of the naval service on active duty may be ordered or permitted to leave his post to engage in a civilian pursuit or business, or a performance in civil life, for emolument, hire, or otherwise, if the pursuit, business, or performance interferes with the customary or regular employment of local civilians in their art, trade, or profession." This provision of law is interpreted as prohibiting commanding officers, either directly or indirectly, from requiring enlisted men on active duty to engage in private employment in competition with civilian labor, or permitting them to leave their posts of duty during working hours for such purpose. It imposes no requirement that commanding officers restrict personnel from engaging in civilian employment on their own volition while on leave or liberty, nor is such employment prohibited. As an exception, however, section 6223(b) of Title 10, U. S. Code, provides, "No member of the United States Marine Corps Band, as an individual, may furnish music in competition with any civilian musician or receive remuneration for furnishing music except under special circumstances when authorized by the President."

2. Subject to the limitations set forth herein, it is, in general, considered that Marine Corps personnel, whether officer or enlisted, should not be restrained from engaging in legitimate and ethical enterprise or employment during their off-duty hours. However, personnel on active duty are in a 24-hour duty status, and therefore, their military duties shall at all times take precedence on their time, talents, and attention.

3. Personnel shall not engage in any civilian employment which, by reason of the hours or nature of the work, interferes with the proper and efficient performance of their military duties.

a. Personnel shall not engage in any civilian employment or enterprise:

(1) Which reflects discredit on the service.

(2) Which is unethical in view of the possible exercise of influence attending one's military position or otherwise.

(3) When such employment provides income direct from the United States Government which, when combined with service pay, exceeds the sum of $2000 per annum (5 U.S.C. 58). This limitation is not applicable to employment for which compensation is paid to enlisted personnel from non-appropriated funds as in the case of off-duty employment at Marine exchanges, officers' messes and enlisted men's clubs.

b. Personnel shall not engage in any civilian employment for an organization involved in a strike or lockout. Personnel employed by a firm which becomes involved in a strike or lockout shall immediately cease such employment until the strike or lockout has ended.

c. Military personnel on active duty are prohibited from representing any commercial company for the solicitation and sale of life and automobile insurance, mutual funds, and other investment plans, commodities, and services on any installation, with or without compensation.

d. Military personnel who are engaged in off-duty, part-time employment are prohibited from personal commercial solicitation and sale to military personnel who are junior in grade or rank. This prohibition is applicable to activities on or off an installation, in or out of uniform, while on or off duty, and includes, but is not limited to the personal solicitation and sale of life and automobile

insurance, stocks, mutual funds, real estate or other commodities, goods, or services. As used in this subparagraph, "personal commercial solicitation" refers to those situations where a military member is employed as a sales agent on commission or salary, and contacts prospective purchasers suggesting they buy the commodity, real or intangible, that he is offering for sale. This prohibition is not applicable to the one-time sale of personal property or a privately-owned dwelling, or such authorized off-duty employment as a salesman in a department store, attendant in a service station, employee in a restaurant, etc. It is not the intent of this subparagraph to discourage the off-duty employment of military personnel, but it is the intent to eliminate any and all instances where it would appear that coercion, intimidation or pressure was used based on rank, grade or position.

e. Members of Marine Corps bands, as individuals, shall not engage, for remuneration, in civilian employment as a musician outside a military reservation.

f. Personnel shall not engage in civilian employment as law enforcement officers for a public police force. Civilian employment of personnel as security guards for a private civilian employer is permissible, provided it does not place the individual in a position analogous to that of a police officer. An analogous position would be any in which he is armed, wears a uniform similar in appearance to a police officer, and performs some or all of his duties in crowded public areas. In contrast, employment as a uniformed, armed guard at a gate, entrance or other locality not normally trafficked by the general public is not considered analogous or apparently analogous to duty as a police officer.

CHAPTER 11

PERSONAL AFFAIRS

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Whole para. cancelled per MCO 1700.20 of 24 April 68

CHAPTER 11

PERSONAL AFFAIRS

PART A: INTRODUCTION AND ORGANIZATION

11000 PERSONAL AFFAIRS PROGRAM

1. Purpose. The purpose of the Personal Affairs Program is to assist in developing and maintaining a high state of morale by providing assistance to Marines and their dependents through appropriate counseling and dissemination of pertinent information in matters relative to their personal welfare.

2. Scope. From time to time legislation has been enacted providing certain rights, benefits, and privileges for members of the Armed Forces, persons retired therefrom, veterans, and their dependents and/or beneficiaries. The Marine Corps has a responsibility to assist and counsel Marines regarding these rights, benefits, and privileges accruing as a result of their military service, including the fulfillment of certain obligations to the Government. This chapter has been designed as a guide to assist commanders in satisfying the Marine Corps' responsibility to its member by providing information for use in counseling Marines on personal affairs matters. In this chapter are brief discussions regarding these benefits, including those administered by the Armed Forces and those administered by other governmental agencies (Veterans' Administration, Social Security, etc.).

3. Responsibility

a. It is the responsibility of the commander to ensure that adequate counseling on personal affairs matters is provided to all personnel.

b. The commander may designate a personal affairs officer to assist him in carrying out the functions of the organizational Personal Affairs Program. Such assignments will be made as additional duty unless tables of organization specifically provide for a personal affairs officer, and will be published to the command by special order or company order, as appropriate. The organizational personal affairs officer will function as a special staff officer, and while in such capacity, will advise the commander regarding the organization, conduct, and effectiveness of the organizational Personal Affairs Program.

4. Sources of Information

a. In order to cope with the many problems affecting the welfare and morale of the members of the organization and their dependents, the commander or his designated organizational personal affairs officer must be a source of accurate and current information on the many rights and benefits accruing to persons as a result of service in the Armed Forces, as provided by the following:

(1) The Servicemen's and Veterans' Survivor Benefits Act;

(a) Dependency and Indemnity Compensation,

(b) Death gratuity,

(c) Social Security,

(d) Government Insurance (USGLI--NSLI).

(2) The Dependents' Medical Care Act;

(3) The Soldiers and Sailors Civil Relief Act of 1940, as amended;

(4) Uniformed Services Contingency Option Act of 1953;

(5) Veterans' Readjustment Assistance Act of 1952;

(6) Servicemen's Readjustment Act of 1944;

(7) The Housing Act of 1954;

(8) The Career Compensation Act of 1949; and

(9) Other pertinent laws and programs.

b. The commander or his designated personal affairs officer must be familiar with current Marine Corps personal affairs and civil readjustment publications, and he must ensure that adequate stocks are available in his organization. In addition, current pamphlets and publications on personal affairs subjects are available from the nearest regional office of the Veterans' Administration, Social Security Administration, and other pertinent agencies. Annually, a current list of available pamphlets is published in the Marine Corps Directives System (series 1740.10). Other detailed information on benefits is contained in chapter 12 of this manual.

5. Civilian Organizations. Close liaison with the following civil agencies will prove to be of invaluable assistance as well as a source of information pertinent to the program:

a. American Red Cross.

b. Navy Relief Society.

c. Veterans' Administration.

d. Social Security Administration.

e. Welfare organizations.

11050 BASIC ALLOWANCE FOR QUARTERS

1. Authority. Under statutory provisions (37 U.S.C. 403, 50 U.S.C. App. 2201-2216), a member of the Armed Forces is entitled to basic allowance for quarters when the Government does not provide adequate public quarters for the member and his dependents at his duty station. Members in pay grades E-4 (4 years or less service) and below are entitled to this allowance only if they have in effect an allotment of their pay in the amount of the allowance plus $40, unless in the case of a wife or child a separation agreement or court order specifies a lesser amount, in which case the allotment must be at least equal to the amount of the allowance or the amount so specified, whichever is greater.

2. Eligibility. Certain limitations and restrictions concern the eligibility for this allowance. The Navy Comptroller Manual, volume 4 contains a listing of dependents as well as several categories of ineligible dependents. In addition to those listed as ineligible in the Navy Comptroller Manual, the following are also considered ineligible dependents:

a. A divorced wife regardless of whether she was awarded alimony in the divorce decree.

b. An illegitimate child of the member unless adopted by the service member. However, where the blood parents of an illegitimate child marry, the child is presumed to be legitimate from and including the date of marriage.

c. An illegitimate child of the member's wife when the member is not the blood parent. The child may become an eligible dependent through adoption by the service member.

d. A child not related to the member by blood or marriage, to whom the member has stood in the place of a parent, unless the child is adopted by the service member.

e. A stepchild after divorce of the service member from the blood parent unless the child is adopted by the service member. Death of the blood parent while married to the service member does not dissolve the stepchild-stepfather relationship.

f. A legitimate stepchild receiving all or almost all of its support from sources other than the Marine's contributions to its welfare, e.g., from its natural father or from veteran's survivor benefits. However, the fact that a stepchild is receiving more than one-half of its support from sources other than the Marine will not necessarily result in a finding that the child is not the Marine's eligible dependent, provided that the Marine contributes to the child's welfare to an extent that it would be deprived of reasonable necessities if such contributions were not made.

g. A service member's child who has been adopted by third parties.

h. The parents of the member's spouse; i.e., mother-in-law, father-in-law.

i. Member's grandparents unless such grandparents stood in a loco parentis relationship for a minimum of 5 years during the minority of the Marine.

j. Brothers and sisters.

k. Stepparent after divorce from blood parent. However, a stepparent separated but not divorced from a blood parent may still be eligible.

ℓ. A dependent currently claimed for purposes of basic allowance for quarters by another service person.

3. Acceptable Forms of Marriage. Not all forms of marriage are acceptable for the purpose of determining a member's eligibility to receive a quarters allowance. For example, proxy marriages and "telephone marriages" in the absence of legislation or court determinations to the contrary, are not recognized. Recognizable marriages include:

a. Indian tribal marriages, if contracted between tribal Indians according to usages and customs of their tribe at the time when the tribal Government relations existed.

b. Ceremonial marriages.

c. Common law marriages if recognized in the State where contracted. In this type of marriage, a couple becomes husband and wife without formal solemnization of marriage by mutually and publically holding themselves out and assuming the obligations of husband and wife. The couple must have had the same capacity to marry prior to common law marriage that would have been required upon entry into a ceremonial marriage. While requirements of a valid common law marriage vary in different states, basically they include the above stipulations. Common law marriages are as binding as ceremonial marriages and can only be terminated by death or divorce.

4. Validity of Marriage and/or Divorce. In order for a person to be determined a lawful wife for whom the Marine is entitled to receive credit of basic allowance for quarters, the Marine's marriage to her must be lawful and valid in accordance with the law of the State or country in which the marriage took place.

a. Many states require that the parties to a divorce go through a waiting or "cooling off" period before divorces become final. Due to a general lack of knowledge regarding the divorce laws of the various states, many service members find that they are not legally married upon applying for basic allowance for quarters because it is discovered that they and/or their purported wives have previous marriages that have not been dissolved by divorce. In this instance competent legal advice must be obtained.

b. Divorce in a foreign country where the parties to a marriage go for a temporary period, and where they do not have a legal residence (residence for a substantial period other than while on leave or vacation, etc.), and where neither of them is a citizen, will not be recognized. This means that unless a court within the United States holds such a divorce valid, it will not be recognized for the purpose of authorizing basic allowance for quarters to a Marine who marries a person whose earlier marriage is supposed to have been dissolved by a foreign divorce; also if it is the Marine's earlier marriage which was supposed to have been dissolved by such a foreign divorce his remarriage may not be recognized in the absence of a court order holding the divorce, or his present marriage, valid.

5. Special Parent Cases

a. A parent is not necessarily required to exhaust his assets as a condition for establishing dependency.

b. If all conditions of eligibility have been met and the member claims parents as dependents, residence in a charitable institution will not necessarily bar the Marine from receiving a quarters allowance.

c. Contributions received by parents from charitable organizations are not considered a part of their income for dependency purposes.

d. A mother living with her husband in a family unit, in which the husband provides over 50 percent of the expenses of the unit, cannot be considered the member's dependent even if the husband is not providing adequately for her needs.

e. Social security and/or unemployment compensation benefits received by the parents are considered income in determining whether they receive more than one-half of their income from sources other than the member and whether the member is their chief support.

f. A Marine claiming entitlement to basic allowance for quarters in behalf of a parent(s) by virtue of the parent having become dependent upon him due to a change of circumstances, i.e., loss of job, death of breadwinner, etc., is expected to apply for basic allowance for quarters within a reasonable period of time subsequent to such

change. If the Marine does not apply within 1 year following the date the change occurred, normally it will not be considered that the parent became dependent as a result of the change.

6. Application. The individual Marine is primarily responsible for making application for quarters allowance. Each enlisted Marine will submit NavPers 668 Application for Dependents Allowance, listing all his dependents and will submit a new corrected NavPers 668 whenever there is an increase in the number of his dependents. An application on behalf of all dependents is required although no increase in allowances will accrue. The relationship of the member to any dependent applied for, with the exception of parents, must be verified by appropriate documents. In order to eliminate any unnecessary delay in the approval of the application, the service member (applicant) should have certified copies of all supporting documents in his possession at the time of the initial application. Examples of required documents, depending on the circumstances, are certified copies of: marriage certificates; divorce decrees; separation agreements; complaints of annulments and annulment decrees; statement of prior marital status of spouse; death certificates; birth certificates; adoption decrees; etc. If the service member is unable to secure the required documents for any reason, he should consult his commander or legal assistance officer.

7. Separate Maintenance. When a Marine has more than one dependent and his dependents live in separate households and the amount of support to be paid to each dependent results in a dispute, in the absence of a court order or legal agreement to the contrary, the amount of support to each dependent is determined by the Commandant of the Marine Corps (Code DN). In such cases of dispute see subparagraph 7201.4.

8. Changes That May Add to the Rate of Basic Allowance for Quarters:

a. Birth of child.

b. Marriage, adding wife as dependent (also stepchildren in many cases).

c. Legal adoption of a child.

d. A change of parents' circumstances whereby they become dependent on the Marine for over one-half of their support.

e. Promotion of the member to a higher grade.

9. Changes That May Decrease the Rate of Basic Allowance for Quarters or Terminate Entitlement:

a. Emancipation of a child by marriage, entry into the Armed Forces, etc.

b. Death of a dependent.

c. Final divorce from wife, whether or not a court awards alimony.

d. A change in circumstances whereby a parent whose eligibility is based on support provided by the Marine is no longer dependent on him for over one-half of his or her support.

e. Demotion, such as from pay grade E-4 to E-3.

f. Entry of wife or husband into the Armed Forces.

g. Under certain circumstances, when all, or a portion of the dependents occupy government quarters.

10. Allotment. The dependents of enlisted personnel in pay grades of E-1 through E-4 (4 years or less of service) receive each month a "Q" allotment check. The amount of the allotment is the sum of the member's basic allowance for quarters plus $40 deducted from the member's pay, unless in the case of a wife or child a separation agreement or court order specifies a lesser amount, in which case the allotment is in an amount at least equal to the allowance for quarters or the amount so specified, whichever is greater.

a. Allotment checks are drawn and issued by the Allotment Branch of the Disbursing Division, Headquarters Marine Corps, Washington, D.C. Checks are normally mailed on the last day of each month representing payment of the allotment for that month. As a rule authorization to start allotments, Allotment Authorization, NavCompt 545, will be forwarded so as to reach the Commandant of the Marine Corps (Code

CDC) prior to the last day of the month preceding the month of first payment. Due to the time consumed in processing the allotment application both at the local disbursing office and at Headquarters Marine Corps, it is advisable for the Marine to make application for basic allowance for quarters and to register the appropriate allotment as soon as possible after dependency commences in order to avoid unnecessary delay in receipt of allotment checks by the dependent.

b. In the case of members in pay grades E-1 through E-4 (4 years or less of service), the guide given in subparagraph 7201.4 must not be construed to mean that the support to be paid can fall below the minimum allotment requirement.

c. If an enlisted member in pay grade E-1 through E-4 (4 years or less of service) refuses or is unable to make application, the dependent lawful wife or person acting on behalf of the member's legitimate children in his or her custody may request that an allotment be administratively established. Correspondence in such matters will be directed to the Commandant of the Marine Corps (Code DN).

11. Submission of Applications to the Commandant of the Marine Corps for Action. Before forwarding basic allowance for quarters applications to the Commandant of the Marine Corps for action in those cases wherein the commander is not authorized to act, commanders will attach to the original NavPers Form 668 the appropriate supporting documents mentioned in subparagraph 11050.6 above. Submission of NavPers Form 668 to the Commandant of the Marine Corps will not be delayed in cases where the Marine does not have in his possession the necessary supporting documents and cannot obtain them immediately. In such cases, commanders will attach remarks to the NavPers Form 668 indicating the nature of the supporting documents which are temporarily unavailable, the steps being taken by the Marine to obtain them, and the probable date of submission thereof to the Commandant of the Marine Corps.

11051 UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD, DD FORM 1173 FOR DEPENDENTS OF MARINE CORPS PERSONNEL, AND CERTAIN OTHERS

1. The Uniformed Services Identification and Privilege Card, DD Form 1173, is a means of identification and designates those privileges for which a dependent and/or survivor of an active, retired, or deceased member of the Marine Corps is eligible. Application for the DD Form 1173 is made on a DD Form 1172, Application for Uniformed Services Identification and Privilege Card. DD Form 1173 may be issued by Marine Corps commands in behalf of dependents of members of other branches of the Uniformed Services and likewise, dependents of Marine Corps personnel may be issued DD Form 1173 by a commander of any Army, Navy, Air Force, or Coast Guard activity. This cross-service arrangement is applicable only when the application, DD Form 1172, has been properly executed and certified by the parent service. DD Form 1173 also may be issued to certain civilian personnel as indicated in the Marine Corps Commissary Stores Management Manual, Marine Corps Exchange Manual, and the Special Services Manual, which entitles such persons to commissary, exchange, and theater privileges. Possession of the DD Form 1173 does not, in itself, authorize entry into any classified or security area, nor does it replace any security system now in effect or to be placed into effect. Although DD Form 1172 is designed to provide a means whereby dependents may make application for DD Form 1173 in their own behalf, it is the responsibility of all military members, active duty and retired, to apply for the card in behalf of their lawful dependents.

2. Eligible Persons and Method of Application and Verification. Upon receipt of Application for Uniformed Services Identification and Privilege Card, DD Form 1172, the certifying officer will in all instances verify the information contained therein to ascertain whether or not the applicant is

eligible for medical care, commissary, exchange, and/or theater privileges as prescribed in current Secretary of the Navy Instructions on medical care (series 6320), Marine Corps Commissary Stores Management Manual, Marine Corps Exchange Manual, and the Special Services Manual. The following are guidelines upon which the dependency status and/or eligibility of persons may be predicated:

a. Active duty members will make application for DD Form 1173 in behalf of their dependents by the submission of DD Form 1172 to their commander.

(1) The dependency status of wives and children will be verified with NAVMC 10526-PD, Record of Emergency Data and/or NavPers 668, Application for Dependents Allowance. In the event a child is claimed who has been born subsequent to the execution of NAVMC 10526-PD or there is a discrepancy in the date of birth, the birth certificate of such child should be requested for verification.

(2) If a child claimed is not the legitimate child or stepchild of the service member, a decree of adoption will be required unless the service records disclose that the child has been adopted by the member. An interlocutory decree of adoption is sufficient. If a state does not issue an adoption decree, an amendatory birth certificate will suffice. A child of a service member who has been adopted by a third party is not an eligible dependent.

(3) In cases of children over 21 years of age incapable of self-support, a doctor's statement will be required setting forth that the child is incapable of self-support by reason of mental or physical incapacitation that existed prior to attainment of age 21.

(4) If the children are under the age of 23 and are in school, a statement from the registrar of the school certifying that the child is enrolled in a full-time course of study must be submitted by the applicant.

(5) The dependency status of parents will be verified with NavPers 668, Application for Dependents Allowance, or NavCompt Form 2040-1, Dependency Certificate (Mother and/or Father). If the Marine has not previously applied for Basic Allowances for Quarters on behalf of the parent(s), an identification and privilege card will not be issued until an approved application or certificate is received from the Commandant of the Marine Corps (Code DN).

(6) Requests for determination of eligibility for parents-in-law for identification and privilege cards will be forwarded to the Commandant of the Marine Corps (Code DN).

(7) Commanders of members who are ordered overseas, afloat, or otherwise away from the place of residence of their dependents will have Section IV and items e, k, and l of Section II of the DD Form 1172 in the case of each listed dependent completed and returned to the applicant. The applicant will be instructed to forward the completed DD Form 1172 to his dependents for presentation to the commander or officer in charge of the nearest Armed Forces activity where laminating and photographic facilities are available, for the issuance of a DD Form 1173. Personnel being ordered overseas, afloat, or otherwise away from the place of residence of their dependents, will be instructed to provide their dependents with the appropriate DD Form 1173 prior to departure.

b. Retired members

(1) Retired reservists will submit applications for DD Form 1173 in behalf of their dependents to the Commandant of the Marine Corps (Code DN), Washington, D.C. 20380. After verification of the member's service and certification of the benefits for which the dependents are eligible, the application will be returned to the retired member who may then present it to the commander of any Armed Forces installation which is equipped for issuance of DD Forms 1173.

(2) Other retired Marines including members of the Fleet Marine Corps Reserve may submit applications for DD Form 1173 in behalf of their dependents in person to the commander or officer in charge of the nearest Marine Corps activity, or by mail to the Commandant of the Marine Corps (Code DN), Washington, D.C. 20380, for verification and certification of benefits for which their dependents are eligible. An application submitted to the Commandant of the Marine Corps will be returned after verification and certification to the retired member, who may then present it to the commander of any Armed Forces installation equipped to issue DD Form 1173.

(3) Retired members who apply at an activity other than Headquarters Marine Corps will be required to establish their identity and the eligibility of their dependents for DD Form 1173 to the satisfaction of the certifying officer by presenting appropriate documents such as: DD Form 2-MC and/or DD Form 1173, as appropriate; copy of retirement orders; old or superseded DD Form 1173; birth certificates; marriage certificates; divorce decrees; adoption papers; death certificates; and other documents as necessary. After serving their purpose, all documents furnished to establish relationship will be returned to the applicant. Request for determination of eligibility of parents and parents-in-law of a retired member will be forwarded to the Commandant of the Marine Corps (Code DN) and must be supported by a sworn affidavit as prescribed in figure 11-1. An identification and privilege card will not be issued for parents or parents-in-law of a retired member until approval is received from the Commandant of the Marine Corps (Code DN).

c. Applications submitted by or in behalf of the surviving dependents of deceased active duty and retired members will be forwarded to the Commandant of the Marine Corps. Commanders will render all possible assistance in connection with informing such dependents of this provision and assist them whenever practicable in completing DD Forms 1172 for forwarding to the Commandant of the Marine Corps (Code DN).

d. Armed Services personnel of foreign nations shall apply for DD Form 1173 by submitting DD Form 1172 to the installation commander where privileges are desired. As indicated in the Marine Corps Commissary Stores Management Manual, Marine Corps Exchange Manual, and the Special Services Manual, they must establish their identity and status to the satisfaction of the issuing agency through appropriate identification cards, orders, etc., for commissary, exchange and theater privileges.

e. American Red Cross personnel and other uniformed and nonuniformed personnel of recognized welfare and service organizations, civilian employees, hospitalized veterans, and other categories of civilian personnel as outlined in the Marine Corps Commissary Stores Management Manual, the Marine Corps Exchange Manual, and the Special Services Manual, shall apply for DD Form 1173 by submitting DD Form 1172 to the installation commander where privileges are desired. Upon receipt of such applications, and after reviewing the credentials of the applicant, installation commanders will specify by endorsement under "Remarks" in Item 18 the facilities for which patronage is authorized and special instructions for the use and surrender of the card in all cases where applications are approved. In cases of disapproval, reasons therefor will be indicated on the DD Form 1172.

f. Questionable cases. All questionable cases will be forwarded to the Commandant of the Marine Corps (Code DN) for determination with a brief statement relative to the facts which raised the issue of doubt together with any available supporting documents. In such instances a DD Form 1173 will not be issued until so authorized by the Commandant of the Marine Corps (Code DN).

3. Special Instructions to Issuing Officers. Issuing officers shall be guided by the following special instructions in preparation and issuance of the Uniformed Services Identification and Privilege Card:

a. Application for, and issuance of, DD Form 1173 will be accomplished at the following times for all military dependents 10 years of age and over:

(1) Upon entry of a service member on active duty for a period in excess of 30 days.

(2) Upon reenlistment of a service member.

(3) Upon retirement or death of a service member.

(4) Upon change in dependency status stated on current card.

(5) Upon certification of loss of card.

(6) When administratively appropriate, DD Form 1173 will not normally be issued to minor children under 10 years of age. Certification and identification of such minors for medical care and other benefits to which entitled will be the responsibility of the service member, an adult dependent, accompanying parent or acting guardian. However, under extenuating circumstances, DD Form 1173 may be issued to minor children under 10 years of age for medical care. Example: A service member was divorced and the court awarded custody of the children, ages 3 and 4, to the spouse and further decreed that the service member provide for their support. Under such circumstances the children would be dependent on the service member and entitled to medical care and other benefits.

b. Surrender. DD Forms 1173 shall be surrendered:

(1) Whenever a new card is issued, except to replace cards lost, stolen or destroyed.

(2) Upon expiration date.

(3) Whenever the card holder becomes ineligible.

(4) Upon death, retirement or release of member to inactive duty.

(5) When otherwise required for administrative purposes which are in the best interest of the service.

4. Preparing the DD Form 1173

a. Card issued will bear a 1" by 1-1/4" uncovered, fullface, front view, passport-type photograph of the bearer.

b. Item #1, Card number. Card numbers will be preprinted.

c. Item #2, Issue date. Enter the date of authentication by the issuing officer.

d. Item #3, Expiration date.

(1) Cards issued to adult dependents shall be effective for the contracted period of service of the sponsor upon whom the entitlement is based in the case of members of the Uniformed Services, or 6 years from the date of issue, whichever is the earlier.

(2) Cards issued to the widows of deceased (active or retired) service members shall be effective for a period not to exceed 4 years.

(3) Cards issued to children under 21 years of age shall be effective for the contracted period of service of the sponsor as outlined in subparagraph (1), above, or until the child attains the age of 21, or 6 years from the date of issue, whichever is the earlier.

(4) Cards issued to children over 21 years of age but under 23 years of age who are attending school shall be effective for the contracted period of service of the sponsor as outlined in subparagraph (1), above, or until the

child attains the age of 23 years, or until graduation and/or conclusion of the schooling, whichever is the earliest.

(5) Cards issued to children over 21 years of age who are incompetent due to mental or physical incapacity shall be effective for the contracted period of the sponsor, or 6 years from the date of issue, whichever is the earlier.

(6) Cards issued to personnel other than dependents of members of the Uniformed Services, or to dependents of personnel having no contracted period of service such as retired military personnel, shall be effective for a period not to exceed 6 years from the date of issuance.

(7) Cards shall not be issued when eligibility for or usage of the card is indicated for 30 days or less.

(8) Under no circumstances will cards be issued for an "indefinite" period.

(9) Cards issued to personnel transferred to the temporary disability retired list shall be effective for a period of 5 years from the effective date of such transfer.

(10) Cards issued to dependents of temporary disability retired personnel shall be effective for a period of 5 years from the effective date of temporary disability retirement, except in the case of children. Cards issued to dependent children shall be effective for a period of 5 years from effective date of temporary disability retirement or until the child attains the age of 21, or if attending school, age 23, whichever is earlier.

e. Item #4, Issued to. Type the full name (first name, middle initial and surname) of the person to whom issued and code the relationship to the sponsor as follows:

W	Wife
H	Husband
S	Son
D	Daughter
F	Father
M	Mother
FL	Father-in-law
ML	Mother-in-law
U	Unremarried Widow
UW	Unremarried Widower

When issued to a person who is not a dependent, the words "and relationship" will be lined out.

f. Items #5, 6, 7, and 8, Color of eyes, hair, height, and weight. Self-explanatory.

g. Item #9, Date of birth of bearer. When issued to dependent children over 21 years of age, indicate after date of birth "(INC)" for incompetency, or "(SCH)" for attendance of an approved school, as appropriate.

h. Item #10, Grade and name of sponsor. Enter grade appropriately abbreviated followed by the first name, middle initial and surname. Normally, cards will not be reissued solely because of change in grade of the sponsor. However, upon promotion of personnel from sergeant to staff sergeant and advancement of enlisted personnel to officer grade, reissuance may be authorized at the discretion of local commanders.

i. Item #11, Service and status of sponsor. Enter USMC; USMCR; etc., as appropriate, and code the status as follows:

AD	Active Duty
RET	Retired
D	Deceased
CIV	Civilian
FM	Foreign Military

j. Item #12, Service number of sponsor. Self-explanatory. When issued to persons other than military dependents, enter "(CIV)."

k. Item #13, Authorized patronage. To make determination of eligibility, refer to figure 11-2 and/or the Marine Corps Commissary Stores Management Manual, the Marine Corps Exchange Manual, and the Special Services Manual, as appropriate. Privileges and facilities to which the cardholder is not authorized will be completely obliterated.

l. Item #14, Signature. Cards issued to a person who is incompetent or otherwise cannot sign, enter "(INC)." All others will sign first name, middle initial and surname with blue, blue-black, or black ink.

m. Item #15, Medical care facilities authorized. Refer to figure 11-2 and SecNav Instructions on medical care (series 6320) in making a determination. Medical facilities not authorized for the cardholder will be blocked out. If the bearer is eligible for medical care, items 15a and 15b will be completed as follows:

(1) In block 15a, the positive entry "YES" is required when the bearer is entitled to medical care in Uniformed Services facilities.

(2) In block 15b, the positive entry "YES" is required when the bearer is entitled to civilian medical care. The effective date entered must be the latest of the following:

(a) 7 December 1956 (effective date of the Dependents' Medical Care Act, Public Law 569, 84th Congress): or

(b) Date of marriage to a sponsor; or

(c) Date of sponsor's last entry on active duty after a break in service of more than 24 hours; or

(d) Date of sponsor's initial entry on continuous active duty (no break in service of more than 24 hours); or

(e) In case of children, the date: of birth; of adoption by sponsor; or on which the child became a dependent of the sponsor.

(3) A new card will not be issued to a dependent in possession of DD Form 1173 (1Jan57) for the sole purpose of showing an effective date for civilian medical care.

n. Item #16, Place of issue. Enter organizational address.

o. Item #17, Issuing officer. Self-explanatory. Issuing officers will not use facsimile signature stamps.

p. Lamination. All cards will be laminated between two pieces of plastic prior to issue. Commanders and officers in charge who do not have laminating facilities should arrange for such service with any other military activity within the proximity of his command, or headquarters of the appropriate naval district or naval command.

q. Alterations. No DD Form 1173 on which any alterations, erasures, or strikeovers have been made will be issued.

r. Instructions upon delivery. All dependents at the time of issuance of DD Form 1173 will be advised that the card must be in his/her possession when requesting authorized privileges, the conditions under which the holder is entitled to the card, and that any changes in status which would modify or terminate these conditions must be reported immediately to the nearest Armed Forces military installation.

s. Reissue, renewal. Reissue or renewal of DD Form 1173 will be effected by the same procedure as prescribed for initial issuance.

t. Responsibility of sponsors. Sponsors will be directed to notify the appropriate issuing activity immediately upon any change in status that would terminate or modify the right to any of the benefits for which the card may be issued.

5. Figure 11-2 is furnished as a ready reference for issuing officers in ascertaining what privileges certain categories of patrons are entitled. Personnel on active duty or active duty for training for a period of 30 days or less, and their dependents, who are authorized commissary, exchange, and/or theater privileges will be required to present a copy of their orders to active duty, the appropriate Armed Forces identification card, or whatever privilege card is provided or required by the commander of the facility concerned.

6. The loss or theft of DD Form 1173 will be reported promptly by the service member, the dependent concerned, or holder, through the resubmission of DD Form 1172 to the appropriate issuing activity with the following statement completed under the "Remarks" heading (Item #18):

"I certify that DD Form 1173 previously issued to me was lost or stolen under the following circumstances: (Explain in detail) and that such card has not been located after diligent search. If it is subsequently found, it will be surrendered to the appropriate issuing agency. '/s/_____'."

7. Disposition of Applications. DD Form 1172 completed by or in behalf of:

a. Dependents of active duty Marine Corps personnel will be filed on the document side of the Service Record Book or Officers Qualification Record of the sponsor.

b. Dependents of retired (except retired reserve, see paragraph 11051.2b(1)) or deceased Marine Corps personnel will be forwarded to Commandant of the Marine Corps (Code DGH) for file.

c. Dependents of members of the Uniformed Services of the United States other than the Marine Corps will be forwarded to the appropriate organization or service department for disposition.

d. All other persons including foreign military personnel and civilians will be retained in the appropriate organizational files in accordance with current regulations and destroyed simultaneously with and at the time of surrender of DD Form 1173 upon termination of eligibility therefor.

8. Members of the Marine Corps who decline to sponsor their lawful dependents for appropriate identification media to obtain medical care and other authorized privileges may in certain instances be required to submit a sworn statement to the Commandant of the Marine Corps (Code DN) setting forth the reasons for such refusal. Such statements when received will be made a part of the member's official records. Where such refusal appears unjustified, certification of eligibility will be issued by the Commandant of the Marine Corps (Code DN).

9. Security and Accountability of DD Forms 1173

a. Supply activities will maintain proper security over stocks of DD Form 1173, issue cards in blocks, maintain a record by serial number of all cards issued, and obtain signed receipts for all issues.

b. Commanders shall perform, or designate in writing an officer or officers who shall be responsible for performing, the following security and accountability functions:

(1) Upon receipt of a shipment of DD Forms 1173, immediately make a record of the serial numbers and of the total number received. If the shipment is accompanied by a requisition which lists the serial numbers, verify its accuracy with those received.

(2) Provide adequate storage facilities to ensure security and accountability of DD Forms 1173. They will be allocated only in amounts sufficient for average daily requirements.

(3) Maintain a permanent log of the final disposition of each DD Form 1173 in serial number sequence indicating the name, grade or rate, and file or service number of the service member, or status if a civilian. Recipient shall sign the log, acknowledging receipt of the DD Form 1173. When delivery by mail is necessary, certified or registered mail will be utilized and the certified or registry number shall be entered in the log in lieu of the recipient's signature.

(4) Destroy all DD Forms 1173 not issued because of spoilage and make an appropriate signed entry in the permanent log indicating date and reason for the destruction. Cards surrendered will be destroyed by the designated officer performing the security and accountability functions for the command.

(5) Every 6 months or upon relief of the issuing agent, inventory blank DD Forms 1173, sight those in the process of issuance, and inspect the permanent log to ensure that each one is accounted for. An entry will be placed in the log indicating compliance with this paragraph.

(6) When blank DD Forms 1173 cannot be accounted for, the circumstances shall be investigated immediately and the Commandant of the Marine Corps (Code DN) informed of the serial numbers of those missing, and of the action taken.

AFFIDAVIT

NOTE: Penalty for presenting false claims or making false statements in connection with claim: Fine of not more than $10,000 or imprisonment for not more than 5 years, or both (18 U. S. C. 287; id 1001).

I hereby (swear) (affirm) that I am the (parent) (parent-in-law) of

_____ and (am) (was) dependent on him

for over one-half of my support and actually (reside) (resided) in his household

(at the time of his death) at _____

_____ _____

(address)

Date _____ _____ Signature _____

_____

NOTARY PUBLIC

Subscribed and duly sworn (or affirmed) to before me according to law by the above-named affiant(s).

This _____ day of _____ 19__, at city (or town) of _____

_____, county of _____,

and State of _____.

(OFFICIAL SEAL)

_____
NOTARY

_____
OFFICIAL TITLE

MY COMMISSION EXPIRES: _____

Figure 11-1

AUTHORIZED PATRONS FOR:

CATEGORY OF PATRONS	MEDICARE		COMMISSARY[1]	EXCHANGE[1] UNLIMITED	THEATER[1]
	CIVILIAN FAC	SERVICE FAC[1]			
1. Active Duty Members of the Uniformed Services[2]....	EMERGENCY ONLY	YES	YES[3, 20]	YES[3]	YES
2. Dependents of Active Duty Members of the Uniformed Services as Follows:					
A - Lawful Wife.....	YES	YES	YES	YES	YES
B - Lawful Husband.....	YES[5]	YES[5]	YES[4]	YES[5]	YES
C - Unmarried Legitimate Children Including Adopted and Stepchildren--					
(1) Under 21 years of age.....	YES	YES	YES[18]	YES[6]	YES
(2) Over 21 years of age.....	YES[7]	YES[7]	NO	YES[7]	YES[7]
D - Parents.....	NO	YES[9]	YES[4]	YES[6]	YES[6]
E - Parents-in-law.....	NO	YES[9]	YES[4]	YES[9]	YES[9]
3. Dependents of Deceased Members of the Uniformed Services Who Died in Line of Duty While in an Active Status as Follows:					
A - Unremarried Widow.....	NO	YES[21]	YES[19, 20, 24]	YES[19, 24]	YES[19]
B - Unremarried Widower.....	NO	YES[10]	NO	NO	NO
C - Unmarried Legitimate Children Including Adopted and Stepchildren--					
(1) Under 21 years of age.....	NO	YES[23]	NO[24]	NO[24]	YES
(2) Over 21 years of age.....	NO	YES[11]	NO[24]	NO[24]	YES[11]
D - Parents.....	NO	YES[12]	NO	NO	NO
E - Parents-in-law.....	NO	YES[12]	NO	NO	NO
4. Retired Members of the Uniformed Services.....	NO	YES[13]	YES[14, 20]	YES[14]	YES[14]

Figure 11-2

AUTHORIZED PATRONS FOR:

CATEGORY OF PATRONS	MEDICARE		COMMISSARY[1]	EXCHANGE[1] UNLIMITED	THEATER[1]
	CIVILLIAN FAC	SERVICE FAC[1]			
5. Dependents of Retired Members of the Uniformed Services as Follows:					
A - Lawful Wife	NO	YES	YES	YES	YES
B - Lawful Husband	NO	YES[5]	YES[4]	YES[5]	YES[5]
C - Unmarried Legitimate Children Including Adopted and Stepchildren--					
(1) Under 21 years of age	NO	YES	YES[18]	YES[6]	YES
(2) Over 21 years of age	NO	YES[7]	NO	YES[7]	YES[7]
D - Parents	NO	YES[9]	YES[4, 6]	YES[6]	YES[6]
E - Parents-in-law	NO	YES[9]	YES[4, 9]	YES[9]	YES[9]
6. Dependents of Deceased Retired Members of the Uniformed Services as Follows:					
A - Unremarried Widow	NO	YES	YES[20, 24]	YES[24]	YES
B - Unremarried Widower	NO	YES[15]	NO	NO	NO
C - Unmarried Legitimate Children Including Adopted and Stepchildren--					
(1) Under 21 years of age	NO	YES	NO[24]	NO[24]	YES
(2) Over 21 years of age	NO	YES[16]	NO[24]	NO[24]	YES[16]
D - Parents	NO	YES[17]	NO	NO	NO
E - Parents-in-law	NO	YES[17]	NO	NO	NO
7. Hospitalized and Totally Disabled Veterans	NO	NO	YES[8, 20]	YES[22]	NO
A - Lawful Wife	NO	NO	YES[4]	YES[22]	NO
B - Other Family Member	NO	NO	YES	YES[22]	NO

Figure 11-2. --Continued.

FOOTNOTES

1. All authorized patronage depends upon the availability and adequacy of the facility concerned.

2. Includes a person appointed, enlisted, inducted, called, ordered or conscripted in a Uniformed Service who is serving on active duty or active duty for training pursuant to call or order that does not specify a period of 30 days or less.

3. Includes a person appointed, enlisted, inducted, called, ordered or conscripted in a Uniformed Service (including members of the Reserve components) who is serving on active duty or active duty for training pursuant to a call or order that does not specify a period less than 72 hours.

4. If in fact designated by the authorized patron as the adult member of the family to act as agent for the purpose of making purchases on his behalf.

5. If he is in fact dependent on the member for over one-half of his support.

6. If in fact dependent upon the member for over one-half of their support.

7. If the child is incapable of self-support because of a mental or physical incapacity that existed prior to his reaching the age of 21, and is in fact dependent on the service member for over one-half of his support, <u>or</u> has not passed his 23rd birthday and is enrolled in a full-time course of study in an institution of higher learning as approved by the Secretary of Defense or Secretary of Health, Education, and Welfare, and in fact dependent on the service member for over one-half of his support.

8. Honorably discharged veterans are required to furnish a Veterans' Administration certification every 3 years following initial application, stating that they have a 100% service-connected disability. Identification card privileges will be authorized for a 3-year period.

9. If in fact dependent on the service member for over one-half of their support and actually reside in the household of the member. <u>See Note below</u>.

10. If in fact dependent upon the member at the time of her death for over one-half of his support because of a mental or physical incapacity.

11. If the child is incapable of self-support because of a mental or physical incapacity that existed prior to his reaching the age of 21 and was at the time of the member's death, in fact dependent on him for over one-half of his support, or has not passed his 23rd birthday and is enrolled in a full-time course of study in an institution of higher learning as approved by the Secretary of Defense or Secretary of Health, Education, and Welfare, and was at the time of the member's death, in fact dependent on him for over one-half of his support.

Figure 11-2. --Continued.

12. If at the time of the member's death, in fact dependent on the said member for over one-half of their support and were at the time of the member's death, actually residing in the household of the said member. See Note below.

13. Includes a member or former member of a uniformed service who is entitled to retired, retirement, or retainer or equivalent pay as a result of service in a uniformed service, other than a member or former member entitled to retired pay under the provisions of 10 USC 1331-1337, who has served less than 8 years on full-time duty in the active military service, other than active duty for training.

14. Includes a member (excluding a former member) of a uniformed service who is entitled to retired, retirement or retainer or equivalent pay as a result of service in a uniformed service.

15. If he was in fact dependent upon the retired member at the time of her death for over one-half of his support because of a mental or physical incapacity.

16. If the child is incapable of self-support because of a mental or physical incapacity that existed prior to his reaching the age of 21 and was at the time of the retired member's death, in fact dependent on him for over one-half of his support, or has not passed his 23rd birthday and is enrolled in a full-time course of study in an institution of higher learning as approved by the Secretary of Defense or Secretary of Health, Education, and Welfare, and was at the time of the retired member's death, in fact dependent on him for over one-half of his support.

17. If the said parent or parent-in-law was at the time of the retired member's death, in fact dependent on the said retired member for over one-half of his support and was at the time of the retired member's death, actually residing in the household of the said retired member. See Note below.

18. If actually residing in the home of the service member. When service member and wife are divorced and children do not reside with service member, commissary privileges are not authorized.

19. Includes unremarried widows of members of Marine Corps Reserve who died in line of duty during performance of active duty for training or drill.

20. Each authorized patron shall be permitted to designate one adult member of his family, who is actually residing in his household, as his agent for the purpose of making purchases in his behalf.

21. Includes the unremarried widow of a member of the Marine Corps or Marine Corps Reserve whose death occurred during a period of active duty or active duty for training, the orders to which do not specify a period of duty of 30 days or less.

Figure 11-2. --Continued.

22. Each disabled veteran who is authorized these privileges shall be permitted to designate one member of his family as his agent for the purpose of making purchases in his behalf. "Limited" Exchange will no longer be indicated on the DD 1172 for veterans. It has been found that "Limited" Exchange privileges have frequently been misinterpreted to mean health and comfort items only. Instructions concerning the restrictions on purchase of articles of the uniform will be furnished the veteran by Headquarters Marine Corps on the DD 1172 when the application is certified.

23. Applies only to dependent children of a member of the Marine Corps or Marine Reserve whose death occurred during a period of active duty or active duty for training, the orders to which did not specify a period of 30 days or less.

24. A widow may designate one of her dependent children to act as an agent in her behalf for commissary and exchange privileges. Admittance of these children to the commissary or exchange will be controlled by regulations promulgated by the local command.

NOTE: For the purposes of implementing 10 USC 1071-1085 (the Dependents Medical Care Act of 1956) the requirement of actually residing in the household shall be fulfilled when the parent or parent-in-law actually resides, or was residing at the time of death of a member or retired member, in a dwelling place provided or maintained by said member or retired member.

Figure 11-2.--Continued.

11100 GOVERNMENT LIFE INSURANCE

1. National Service Life Insurance

a. All Marines while in the active service during the period from 8 October 1940 through 25 April 1951 were eligible to apply for National Service Life Insurance (NSLI--maximum $10,000) on one or more of seven plans as provided by the National Service Life Insurance Act of 1940, as amended. With the enactment of the Servicemen's Indemnity and Insurance Acts of 1951 and the Servicemen's and Veterans' Survivor Benefits Act of 1956, issuance of such insurance after 25 April 1951, as distinguished from reinstatement or replacement, is not authorized except as provided in the following subparagraph:

(1) Any person who is released from active service under other than dishonorable conditions and who is found by the Administrator of Veterans' Affairs to be suffering from a disability or disabilities for which compensation would be payable if 10 percent or more in degree but is otherwise in good health, may apply for insurance within 1 year from the date such service-connected disability was determined by the Veterans' Administration on any of the following plans:

(a) Five-Year Level Premium Term

(b) Ordinary Life

(c) Thirty-Payment Life

(d) Twenty-Payment Life

(e) Twenty-Year Endowment

(f) Endowment at Age 60

(g) Endowment at Age 65

Totally disabled personnel may apply for any of the above plans except the endowment plans.

b. Those insured under a National Service Life Insurance contract may designate as a beneficiary any person or persons, firm, corporation, or other legal entity, including his estate, either individually or as a trustee. Further, the insured may cancel and change the beneficiary designation at any time without the consent or knowledge of the beneficiary.

c. An insured under a National Service Life Insurance policy may elect any one of the following four settlement options for payment of insurance benefits upon his death, or may elect that a part of the proceeds be paid under one option and the balance under another option:

(1) Option 1 - One lump sum in cash.

(2) Option 2 - Limited Monthly Installments - A specified number of equal monthly installments ranging from 36 to 240 in multiples of 12.

(3) Option 3 - Monthly Installments for Life - With 120 monthly installments guaranteed.

(4) Option 4 - Monthly Installments for Life - With total installments equal to face amount of the policy guaranteed (Refund Life Income). Further information on the above benefits may be obtained in chapter 12.

d. All National Service Life Insurance policies provide for the waiver of premiums in the event of total disability existing for a period of 6 or more consecutive months; further, upon evidence of insurability (good health) and payment of an additional premium, a total disability income provision granting disability income to the insured may be added to existing policies, except nonparticipating policies issued on or after 25 April 1951.

e. Any permanent plan policy which has lapsed and has not been surrendered for cash or paid-up insurance may be reinstated at any time by the payment

of all premiums in arrears with interest and by compliance with the health requirements. Any indebtedness against the policy which existed at the date of lapse must be reinstated or paid with interest. A lapsed policy which is in force under extended insurance may be reinstated without a medical statement or other medical evidence, if application and payment of premiums and interest are made not less than 5 years prior to the date the extended insurance will expire.

f. Policies surrendered for cash. A Marine who formerly had a National Service Life Insurance permanent plan policy which he surrendered for cash after 25 April 1951 and before 1 January 1957 while on active duty, and who has had continuous active duty since that time, may obtain, either while in the active service or within 120 days after separation, a new policy of insurance (replacement) on the same plan and not in excess of the amount surrendered at the premium for his current insurance age; or he may reinstate his surrendered policy by the payment of the required reserve and the premium for the current month. No medical examination is required. (At the same time an application for replacement or reinstatement is submitted, a Marine may submit an application for conversion to a higher or lower premium rate plan.)

g. Five-year level premium insurance

(1) A Marine who had a 5-year level premium term National Service Life Insurance policy, the term of which expired while he was in active service after 25 April 1951 or within 120 days after separation, and in either case the insurance expired prior to 1 January 1957, and who has had continuous active duty since the date of the expiration of the term of his policy may be granted an equivalent amount of government insurance on the 5-year level premium term plan at the premium rate for his then current insurance age. Such application must have been made while in active service, or within 120 days after separation from active service, accompanied by payment of premiums and evidence of good health satisfactory to the Administrator of Veterans' Affairs.

(2) National Service Life Insurance policy holders whose 5-year level premium term policies lapsed for nonpayment of premium not earlier than 2 months prior to the expiration of the term period, and such term period expired on or after 23 July 1953, may renew and reinstate such term insurance prior to the expiration of the next succeeding term period. The policy holder must submit the required premiums and evidence of good health in order to reinstate such insurance.

h. Conversion of term insurance to permanent plan

(1) A National Service Life Insurance policy on the Five-Year Level Premium Term Plan (except Post-Service Term Insurance issued after 25 April 1951 under Section 621 of the National Service Life Insurance Act, as amended) may be converted without physical examination at any time within the term period for National Service Life Insurance in the same or less amount, in multiples of $500 (minimum $1000), on the Ordinary Life, 20-Payment Life, 30-Payment Life, 20-Year Endowment, Endowment at Age 60, or Endowment at Age 65 plan. However, conversion to an endowment plan may not be made while the insured is totally disabled. A policy, to be convertible, must be in force either by payment or waiver of premiums.

(2) Change in plan. Any permanent plan National Service Life Insurance policy which is in force under premium paying conditions may be exchanged wholly or in part, in multiples of $500 (minimum $1,000), for a National Service Life Insurance policy on any other permanent plan with the same policy number prefix, bearing the same effective date, and based upon the same age, under the following conditions:

(a) To a higher premium rate or reserve. Upon payment of

the difference between the reserve on the new plan and the reserve on the old plan and the payment of the first premium on the new plan. Physical examination is not required, but the exchange may not be made if the insured is totally disabled.

(b) To a lower premium rate or reserve. Report of physical examination is required. The difference in reserve on the old plan and the reserve on the new plan, less any indebtedness, may be applied to the payment of premiums on the new policy or withdrawn in cash. However, if the old plan has been in force less than 12 months the difference in reserves may be applied only to the payment of premiums on the new policy.

2. United States Government Life Insurance

a. Eligibility. This insurance was granted to any person who served at any time from 6 October 1917 to 8 October 1940. The Servicemen's Indemnity and Insurance Acts of 25 April 1951 terminated the issuance of United States Government Life Insurance. Marines on active duty who formerly had one of these policies of insurance in effect have the same privileges of reinstatement or replacement as outlined in subparagraphs 1f and 1g, above, and have the same rights as holders of policies of National Service Life Insurance with the following exceptions:

(1) No post-service United States Government Life Insurance is issued because of service-connected disability.

(2) The provisions of National Service Life Insurance Five-Year Level Premium Term Insurance as cited in subparagraph 1g(2), above, do not apply to United States Government Life Insurance.

3. Responsibility. It is the responsibility of the commander to ensure that: all Marines within his command are apprised of the Government insurance provisions of the Servicemen's and Veterans' Survivor Benefits Act; Marines having contractual rights to replace or reinstate United States Government Life Insurance and National Service Life Insurance are made aware of the privileges afforded them under this law; the proper forms are available to the individuals concerned; assistance in completing the forms is rendered; and that the following disposition is made of the forms:

a. Original and one copy will be forwarded to the Veterans' Administration (VA will return the second copy after verification to the individual).

b. One copy to the Marine's Service Record Book.

c. One copy to the Commandant of the Marine Corps (Code DGH).

4. Additional Sources of Information Concerning Insurance

a. Information concerning United States Government Life Insurance and National Service Life Insurance is contained in the Navy Comptroller Manual, volume 4, and various pamphlets issued by the Veterans' Administration on government life insurance as set forth in a current Marine Corps directive in the 1740 series.

b. If a serviceman or veteran dies from a service-connected cause on or after 1 May 1957 with an in-service waiver of premiums on his government life insurance in effect at the time of his death, his survivors are eligible only for the old form death compensation which is ordinarily lower than the Dependency and Indemnity Compensation to which they otherwise would be eligible (38 USC 417).

5. Servicemen's Group Life Insurance (SGLI)

a. Effective 29 September 1965 every Marine then on active duty in excess of 30 days and every Marine who entered on such duty thereafter (unless he elects to be covered by $5,000 or not to be covered) is automatically covered by $10,000 life

insurance (SGLI) at a current cost to him of $2.00 per month, which is deducted from his Marine Corps pay.

b. Coverage. SGLI coverage extends to all eligible personnel less those who voluntarily withdraw from the program and those who are absent without leave for a period of more than 31 days. Further, this coverage is effective for 120 days following separation or release from active duty unless SGLI is converted while on active duty or prior to the expiration of such 120 days. SGLI coverage is in addition to all other government insurance that a Marine may have retained; i.e., National Service Life Insurance and Government Service Life Insurance. A Marine may elect, in writing, to receive only $5,000 SGLI coverage (at a premium cost to him of $1.00 per month), or he may elect, also in writing, not to participate in the SGLI Program; i.e., not to be covered in any amount.

c. Settlement. A Marine may choose, in writing, a settlement of either one lump-sum to his beneficiary(ies) or 36 equal monthly installments. If no settlement option is elected by a Marine, at the time of his death his beneficiary(ies) may elect either settlement; if a Marine has a written election of lump-sum payment, his beneficiary(ies) may change this election to the monthly payment method. See subparagraphs e and f, below.

d. Beneficiary(ies)

(1) A Marine may designate any person or persons to receive any amount of his SGLI coverage. He may also designate legal entities such as charities, institutions, schools, etc., to receive any or all of his SGLI coverage. See also subparagraphs e and f, below.

(2) If no beneficiary is designated in writing by a Marine, payment of his SGLI will be made to the eligible person or persons highest in the following order:

widow or widower
child or children
parent or parents
duly appointed executor or administrator of his estate
other next of kin entitled under the laws of his domicile

e. A designation of beneficiary and of a settlement option is automatically canceled:

(1) When coverage ceases;

(2) When the member reenters upon active duty in another Uniformed Service;

(3) When the member reenters upon active duty with the same Uniformed Service after a break in service.

f. If a prior designation of beneficiary is terminated for any reason shown above and the member wants the insurance proceeds paid to a designated beneficiary, he must complete a new designation.

g. Policy provisions. The insurance afforded under this Program resembles term insurance in that it has no loan, cash, or paid-up or extended insurance values. There is no provision for disability or other waiver of premiums.

h. Restoration. All Marines on active duty in excess of 30 days who do not have $10,000 SGLI coverage for any reason may request to be insured in the amount of $10,000 or $5,000 by making written application and by demonstrating proof of good health for insurance purposes. Deduction of premiums from military pay will begin as of the month in which application to have SGLI restored is submitted.

i. Conversion. SGLI coverage for 120 days following release from active duty or discharge is granted without payment of premiums. At any time during this 120-day period (or at any time during his period of active duty)

a Marine may convert his SGLI coverage to a commercial individual policy of insurance with any insurance company in the SGLI Program. A listing of the qualified companies will be made available to a separated Marine or former Marine at his request, normally, after his separation from active service. He may then choose an eligible insurance company which offers the program most suited to his needs. The converted insurance policy will be issued in an amount not in excess of the SGLI coverage being replaced and without the necessity of taking a medical examination. Payment of premiums for converted insurance will not be automatically withheld from any Marine Corps pay but may be deducted from active duty or retired pay upon submission of an appropriate allotment authorization by the Marine. If a Marine converts his SGLI coverage to a commercial policy while he is on active duty he may not obtain new SGLI coverage thereafter until either (1) his converted policy of insurance is no longer in effect, or (2) he has had a break in service; i.e., he is released from active duty or is discharged and returns to active duty after having not been on active duty for at least one full day. The converted policy of insurance that replaces a Marine's or former Marine's SGLI coverage will not contain a war clause.

j. Insurance administration. The administration of the SGLI Program will be handled by commercial insurance companies under the auspices of the Office of the Servicemen's Group Life Insurance (OSGLI), 212 Washington Street, Newark, New Jersey 07102.

k. Commanding officers will advise all personnel under their authority of the general provisions of SGLI, with particular emphasis on the desirable features of this insurance program and the fact that no action is required by the Marine if he desires to continue to have the $10,000 coverage and is satisfied with the succession of beneficiaries and method of settlement provided by law. All personnel will be strongly encouraged to retain this low-cost insurance which provides excellent coverage for younger Marines who have not yet obtained dependents and an economical addition to the personal insurance programs of those Marines who have dependents.

(1) No administrative action is to be taken unless a Marine makes a written or verbal request to designate a beneficiary, to select a method of payment, or to reduce or terminate insurance coverage. He will be individually counseled by his commanding officer before taking such action on SGLI.

(2) Elections

(a) If a Marine, after individual counseling by his commanding officer, desires to designate beneficiary(ies) in writing or to choose the method of settlement, the Servicemen's Group Life Insurance Election (VA Form 29-8286) will be completed in triplicate. The original will be placed in the document side of the service record, the first copy will be given to the Marine concerned, and the second copy will be forwarded to the Commandant of the Marine Corps (Code DGH) for inclusion in the Marine's personnel records.

(b) The Federal law pertaining to SGLI does not contain a definition of the term "parent"; i.e., if a Marine is not survived by a designated beneficiary, widow, widower, or child, the law does not stipulate whether the SGLI payment should be made to natural parent(s), adoptive parent(s), stepparent(s), guardian(s), custodian(s) or foster parent(s). If a Marine does not designate which of the above persons is to receive his SGLI, adjudication by OSGLI or the courts would probably be based on the definition of the term "parent" which is contained in the laws of the State where he was domiciled when he died. Accordingly, in all those cases in which a Marine desires his SGLI to be paid to adoptive or stepparent(s), guardian(s), custodian(s) or foster parent(s) rather than to his natural parent(s), he should be advised to submit an SGLI Insurance Election Form (VA Form 29-8286) to that effect.

(c) Unusual beneficiary designations. Whenever a member is likely to be survived by dependents or parents and he designates some other person or entity as beneficiary, a responsible officer of his parent unit will counsel the member, reminding him that the Servicemen's Group Life Insurance Act was specifically designed to provide some form of security for his dependents or parents; and he should be encouraged to designate such dependents or parents as beneficiaries. If the unusual designation is to be continued an entry will be made on page 11 of the members service record indicating that counseling was provided.

(d) Designation of beneficiaries who are minors. When a member wishes to name minors as beneficiaries such as his own children, nephews, nieces, etc., the member should be advised that the proceeds of the insurance cannot be paid to a minor beneficiary without a court-appointed guardian. The appointment of a guardian is often time consuming and costly and for that reason may delay the payment of the insurance for the benefits of a minor beneficiary.

(e) If a Marine desires to terminate his SGLI coverage or reduce the amount of coverage to $5,000, he must so elect on VA Form 29-8286. Before taking such action he will be individually counseled by his commanding officer, who will make an entry on page 11 of the service record that the Marine has been counseled but that he does not wish to retain or wishes to reduce SGLI coverage and reason therefor, if given, or that he desires to reduce the coverage. Distribution of the completed form will be the same as noted in subparagraph 5k (2), above

(f) Additionally, individual counseling by the commanding officer is required for every Marine with an election of reduced or no SGLI coverage prior to arrival of the Marine's organization in any area in which action by hostile forces is expected. An appropriate page 11 entry will then be made as to the counseling and the Marine's desires regarding coverage. If this administrative action cannot be effected prior to arrival in a hostile area, it must be taken as soon after arrival as practicable.

(3) Restoration of SGLI

(a) If a Marine is not covered by $10,000 SGLI because he was in an unauthorized absence status (UA) for more than 31 days or because he elected not to be covered in that amount, he may request SGLI restoration (in the case of UA, upon return to duty; in all other cases, at any time) by submitting a Request for Insurance Application (VA Form 29-8285) in triplicate. The original will be forwarded to OSGLI and the detachable portion of the form will be placed in the document side of the service record.

(b) The medical questionnaire portion (Part II) of VA Form 29-8285 should be completed by a medical doctor, if one is available. (A civilian doctor's charge for completing the questionnaire may not be paid by the Government.) If a medical doctor is not available, a Marine's commanding officer may certify to that fact and may indicate in Part III of the VA Form that in his opinion the Marine applying for restoration of SGLI appears to be in good health, if that is the case.

(c) When a Marine returns from unauthorized absence in excess of 31 days, he will be counseled by his commanding officer as to his loss of SGLI coverage and as to procedures for applying for restoration. An entry to this effect will then be made on page 11 of the service record.

(4) Certificate of Coverage. One SGLI Certificate (VA Form 29-8290) will be presented to each Marine insured under SGLI. This certificate corresponds generally to an insurance policy by which the insurance company and the Marine who is insured are informed of the nature of the insurance coverage being provided. This certificate need not and should not be inscribed

with the Marine's name, his organization, the amount of insurance coverage, or any other information.

(5) Conversion. A certificate of SGLI conversion rights; i.e., Certification of Servicemen's Group Life Insurance (VA Form 29-8284) will be prepared in duplicate upon release from active duty, discharge, retirement or other separation from active duty, or upon the request of a Marine on active duty. This certificate, when completed, indicates the amount of coverage held and the eligibility of the Marine or former Marine to convert his SGLI coverage to a commercial policy. The original and the copy will be given to the Marine or former Marine.

(6) Payment of death benefits. The Claim for Death Benefits (VA Form 29-8283) will be forwarded by this Headquarters to the appropriate beneficiary(ies) upon the death of a Marine, with instructions to submit the completed claim form direct to OSGLI.

(7) Military pay. The Military Pay Order (DD Form 114) will be used in conjunction with the above forms in those cases in which:

(a) A Marine elects $5,000 SGLI coverage

(b) A Marine elects not to be covered by SGLI

(c) A Marine submits an application for restoration of SGLI

(8) Form procurement. All forms referred to in the SGLI Program, less VA Form 29-8283, will be requisitioned through Cognizance I avy Supply System.

(9) Additional information. Ready reference material pertaining to the SGLI Program may be found in the SGLI Handbook (VA Handbook 29-66-1).

11101 SOCIAL SECURITY BENEFITS

1. Under Title IV, Servicemen's and Veterans' Survivor Benefits Act, military personnel on active duty or active duty for training on or after 1 January 1957, are covered under the Social Security Program on the same basis as individuals working in social security covered civilian employment. Coverage under this Act provides wage credits for active military service toward Social Security benefits.

2. Even though military or naval service prior to 1 January 1957 was not under the Social Security Law so as to subject base pay to Social Security type taxes, a member or veteran may be entitled to a wage credit of $160 for each month or part of a month during which he was on active duty after 15 September 1940 and before 1 January 1957, provided his discharge or release was under conditions other than dishonorable. These gratuitous or "free" wage credits, either standing alone or combined with credits from covered employment or self-employment, may give an individual an insured status for the purpose of his own retirement or disability benefits, his dependents' or his survivors' benefits and lump sum death payments. Such credits need not be used if a larger benefit would be payable without them, and, in general, they will not be allowed if the member's or veteran's months of service are counted in whole or in part towards an Armed Forces retirement or other Federal pension. (See subpar. 8, below). However, the credits will not be affected by any benefits or other payments based entirely on a disability. For example: A man retired before 1957 with his retirement based on 20 years active service, generally, could not obtain the $160 social security wage credits for any month of his active service. But if he were retired before 1957 because of disability and if his retired pay were based entirely on percentage of disability, or if he obtained benefits from the Veterans' Administration because of disability, his months of active duty might make him eligible for Social Security wage credits of $160 and consequent Social Security benefits.

3. If an individual becomes disabled before age 65, after being on active

duty or working long enough under Social Security, he may qualify for monthly disability benefits at any age, and certain members of his family may also be paid monthly benefits.

4. To qualify for monthly retirement benefits beginning at age 65, or at age 62 at a reduced rate, an individual must have a certain number of quarters of coverage. The number of quarters of coverage is used to determine only whether a person is eligible for benefits. The amount of benefits to an eligible member and/or his dependents or survivors is computed from the eligible member's average monthly earnings up to the date of eligibility for retirement benefits. The exact amount of payments can be determined only after an application has been made to the Social Security Administration.

5. Social Security tax payments are made by payroll deductions. There are no provisions of law which permit the waiver of these payments. Personnel receiving pay in other covered employment in addition to their military pay will be required to contribute the tax on both earnings but the overpayment may be applied to Federal income tax payment or it will be refunded on application to the Internal Revenue Service.

6. It is important to remember that Social Security payments are not made automatically. An application must be made for all Social Security payments (retirement, disability, survivor, and lump sum death payments). The application should be filled out and sent in as soon as the eligibility requirements have been met because retroactive payments are limited by law.

7. In order that wage credits and deductions may be credited to the Marine's account, he must have a Social Security Account Number Card, Form OA-702, and the Social Security number thereon recorded in his individual service and pay records in accordance with the provisions of paragraph 15081.

8. If an individual has active duty after 1956, he may be entitled to benefits under another provision of the Social Security laws. In that situation the free wage credits of $160 per month may apply for active service after 1950 and before 1957 even though retired pay from the Marine Corps is based in part on that same period of service.

9. Warning. The $160 wage credits are not automatically added to the veteran's social security earnings record, but must be claimed when an application for benefits is filed. Hence, service and discharge or retirement papers should be kept in a safe place, readily available to the individual or his survivors.

10. Additional information concerning the above benefits may be obtained from chapter 12 and pamphlets published by the Social Security Administration. A Marine Corps order in the 1740 series, which is revised annually contains a list of available booklets and literature on the above benefits.

11102 PENSIONS

1. Under certain provisions of law, the Veterans' Administration is authorized to make payments known as "pensions" to the widow and children of a deceased veteran. Such pensions are payable even though the veteran's death was not the result of a service-connected disability. These pensions may be paid to the widow who has no minor children if her other income does not exceed $1800 annually, or to a widow who has minor children if her other income does not exceed $3000 annually.

2. Exceptions. In computing the amount of a widow's "other income" for this purpose, monies received from any source are counted except:

a. Payments of 6-months' death gratuity.

b. Donations from public or private relief or welfare organizations.

c. Payments of Veterans' Administration compensation or pension.

d. Proceeds of U.S. Government Life Insurance, National Service Life Insurance, or Servicemen's Indemnity.

e. Lump sum death payments under the Social Security Act.

f. Payments received from public and private retirement plans which equal the Marine's contributions therein.

g. Proceeds from fire insurance policies.

3. Deductions. In computing annual income, the widow or child may deduct certain expenses such as:

a. The veteran's just debts.

b. Expenses of his last illness.

c. Burial expenses not reimbursed by the Veterans' Administration.

4. There is no deadline by which a widow must apply for this pension. However, if she applies after the expiration of 1 year following the serviceman's death, the pension, if approved, is payable from the date of application.

5. Pensions are not payable to the parents of a deceased veteran.

6. Application for the above benefits may be made at any office of the Veterans' Administration.

7. Additional information concerning the above benefits may be obtained from chapter 12 and pamphlets published by the Veterans' Administration.

11150 WELFARE ORGANIZATIONS

1. Welfare organizations offer the military invaluable assistance in solving the personal problems confronting Marines and their dependents and can do much for the betterment of the morale of the servicemen. In this respect, the Marine Corps works closely with the American National Red Cross, the Navy Relief Society, and their chapters and auxiliaries.

2. The American National Red Cross

a. Mission. The American National Red Cross under its congressional charter, in accordance with Navy regulations, and by tradition, conducts a broad program of assistance to the Armed Forces in matters relating to the health, welfare, recreation, and morale of military personnel and their dependents.

b. Military relationship. The Commandant of the Marine Corps is charged with the responsibility for policy determinations concerning the relationship between the Marine Corps and the American National Red Cross. The Commandant of the Marine Corps maintains liaison with the National Headquarters and area offices of the Red Cross. The Red Cross field director on the naval installation is the medium through which every phase of Red Cross service is made available to Marine Corps personnel.

c. Services offered service personnel. The services of the Red Cross field director are available to all personnel of the Marine Corps. The welfare activities fall into the following general classifications:

(1) Consultation and guidance on personal and family problems.

(2) Assistance with communications on behalf of service personnel and their families.

(3) Financial assistance.

(4) Obtaining reports on home conditions, social histories, and the like.

(5) Providing information on regulations and benefits affecting service personnel.

(6) Referral service.

(7) Assistance with programs of recreation.

d. Services offered the dependents of service personnel

(1) Assistance from field directors and home service in local chapters of the American Red Cross is available to dependents of Marine Corps personnel to help meet personal and family problems that arise in relation to or as a result of military service. Home service is distinguished by its setting in the civilian community and its emphasis on service to families.

(2) Dependents of military personnel who request Red Cross assistance should be referred to the Red Cross Chapter in the community in which the dependent lives for specific information about the services available. In general, these services include:

(a) Counseling in personal and family problems.

(b) Assistance in providing reports and social histories needed by the military authorities.

(c) Guidance concerning direct communication with service personnel.

(d) Information transmitted or requested through Red Cross channels when direct communication will not meet the need.

(e) Assistance in applying for government benefits.

(f) Referral to other resources, and,

(g) Financial assistance on the basis of need during the period pending receipt of allotment and during periods when such payments as may be due are delayed or interrupted.

e. American Red Cross reports

(1) At the request of either a service member of the commander, to allay the fears of the serviceman on a particular problem, the Red Cross field director will obtain reports from home chapters regarding the details of the service person's home situation.

(2) Red Cross field directors also will obtain reports regarding emergencies in the service member's home that may be used as a basis for determining the need for emergency leave. The Red Cross will not make any recommendation that leave be granted or not granted; the function of the Red Cross is to submit factual reports and to transmit recommendations of the family physician, lawyer, or the like.

(3) Red Cross reports will not be requested by commanders from local chapters of the American Red Cross. Commanders desiring reports will present such requests to the Red Cross field director, if one is available, otherwise to the Commandant of the Marine Corps. In urgent cases, such requests may be forwarded by message.

(4) Requests for American Red Cross home reports for use in connection with dependency or hardship discharges will be initiated only by:

(a) The Commandant of the Marine Corps (Code DN) by referring to the appropriate area office of the American Red Cross, or

(b) Commanding generals and the Commandant of Marine Corps Schools through the local Red Cross field director.

1. Commanders except those in subparagraph (b), above, will not request home reports for the purpose of supporting a dependency or hardship discharge application.

(5) All information furnished by American Red Cross concerning home conditions will be treated with strictest confidence, and reports will not be filed in the service records. Reports will not be shown to the service member even though the report may have been requested by him, but portions that would not violate the confidence of the Red Cross chapters, physicians, or others from whom the information was obtained, may be discussed to the extent that the inquiry may be satisfactorily answered.

f. Financial assistance and repayment of loans. Financial assistance is extended by American National Red Cross field directors to service personnel in the form of loans or grants, on the basis of need, to meet emergencies that arise from causes beyond the control of the individual and for which the individual cannot reasonably expect to make provision. No interest or security charge is permitted.

g. Administrative assistance furnished American Red Cross. Upon request, Marine Corps commands may furnish the American Red Cross and area offices thereof with the following when locally available (information not locally available may be requested from the Commandant of the Marine Corps (Code DN)):

(1) Current addresses of Marines.

(2) Casualty status of Marines.

(3) Information concerning status of "Q" allowances and allotments, registration of allotment for repayment of loans or for the benefit of dependents.

(4) Reports on status of claims for the benefit of dependents.

(5) Reports of status of claims for death gratuity.

(6) Reports concerning arrears of pay and information of similar nature which has been requested in the interest of Marines or their dependents.

h. Assignment of American Red Cross personnel to posts and stations. Requests for the initial assignment of American Red Cross workers to Marine Corps posts and stations will be made to the Commandant of the Marine Corps. After initial staffing, requests for replacements of American Red Cross personnel are made through the field director.

i. Classification of American Red Cross personnel. Red Cross personnel assigned to duty with the Marine Corps are classified as follows:

(1) Uniformed, full-time, paid professional staff, consisting of administrative and supervisory officers, field directors and assistant field directors, field office assistants, recreation workers, case aides and recreation aides.

(2) Uniformed, full-time, paid secretarial and clerical workers on duty outside the continental United States.

(3) Nonuniformed, full-time, paid secretarial and clerical workers on duty in Red Cross offices at activities within the continental United States.

(4) Volunteer workers, uniformed and nonuniformed, both within and outside of the continental United States.

j. Privileges afforded Red Cross uniformed personnel. Commanders are authorized to extend to the categories of Red Cross personnel listed in paragraphs 2i(1) and 2i(2), above, the following privileges and courtesies:

(1) Use of messing facilities.

(2) Exchange privileges.

(3) Commissary privileges.

(4) Recreational facilities and similar privileges on the same basis as civilian employees of the Department of Defense.

(5) Subsistence, providing the cost of such subsistence and surcharges thereto, as required by existing law, are borne by such personnel or the Red Cross.

(6) Use of clothing and small stores. Permission to purchase for cash those items of clothing normally sold to enlisted personnel under the clothing monetary allowance system at current prices.

(7) Permission to wear, at no expense to the government, such uniforms as are prescribed by the Red Cross.

(8) Issuance, on a temporary basis, of those items of uniform normally issued to military personnel during the performance of a specific duty or required because of climatic conditions.

(9) Public quarters, when available, under the following conditions:

(a) In the United States and its Possessions, American Red Cross personnel or the American Red Cross will pay a rental rate based upon comparability of the quarters furnished with other private rental housing in the adjacent area, in accordance with Bureau of the Budget Circular A-45 (Rev.). In other areas, American Red Cross personnel will be furnished quarters on the same basis as civilian employees of the Department of Defense.

(b) In foreign countries where civilian employees of the Department of Defense are furnished quarters without charge, or an allowance in lieu thereof, Red Cross personnel will also be furnished quarters on the same basis without charge.

(c) When serving afloat or when traveling to or from duty stations abroad, such personnel shall be assigned quarters in accordance with the provisions of articles 1802(5) and (6) of U. S. Navy Regulations, 1948, and shall be permitted to join the wardroom mess.

(10) Such personnel may be extended the privileges of commissioned officers' mess OPEN and CLOSED when facilities permit and subject to

such regulations as the commanding officer may prescribe. Their dependents may be extended the same privileges accorded to dependents of Marine Corps officers.

(11) Medical and dental care may be furnished such personnel in accordance with the provisions of article 21-25 of the Manual of the Medical Department, U. S. Navy.

k. Identification card. The Uniformed Services Identification and Privilege Card is authorized for issuance to Red Cross personnel and will be used to identify such personnel for the privileges and courtesies to which entitled.

l. Office space for Red Cross offices and activities

(1) Where office space is not provided by the Red Cross in Red Cross administration buildings, installation commanders will provide the Red Cross with adequate office space, when available, without charge therefor. Every effort will be made to assign space which will be readily accessible to all military personnel and afford privacy for interview.

(2) Custodial services as determined by the commands concerned will be furnished at Government expense in those buildings owned or leased to the military services which are occupied by representatives of the Red Cross. Utilities and maintenance services will be furnished at Government expense in buildings owned by or leased to the military services which are occupied by representatives of the Red Cross, and in buildings owned by the Red Cross on government-owned land, subject, however, to such limitations as may be prescribed by the commands concerned. No charge will be made for utilities services provided for office space occupied by the American National Red Cross.

m. Warehousing. When facilities therefor are available, Red Cross supplies and property will be afforded storage and protection similar to that given government property, without cost to the Red Cross.

n. Communication facilities. The Red Cross will be authorized to utilize communication facilities of the Department of Defense for sending and receiving administrative and emergency welfare messages in connection with the activities, functions, and duties necessary to the accomplishment of the Red Cross mission, subject to military expediency. Such communications service, when available, will be provided without charge to the Red Cross except under the following conditions:

(1) Telephone service will be furnished the Red Cross in accordance with policies announced in the Navy Comptroller Manual regarding unofficial telephone service at naval activities.

(2) The cost resulting from the transmission, or partial transmission, of messages through commercial telegraph facilities will be borne by the Red Cross.

3. Navy Relief Society

a. Mission. The Navy Relief Society is organized to aid, in time of need, all naval personnel on active duty (other than for training) or retired (and drawing retired pay) and their dependents, as well as the surviving dependents of deceased naval personnel regardless of rate, grade, or length of service. "Time of need" is defined as a situation which necessitates an unavoidable nonrecurrent expense which cannot be met from individual or family resources. In addition to financial assistance, the Navy Relief Society and its auxiliaries will render assistance with personal problems and secure information for applicants about such problems as allotments, nonreceipt of basic allowance for quarters, and referral service to other welfare agencies. In general, many other services may be rendered that do not involve expenditure of Navy Relief funds.

Further, some auxiliaries employ nurses to provide care for dependents who are unable to provide nursing care from their own resources.

b. Organization

(1) The Navy Relief Society is a private organization operating under the policy guidance of a board of managers. The board of managers is composed of the Chief of Naval Operations who is the President of the Society; the Commandant of the Marine Corps; Chief of Naval Personnel; Chief of the Bureau of Medicine and Surgery; Chief of the Bureau of Supplies and Accounts; Chief of Chaplains; an Executive Vice President; an assistant to the Executive Vice President; a Secretary-Treasurer; and ten elected members at least four of whom are women. Members of the board of managers are elected by the members, presidents of auxiliaries, and commanders of fleets.

(2) The Navy Relief Society provides its services through Auxiliaries established at the larger Naval and Marine Corps installations and Branch offices located on the smaller stations. Each auxiliary serves those living in the immediate vicinity which is defined as the territory reached by local telephone and transportation systems.

c. Policy concerning applicants for assistance. It is the policy of Navy Relief Society to have the service member or his dependent make the original application for assistance in person or by letter to the appropriate Navy Relief Society office, whenever possible.

d. Policy concerning financial assistance. In general, when eligibility is determined, the Navy Relief Society may render assistance to meet real financial need. Under this concept, the policy has been established that the following are not within the purview of the Navy Relief Society:

(1) To assist in maintaining a standard of living incommensurate with the pay and allowances.

(2) To finance business ventures, the purchase of homes, or similar permanent investments.

(3) To purchase automobiles, radios, or similar nonessentials.

(4) To finance vacations, liberty, or leave, except emergency leave in case of critical illness, death, or equivalent urgent situation.

(5) To finance marriage or divorce, except in rare and critical situations.

(6) To pay taxes, interest on mortgages, etc.

(7) To pay court fines, furnish bail, or to assist, except to alleviate temporary dire distress, dependents of men convicted of serious military offenses.

(8) To assist dependents of men who refuse to contribute to the extent of their ability to support their families.

e. Policy regarding medical care

(1) It is the policy of the Society to help active service members secure hospital, medical and surgical care for their dependents provided:

(a) Medical care authorized is not available or, for some good reason, is not used.

(b) The service member and family do all they can to meet their obligations.

(c) Community resources such as Crippled Children's Service, National Foundation for Infantile Paralysis, etc., are used as far as possible.

(d) Care is arranged at minimum rates.

(e) The case is not one of chronic illness involving long-term commitments, though assistance may be granted on a temporary basis pending

arrangements for securing care from a public or specialized agency.

(2) Navy Relief Society funds cannot be used to finance excessive medical or dental bills. If Navy Relief funds are to be used, it is important that arrangements be made to secure needed care at minimum expense. The local Red Cross chapter will be glad to assist with such arrangements. "Pay ward service," where free medical service care is provided by doctors of the staff, should be used whenever possible. Payment of the cost of private or semiprivate room and special nursing services will be considered only if, in the opinion of the doctor, they are necessary.

f. Type of financial assistance rendered

(1) The Navy Relief Society gives financial assistance to naval personnel and their dependents either as a loan to be repaid without interest or as a gratuity or a combination of the two. Gratuities are given if the investigation shows that repayment will cause undue hardship.

(2) When the service member is available, plans for assisting dependents are usually discussed with him by the Navy Relief Auxiliary. If he is not available for an interview, it is the usual procedure of the Society, unless the applicant for some good reason considers it inadvisable, to write to the service member to consult with him about meeting the needs of his dependents. Repayment of loans made with the consent of the service member is usually provided for by allotment.

(3) Financial assistance given by the Navy Relief Society to the dependents of deceased members of the naval service is usually in the form of a gratuity.

g. Eligibility for financial assistance

(1) Eligibility for financial assistance from the Navy Relief Society depends upon two factors:

(a) Established Navy or Marine Corps status, and in the case of dependents, established state of dependency.

(b) Determination that need exists.

(2) Decision regarding eligibility for assistance is made by the Navy Relief Society.

h. Applications for assistance by naval personnel

(1) The service member should apply to his local auxiliary for assistance for himself or his dependents whether or not his dependents are living in the vicinity.

(2) If the service member is transferred to sea or foreign duty before the auxiliary can complete action on his application for assistance to dependents living outside the vicinity, the case becomes the responsibility of the Navy Relief Society Headquarters, Navy Department, Washington 25, D. C. If he is transferred to another station within the United States for permanent duty, the application may be transferred to the auxiliary at his new station.

i. Applications for assistance by dependents

(1) Dependents who live within the vicinity of an auxiliary should apply for assistance in person.

(2) In the Ninth Naval District, when a personal visit is impracticable, applications may be made by letter or telegram to the Great Lakes Navy Relief Auxiliary, U. S. Naval Training Center, Great Lakes, Illinois.

(3) Service members and dependents who do not reside within the jurisdiction of an auxiliary should write or telegraph Navy Relief Society Headquarters, Navy Department, Washington 25, D. C.

(4) A dependent who writes or telegraphs Navy Relief Society Headquarters or the Great Lakes Auxiliary will receive an application form and a covering letter instructing the dependent to take the form to the local Red Cross chapter for completion. If the service member in such a case is permanently assigned to a duty station within the United States, the application may be transferred to the auxiliary at his station.

j. Applications for assistance by dependents of deceased naval personnel. The Navy Relief Society is advised of the death of each member of the naval forces. When the next of kin is a wife, minor child, mother, or unmarried sister, a letter of sympathy is sent the next of kin, either by the Navy Relief Society Headquarters or by an Auxiliary. Application forms are enclosed and instructions are given to take them to the auxiliary from which received or to the local chapter of the American National Red Cross for completion, provided dependency actually exists and financial assistance is needed pending the receipt of government benefits. This letter also suggests that the dependent may request the Red Cross to assist with applications for government benefits.

k. Applications for assistance by relatives. Relatives, other than wives, minor children, mothers and unmarried sisters, who were receiving substantial support from a member of the Marine Corps prior to his death may apply to the appropriate office of the Navy Relief Society for assistance, but they do not receive letters of sympathy and application forms.

l. Applications for assistance by patients in naval hospitals. Patients in naval hospitals having problems which involve hospital, social service and medical after-care will be referred to the local Red Cross staff. Navy Relief Society funds may be available for financial assistance in such cases.

m. Liaison

(1) The Commandant of the Marine Corps maintains liaison with National Headquarters, Navy Relief Society, and corresponds with the auxiliaries when information is requested regarding Marines or their dependents.

(2) In areas where auxiliaries or branches are accessible, the commander will refer dependents and service members to them for assistance when available facilities of the post or station cannot cope with their problem.

11151 WELFARE REPORTS

1. When the mission of an organization and the communication facilities make such action feasible, it is desirable to obtain reports on the welfare of Marines when requested by the families.

2. Welfare Reports (WELREP) are reports concerning the physical and mental well-being of individuals. They are submitted by overseas units to, and upon request of, the Commandant of the Marine Corps. They may be made by units in the United States in direct answer to inquiries by message or letter, dependent upon the merits of each case. Requests for welfare reports on individuals from either a member of the immediate family or of a recognized welfare organization should be honored. Abbreviations will not be used in reports to the next of kin or welfare organizations.

a. Message requests for welfare reports within and between Marine Corps units and such other units as may be designated will be in the form described below:

(1) The standard form for message request for a welfare report on one or more individuals will consist of the normal heading and a special text.

(2) The special text consists of the word "WELREP," in a request on one individual, followed by numerals, the meanings of which are listed in subparagraph c, below, and the name, grade, and service number of the Marine upon whom the report is desired (see figure 11-3). The text may also include the inquirer (i.e., mother,

wife, etc.) which indicates the addressee is to submit the report to that person (see figure 11-4). When the inquirer is not indicated the report will be submitted to the originator of the message.

(3) In welfare requests on several individuals, the first word in the text will be "WELREP," and will be followed by the numerals to indicate the desired information which is common to all personnel named. Each name, grade and service number will be listed next. After the service number of an individual, the word "ADD" may be inserted and followed by additional numerals to indicate specific information desired in his case only. Example: BROWN JOHN C CPL 1234567 ADD 6 X 7 X 9. (See figure 11-5.)

b. The standardized message reply between military units to a standardized message request for a welfare report consists of a normal heading and a special text. The special text of the reply consists of the authorized form for referencing the requesting message followed by the name, grade, and service number of individuals concerned, then followed by the same numerals listed in the request. Each numeral is then followed by a phrase, modified as appropriate to the case, containing the tenor of the information as shown in the table listed in subparagraph c, below. (See figure 11-5.)

c. The following is a table of numerals and their related meanings:

Numeral	Meaning
1	Advise nature and extent of wound, injury, or illness.
2	Present welfare.
3	Whereabouts (location such as hospital or unit with mailing address).
4	If wounded in action advise nature and extent of wound.
5	Advise write (if to other than primary next of kin, identification of inquirer will be indicated).
6	Diagnosis.
7	Prognosis.
8	Advise number of times wounded in action (give date and nature of each).
9	Periods of hospitalization and reasons.
➧ 10	If contemplate evacuation to another hospital overseas and/or return to CONUS (see subpar. 12055.1) advise destination and probable date of departure.
11	Probable date return to duty.

TEXT OF MESSAGE REQUEST (ONE PERSON) FOR WELFARE REPORT

(DTG 012345Z)

UNCLAS. WELREP 2. 3. 8 JONES JOHN J PFC 1234567

REPLY TO ABOVE REQUEST

UNCLAS. YOUR 012345Z. 2. WELL AND CONFINED DIV BRIG SERVSENT SPEC CM FOR UA. 3. 7TH MAR. 8 THREE 12 SEP WIANE MISSILE LEFT LEG 8 NOV WIANE MISSILE RIGHT LEG 11 NOV WIANE MISSILE RIGHT LEG

Figure 11-3

TEXT OF REQUEST WITH WELFARE REPORT TO BE SENT TO MOTHER

FROM: CMC

TO: CO MARBKS NAVB BKLYN

UNCLAS. WELREP 2. 3. 5. JONES JOHN J PFC 1234567 TO MOTHER

REPORT FOR ABOVE REQUEST

FROM: CO MARBKS NAVB BKLYN

TO: (MOTHER)

INFO: CMC

UNCLAS. YOUR SON WELL AND ON DUTY CASUAL COMPANY MARINE BARRACKS U. S. NAVAL BASE BROOKLYN NEW YORK. ADVISED WRITE YOU. JOHN BROWN COLONEL USMC COMMANDING OFFICER MARINE BARRACKS U. S. NAVAL BASE NEW YORK

Figure 11-4

TEXT OF MESSAGE REQUEST (MORE THAN ONE PERSON) FOR WELFARE REPORT

(DTG 020304Z)

UNCLAS. WELREP 1. 2. 3. BROWN ROBERT O 2NDLT 056789 ADD 10. SMITH JAMES A PFC 654321 ADD 5

TEXT OF REPLY TO ABOVE REQUEST

UNCLAS. YOUR 020304Z. BROWN ROBERT O 2NDLT 056789. 1 X WIA 16 NOV 57 WOUND MISSILE BACK AND FEET. 2. GOOD X 3 X DIVHOSP. 10. JAN. SMITH JAMES A PFC 654321. 1 WIA 12SEP WOUND SHELL FRAGMENT FACE AND ARMS. 2. WOD. 3. 7TH MAR. 5. ADVISED

Figure 11-5

11200 DEATH GRATUITY

1. Statutory Authority. The Servicemen's and Veterans' Survivor Benefits Act (Title III, relating to death gratuity, now codified as Title 10, U.S. Code Sections 1475-1480) authorizes the Secretary of the Navy to make determinations of entitlement of the death gratuity provided by that Act. All claims for the death gratuity by survivors of deceased members shall be submitted in accordance with paragraph 044306 of the Navy Comptroller Manual.

2. General

a. Delegation of authority

(1) The Secretary of the Navy delegated to the Commandant of the Marine Corps the authority to make such determinations and payments in the cases of Marine Corps personnel.

(2) The Secretary of the Navy further delegated to commanding generals and to commanders of regiments, battalions, or equivalent units and separate or detached commands the authority to make such determinations and payments, when the survivor of the deceased Marine was residing with the deceased member on or near the duty station at the time of death. This authority is limited to deaths of Marine Corps personnel occurring during the performance of active duty, active duty for training, and inactive duty training, and excludes all cases in which a doubt may exist as to the identity of the legal beneficiary.

b. Amount to be paid. The death gratuity shall be equal to 6 months' basic pay plus special, incentive, and proficiency pays at the rate to which the deceased member was entitled on the date of his death, but shall not be less than $800 nor more than $3000.

c. Conduct status. Excluding the exceptions set forth in subparagraphs 4a(3) and (4), below, entitlement to death gratuity is not contingent upon the conduct status of the deceased.

d. Duty and pay status. In addition to members who die on active duty, active duty for training, or inactive duty training, the following categories of personnel are defined as members of a uniformed service who may be deemed to be in a pay and/or duty status for the purpose of determination of entitlement to death gratuity and other survivor benefits:

(1) Deaths arising while the member is engaged in travel to or from active duty, active duty for training, or inactive duty training

(a) Any person who dies while en route to or from, or at, a place for final acceptance or for entry upon active duty in the military or naval service who has been provisonally accepted for such duty; or who, under the Universal Military Training and Service Act, has been selected for active military or naval service, and has been ordered or directed to proceed to such place.

(b) Any member of a Reserve component of a uniformed service who, when authorized or required by competent authority, assumes an obligation to perform active duty for training or inactive duty training, and who dies from an injury incurred while proceeding directly to or returning directly from such active duty for training or inactive duty training.

(c) Any person who is discharged or relieved from a period of active duty will be deemed to have continued on active duty during the period of time immediately following the date of such discharge or release that the Secretary of the Navy, or his designated representative, may determine is required for him to proceed to his home by the most direct route. In any event, he will be deemed to have continued on active duty until midnight of the date of such discharge or release.

(2) Deaths arising after active service. Any member or former member of a uniformed service who dies during the 120-day period which begins on the day following date of his discharge, retirement, or release from active duty, active duty for training, or

inactive duty training, from disease or injury incurred or aggravated while on such active duty or active duty for training, or from injury incurred or aggravated while on such inactive duty training. In cases of this nature the Servicemen's and Veterans' Survivor Benefits Act requires that the determination as to the service connected death be made by the Veterans' Administration.

e. Eligible beneficiaries. The gratuity shall be paid to or for the living survivor or survivors of the deceased member first listed below:

(1) His spouse, whether designated or undesignated;

(2) His children in equal shares, including those of any previous marriage, if no spouse survives, regardless of their age, marital status, or designation by the deceased member;

(3) The designated relative, if none of the above survives. Such relative must be the parent(s) or the brother(s) or sister(s), including those of the halfblood and those through adoption, or any combination thereof;

(4) Undesignated parents in equal shares, if none of the above survives;

(5) Undesignated brothers and sisters, including those of the halfblood and those through adoption, in equal shares, if none of the above survives.

f. Definitions:

(1) Child. The term "child" (children) includes a legitimate child; a child legally adopted; a stepchild if a member of the service member's household; and an illegitimate child, but only if acknowledged in writing, signed by the service member, or if the service member has been judicially ordered or decreed to contribute to the child's support or has been, prior to his death, judicially decreed to be the father of such child, or if the service member is otherwise shown by satisfactory evidence to be the father of such child. Any case involving minor beneficiaries will be considered "Doubtful Cases" under the provisions of subparagraph 4c(6), below. In the case of minors, death gratuity may be paid to a natural guardian when the amount of the gratuity involved does not exceed $1,000, otherwise the gratuity will be paid only to the legally appointed guardian.

(2) Parent. The term "parent" means a father, mother, father and mother through adoption, and persons who have stood in loco parentis for a period of not less than one year to a member of the military or naval forces at any time prior to entry into active service; provided, that not more than one father and one mother, as defined, shall be recognized in any case, and preference shall be given to such father and mother who actually exercised parental relationship at the time of or most nearly prior to the date of entry into active service by the person who served.

g. Death of a survivor. If a survivor dies before he receives the amount of death gratuity to which he is entitled, such amount shall be paid to the then living survivor or survivors first listed under subparagraph 2e, above.

3. Adjudication and Payment Authorities

a. Field determinations and payments. Commanding generals and commanders of regiments, battalions, or equivalent units and of separate or detached commands are authorized to determine the entitlement to the death gratuity and make payment thereof, in cases of death of Marine Corps personnel occurring during the performance of active duty, active duty for training, or inactive duty training, under the following circumstances:

(1) When death occurs on or near the duty station and the spouse or designated beneficiary for death gratuity was residing with the member on

or in the immediate vicinity of the duty station at the time of death; or

(2) When death occurs while the member is on duty with a deployed unit (such as on maneuvers, training exercises, aboard ship, with aviation units, or when engaged in detached duty with Fleet Marine Force or other type units) and when the death gratuity beneficiary is a spouse and only when the spouse was residing on or in the immediate vicinity of the permanent duty station of the deployed unit at time of death.

b. Determinations made at Headquarters Marine Corps. The Commandant of the Marine Corps (Code DN) will make the determination of entitlement to the death gratuity and direct the payment thereof, in all cases of active duty deaths not authorized to be made in the field, as indicated above, and specifically in all cases of nonactive duty deaths which come within the categories set forth in subparagraph 2d(1), above.

c. Determinations made by the Veterans' Administration. In all appropriate cases of death arising after active service, as set forth in subparagraph 2d(2), above, where the law requires the Veterans' Administration to make the determination, the Commandant of the Marine Corps will accomplish the necessary action to obtain the required determination from that agency and make payment of the death gratuity to the beneficiary or make notification of the denial.

4. Procedures to be Followed by Field Commands Authorized to make Field Determinations and Payments. Commanders will make every effort to accomplish the determination and effect the payment promptly, within 24 hours, if possible, in all cases wherein they are authorized to act. In cases where the eligible survivor residing with the member on or near the duty station is other than a spouse, commanders may direct the payment of death gratuity when the case can be properly determined, and an urgent need exists for immediate payment. Proper determination is imperative.

a. Qualifications

(1) Where any doubt exists as to the legal recipient of the gratuity, the case will be referred to the Commandant of the Marine Corps (Code DN) for determination. See subparagraph 4c(6), below.

(2) Where a member dies while being regularly paid by a service other than his own, under existing cross-servicing procedures, the death gratuity may be paid by the service having custody of the pay record of the deceased member, but only on the basis of verification from the commander having custody of the service record of the deceased. See subparagraph 4c(5), below.

(3) No payment shall be made if the member's death is the result of execution of a sentence by a civil court or for a military or naval offense, except when death was so inflicted by any hostile force with which the Armed Forces of the United States have engaged in armed conflict.

(4) No payment shall be made if the member's death is the result of, or is caused by, any intentional action of the beneficiary.

b. Death gratuity claim form. The Claim Certification and Voucher for Death Gratuity Payment, DD Form 397 (1Dec57), will be utilized in effecting all death gratuity payments.

c. Active duty deaths. To effect immediate payment of death gratuity the following actions will be taken:

(1) The commander will ascertain that the deceased member died while on active duty, active duty for training, or inactive duty training, and will obtain the name, relationship, and address of the eligible survivor from the service record of the deceased. The Record of Emergency Data, NAVMC 10526-PD, will normally

contain this information. In addition, in the case of enlisted personnel, the Application for Dependents Allowance (BAQ), NAVPERS Form 668, may serve as a source of corroboration. He will, with the cooperation of the disbursing officer, initiate preparation of a Claim Certification and Voucher for Death Gratuity Payment, DD Form 397, in original and five copies, completing all blocks except 1, 2, 3, 4, 15, 16, 17, and the check payment data in block 18. He will date and sign the administrative statement in block 18.

(2) The disbursing officer will, upon receipt of the DD Form 397, draw a check to the order of the eligible survivor named in block 5, complete blocks 2, 3, 4, and the check payment data portion of block 18.

(3) Under arrangements made by the commander, the check and the original and one copy of the voucher, DD Form 397, will be delivered to the payee. The payee will be required to complete block 15, sign in block 17a, and have two witnesses complete block 17 on the original voucher at the time the check is delivered. Under no circumstances will the check be delivered to the payee until this action has been accomplished. The payee will retain the copy of the voucher, DD Form 397, and the signed original voucher will be returned by hand to the disbursing officer by the person designated to deliver the check.

(4) The disbursing officer will effect distribution of the completed voucher in accordance with the appropriate Navy Comptroller Instructions pertaining to death gratuity payment, insuring the immediate submission of one copy of the voucher to the Commandant of the Marine Corps (Code DN).

(5) Procedures for field payments for personnel separated from service records, officer qualification records, and/or pay records. Where a member dies while being regularly paid by a service other than his own, cross-servicing procedures exist whereby the death gratuity may be paid by the service having custody of the pay record of the deceased member, or by another command located nearest to the spouse, but only after verification has been obtained by message from the commander having custody of the service records of the deceased. Similarly, when the commander having custody of the service record of a deceased member is not located at the station which holds the pay record of the deceased, and the spouse was residing with the member at the latter station at the time of the member's death, immediate payment of the gratuity may be effected in the following manner:

(a) The command holding the pay record will submit a message request to the commander having custody of the service record for authority to pay death gratuity to the spouse, citing this paragraph as the reference. Sample: "PARAGRAPH 11200.4 MARCORPERSMAN REFERS. REQ AUTH PAY DEATH GRATUITY MRS JANE DOE 2725 RUE DE LA PAIX PARIS FRANCE WIDOW SSGT JOHN DOE 1234567. DATE OF DEATH 10 JAN." However, if the spouse is located at the command holding the service record book, but not the pay record, the following will be used. Sample: "PARAGRAPH 11200.4 MARCORPERSMAN REFERS. ADVISE AMOUNT DEATH GRATUITY TO BE PAID TO WIDOW SSGT JOHN DOE 1234567. VERIFICATION OF ENTITLEMENT WILL BE MADE BY THIS COMD. DATE OF DEATH 10 JAN."

(b) Upon verification of the name and relationship of the spouse from the service record of the deceased member and/or upon receipt of the pay data the commander will make the payment or, by message, direct payment of death gratuity to the spouse. Sample: "YOUR 102234Z. DISBO YOUR STA AUTH PAY DEATH GRATUITY TO JANE DOE WIDOW SSGT JOHN DOE 1234567. ENTITLEMENT VERIFIED SRB. (here enter amount of gratuity to be paid if recipient of message does not hold pay

record) FWD COPY COMPL DD 397 CERTIFIED COPY THIS MSG AND YOUR MSG TO CMC CODE CDB."

(c) The Commandant of the Marine Corps (Code DN) will be an information addressee on all messages submitted in accordance with the instructions in this paragraph.

(6) Doubtful cases. The commander's determinations of entitlement to the gratuity payment shall be confined largely to those cases wherein the spouse resides with the member on or near the station. However, in those cases where the survivor was residing with the member on or near the station and there is any doubt as to the legal recipient of the gratuity, the commander shall so notify the Commandant of the Marine Corps (Code DN) by message, furnishing the following information:

(a) Name, grade, service number, and component of the deceased member; if Reserve, duty station will be included.

(b) Date, hour, place, and immediate cause of death.

(c) Rate of pay including special, incentive, and proficiency pays.

(d) Name, address, and relationship of survivor and/or designated death gratuity beneficiary.

Action to effect payment of death gratuity in these cases will be instituted by the Commandant of the Marine Corps (Code DN). No notification to the Commandant of the Marine Corps is required in those cases where the spouse or other beneficiary was not residing with the member.

d. Nonactive duty deaths. To enable a determination regarding entitlement to death gratuity and other benefits to be made for the personnel enumerated in subparagraphs 2d(1) and (2), above, commanders will submit the report set forth in paragraph 4c(6), above, and will include the following additional information:

(1) The hour at which the member began to so proceed or to return.

(2) The hour at which he was scheduled to arrive for, or at which he ceased to perform, such duty.

(3) The method of travel employed.

(4) His itinerary.

(5) The manner in which the travel was performed; e.g., passenger, operator.

11201 DEPENDENCY AND INDEMNITY COMPENSATION

1. The Servicemen's and Veterans' Survivor Benefits Act, Public Law 881, 84th Congress (reenacted, 38 USC 401-423) revised and greatly liberalized the Veterans' Administration Death Compensation program. This program of death payments is called Dependency and Indemnity Compensation, hereafter referred to as Indemnity Compensation. Effective 1 October 1963, Public Law 134, 88th Congress, increased the monthly rate of Indemnity Compensation for eligible widows. The Indemnity Compensation payments for children and eligible parents was also increased, effective 1 July 1963, by Public Law 21, 88th Congress. For additional information see paragraph 12305.

11202 CLAIMS FOR UNPAID PAY AND ALLOWANCES

1. Statutory Authority. Title 10, U.S. Code, Section 2771, is the basic law pertaining to the settlement of accounts of deceased members.

2. Beneficiary. As provided by the statutory authority and the Navy Comptroller Manual, upon decease of the service member, payment of any amounts due from the military service of which the decedent was a member is made to the person(s) designated in writing by the member as beneficiary for this purpose, surviving at the date of death regardless of relationship to the deceased. In the event no person is so designated by the service member, then the appropriate undesignated beneficiary in the order of precedence, as outlined below, must be established:

a. To the widow or widower of such member;

b. If there be no surviving spouse, to the child or children of such member, and descendents of deceased children, by representation;

c. If none of the above, to the parents of the member, or the survivor of them; and

d. If there be none of the above, to the duly appointed legal representative of the estate of the deceased member, or if there be none, to the person or persons determined to be entitled thereto under the laws of the domicile of the deceased member.

e. The law further provides if a member has failed to designate a person(s) as beneficiary(ies) for his unpaid pay and allowances, that any designation of beneficiary(ies) made before 1 January 1956 for the purposes of any death gratuity (including any designation of a person whose right to the gratuity would not depend upon such designation) shall be considered as a designation of beneficiary for the purposes of unpaid pay and allowances.

3. Responsibility for Settlement. The Commandant of the Marine Corps has been delegated the responsibility for the settlement of accounts of deceased Marines by the Secretary of the Navy, subject to such rules and regulations as may be prescribed by the Comptroller General of the United States. Further, the Secretary of the Navy has established NAVMC 10526-PD, Record of Emergency Data, as the appropriate form to be used by service personnel for designation in writing of beneficiary(ies) of unpaid pay and allowances. The latest signed and witnessed NAVMC 10526-PD designation executed by the member and on file in the member's service record at his duty station, or in the absence thereof, on file in the Department of the Navy will be used to settle the accounts of the deceased.

4. Entitlement and Procedural Regulations. All claims for unpaid pay and allowances by survivors of deceased members shall be based on, and submitted in accordance with the Navy Comptroller Manual paragraph 044305, as appropriate.

11203 TRANSPORTATION OF DEPENDENTS AND SHIPMENT OF HOUSEHOLD EFFECTS, CASES OF DECEASED MARINES

1. Upon the death of a Marine, authority exists for the transportation of his

dependents and the shipment of their household effects. When a request for such is received from the dependent, a field command, or other interested person, the deceased's records are reviewed to determine if the person for whom the request has been submitted is legally entitled thereto, and to determine if a reasonable relationship exists between the condition and circumstances of the dependents and the destination to which shipment or transportation is desired. The authority for the conditions which must be met for entitlement and the delegation for approval by the Commandant of the Marine Corps (Code DN) are contained in current Secretary of the Navy directives series 4651.

2. Additional information pertaining to this benefit is contained in chapter 12.

11204 RETIRED SERVICEMAN'S FAMILY PROTECTION PLAN

1. General

a. Title 10, U.S. Code, sections 1431 through 1446 as amended provides annuities for the survivors of retired personnel by permitting the retired members of the Armed Forces to participate in the Retired Serviceman's Family Protection Plan, formerly the Uniformed Services Contingency Option Act of 1953 (USCOA) program (hereinafter referred to as the "Plan"). This amended program is operated on a nonprofit basis and is administered by the Armed Forces. Therefore, it offers annuities for the surviving dependents of a retired member at very reasonable rates.

b. For the purpose of this paragraph the term "retirement or retired member(s)" include transfer to the Fleet Marine Corps Reserve, and the term "retired pay" includes retainer pay.

c. Prior to the establishment of this program, a Marine's retired pay stopped upon his death and his widow and/or surviving children received no monetary assistance from the Marine Corps to provide for their welfare after his death. This program provides a plan by which Marines may provide their families with an income until such time as the widow may remarry or, in the case of children, until they marry or become 18 years of age. An annuity may now be allocated to designated children of a former marriage. Should a child become incapacitated prior to his eighteenth birthday, payments continue as long as he remains incapacitated and unmarried.

d. The program is financed on an actuarial basis by reducing the monthly retired pay of participants. (See subpar. 14, below.) The amount by which his retired pay is reduced is determined by the option(s) elected and the ages of the Marine and his beneficiaries on the date of his retirement.

e. An election made by a Marine on active duty and prior to retirement in no way affects his active duty pay and requires no financial payment or contributions by the Marine prior to his retirement. The election is simply a contract between the Marine and the Government. This contract provides that if he is awarded retired pay, the Marine will receive a reduced amount of retired pay in order to establish a stipulated annuity for his survivors, insuring them an income should he predecease them.

f. Generally, it is not necessary or desirable for a Marine to make an election prior to the completion of 17 years of service. Circumstances may change before he completes 18 years of service for pay purposes which may make the early election unwise and a hardship. Although he may change or revoke his election, such change or revocation will not take effect until 3 years after he submits an official request. Should he retire before the expiration of the 3-year period, his last valid election would remain in force. The foregoing may be subject to exceptions, and no Marine shall be

denied the opportunity to make an election before the above stated period, if he so desires.

g. On and after 4 October 1961 an active member who failed to make an election before completion of 18 years service for pay purposes may also make an original election, change or revocation. Any such action will be effective provided he is not awarded retired pay within 3 years after date of action.

2. Eligible Dependents. Dependents who may be designated as prospective annuitants are the widow or widower and surviving children.

a. The term widow or widower refers only to the lawful spouse at the date of retirement of an active Marine. A spouse acquired after the date of retirement is not an eligible beneficiary.

b. The term child means:

(1) A legitimate child under 18 years of age and unmarried.

(2) A stepchild, under 18 years of age and unmarried, who is in fact dependent on the Marine for support. The term "stepchild" is defined as a child of a spouse by a former marriage. The stepchild relationship terminates upon the divorce, but not upon the death, of the parent spouse.

(3) A legally adopted child under 18 years of age and unmarried.

(4) A child, as defined above, who is over 18 years of age and unmarried, and who is incapable of self-support because of being mentally defective or physically incapacitated provided that condition existed prior to reaching 18.

(5) In all cases, the child, as defined above, must be born prior to and living on the date of the Marine's retirement. Children who are born, adopted, or acquired by a marriage contracted after the date of retirement of the Marine are not eligible.

3. Election Deadlines

a. Generally, all Marine Corps personnel who wish to participate in the Plan are advised to make an election prior to the completion of 18 years of service which are creditable in the computation of basic pay. For example, a Marine with a pay entry base date of 16 July 1943 completes 18 years of service for basic pay purposes at midnight on 15 July 1961. If he desires to participate in the annuity plan, his election must be completed and submitted prior to midnight of 15 July 1961. It is suggested that a Marine not wait until the last day, but that he submit his election sometime during the period between completion of 17 and 18 years of service creditable for pay purposes. An election, to be valid, must be signed, witnessed, and pass irretrievably out of the control of the Marine into official channels before midnight of the pertinent deadline date. If the election is to be mailed, it must be signed, witnessed, and postmarked before midnight of the deadline date. The amended program now permits members to make election after the completion of 18 years of service for pay purposes. Those who had lost their eligibility to participate in the past now have a new opportunity to make elections under the program. However, an election made after the completion of 18 years of service for pay purposes is not effective until the member has service 3 years from the date of election. Consequently, if an individual retired during that 3-year waiting period, his election is not in effect and he is not a participant in the Plan. A reservist expecting to receive retired pay at age 60 after 20 years of satisfactory federal service may elect, change his election, or revoke it at any time prior to age 57.

b. A Marine on active duty, who, as a result of or in connection with military or naval operation, is in a status of missing, missing in action, on duty at an isolated station, interned in a neutral country, captured by a hostile force, or beleaguered or besieged and who for that reason is unable to make an election prior to the completion of 18 years

of service, may make an election within 1 year of his return to the control of the Marine Corps and such election shall become effective immediately.

c. A Marine on active duty who is retired for physical disability prior to completing 18 years of service may submit an election at the time of retirement, if not made earlier. ("At the time of retirement" means not later than 30 days after the Marine elects the method of computation of retired pay, or he receives official notification that he has been determined entitled to receive retired pay, whichever is earlier.)

d. Retroactive retirements. A person to whom retired pay is granted retroactively as a result of a review of his case by authorized boards or by other legal action and who desires to participate in the Plan, must make his election not later than 90 days after receiving notice that such pay has been granted to him.

e. Mental incompetents

(1) Whenever a Marine on active duty is determined to be mentally incompetent by medical officers of the Navy Department or of the Veterans' Administration or has been adjudged mentally incompetent by a court of competent jurisdiction, and because of such mental incompetency is incapable of making an election within the time limitations prescribed by the Plan, the Secretary of the Navy may make the appropriate election on behalf of the Marine upon request of the Marine's spouse or, if not married, by or on behalf of his children.

(2) If a Marine has been declared to be mentally incompetent it is the responsibility of his commander to inform the wife and/or children or their legal guardian of their rights in this respect.

f. Unmarried Marines. An unmarried Marine who desires coverage may submit an election before completion of 18 years of service for pay purposes or at least 3 years before the first day for which he will be entitled to retired pay. If he fails to submit an election before such deadlines and subsequently acquires dependents, he will no longer be eligible to be covered by the Plan. On the other hand, if he elects an option and later is retired without dependents, no deduction is made from his retired pay.

g. Prior declinations. A Marine who declines to make an election may thereafter make an election but only if the election is made within the time limit applicable in his case.

h. Corrected elections. If an election is found to be void for any reason except fraud or willful intent of the member making the election or his failure to submit the election within the time limit applicable in his case, he may make a corrected election at any time within 90 days after he is notified in writing that the election is void. A corrected election is effective as of the date of the voided election it replaces.

4. Types of Annuities. Annuities may be provided by three types of options each of which may be coupled with a fourth option. A Marine may elect to receive a reduced amount of retired pay by selecting an option or options to provide an annuity equal to one-half, one-fourth or one-eighth of the reduced amount of his retired pay.

a. Option 1. This annuity is payable to a widow and terminates upon her death or remarriage, whichever occurs first.

b. Option 2. This annuity is payable to or on behalf of an eligible dependent child or children, stepchildren and adopted children. The monthly payments are made in equal shares to the surviving children until they reach age 18 or marry. The annuity is continued after age 18 for mentally or physically handicapped children as long as they remain incapacitated and are unmarried, provided the incapacity existed prior to the eighteenth birthday.

c. Option 3. This option provides annuity for both the surviving widow,

child or children including designated children of a former marriage. That is, upon the remarriage or death of the widow, her annuity payments are stopped and annuity is paid to the eligible child or divided equally among the eligible children. To be eligible, the surviving child or children must meet the requirements stated under Option 2. A Marine may provide for allocating during the period of the surviving spouse's eligibility a part of the annuity under the option for payment to those surviving children who are not children of that spouse.

d. Option 4. This option does not provide an annuity as such. Rather, it is a "rider" which provides for discontinuing reduction in the Marine's retired pay in the event his wife or children named as beneficiaries die or cease to be eligible while the retired Marine is still alive. Option 4 can be elected only in conjunction with one or more of the three survivor annuity options. The additional reduction for Option 4 is relatively small in comparison with the other options. Should his need for the survivor's annuity coverage end in the early years of the Marine's retirement, Option 4 may save him a substantial sum of money during the remaining years of his life.

5. Multiple Options. More than one annuity may be provided by combining Options 1 and 2, with or without the provisions of Option 4. However, each option must be designated in an amount no larger than one-fourth of his reduced retired pay and will be computed separately. A member may not elect a combination of Options 1 and 3 or Options 2 and 3 for any amount with or without Option 4. In those cases where the dependent widow and dependent children will be living in separate household, a combination of Options 1 and 2 may prove desirable.

6. Submission of Election Forms

a. Marines electing to participate in the annuity plan are required to complete and sign the election form (NAVMC 10236-PD) in triplicate and forward them to the Commandant of the Marine Corps (Code DNC). Instructions for completing these forms are contained on their reverse side. When an option(s) is elected, the Marine's signature on all copies of the election forms must be witnessed by an officer, a notary public, or any other official authorized to administer oaths.

b. A Marine who does not desire to make an election will submit one copy of the election form to the Commandant of the Marine Corps (Code DNC), completing the following items only: name, grade, service number, check the block reading "I do not desire to receive reduced retired pay in order to provide annuity for my dependents", and sign the form. His signature need not be witnessed.

7. Change or Revocation

a. A change of election is a change in the percentage of the reduced amount of retired pay under any option or a change in any option or options selected.

b. A revocation is a cancellation of a previous election and constitutes a withdrawal from coverage under the Plan.

c. To avoid confusion and the possibility of error, a change or revocation will be submitted on an election with the word "change" or "revocation", as appropriate, typed or printed on the top and bottom margins.

d. A Marine who is not retired may change the terms of his election as often as he may desire prior to his retirement. A change becomes effective only if the Marine does not become entitled to retired pay 3 years after the date of execution and submission of the change, otherwise the last change executed 3 years or more before retirement will be controlling.

e. A Marine prior to becoming entitled to retired pay may revoke an election at any time; however, if the

member becomes entitled to retired pay within 3 years after a revocation, such revocation shall have no effect. A Marine is not permitted to withdraw or change his revocation. Such revocation, however, may be superseded by a new election made at any time after the revocation and the new election will be effective provided there is no entitlement to retired pay within 3 years after the new election. If the Marine retired prior to the expiration of such 3-year period, his new election is of no effect and his last valid election, if any, remains in force.

f. Once retired, a Marine may not change or revoke his election, even though he may be ordered to active duty. There is one exception to this: a Marine on the Temporary Disability Retired List who is removed from such list because he has been determined fit for duty may continue an earlier election or change or revoke the election as provided in subparagraphs d, and e, above. In this connection, service creditable for the purpose of the 3-year interval required to make a change, revocation or new election valid includes service before, during and after temporary disability retirement.

g. When an election has been made by the Secretary of the Navy on behalf of an incompetent Marine who is subsequently determined to be mentally competent, he may, within 180 days of such determination, modify or terminate the election made in his behalf.

h. A change of dependents within an elected option is not a change of an election as the election remains in effect for the same class of dependents selected.

i. Special provisions for members retired under "Hump Law." Regular officers retired under Public Law 86-155 as amended (see note following 10 USC 5701), or who have been considered but not recommended for continuation and retire voluntarily before the date specified for retirement under that law, may make a change to or revocation of an election prior to their retirement which may be effective even though submitted within 3 years of their actual retirement. Such a change or revocation is effective if made at such a time that it would have been effective had the officer been retired after a normal career which would occur on the earliest date prescribed for an officer of his grade by 10 USC 6376, 6377 or 6379, as appropriate. This usually is 26 years for lieutenant colonels and 30 years for colonels after 30 June of the year group listed behind their name in the register. It should be noted that this special provision does not apply to officers who have been considered by, but not recommended for continuation under Public Law 86-155 and who thereafter are retired for disability.

8. Declinations. A declination is not an election and therefore is not subject to the regulations governing changes of election. Thus, a Marine who had previously declined coverage is still eligible to make an election provided he does so within the time limit specified for personnel in his category.

9. Responsibility of Commanders

a. It is the responsibility of commanders to provide all active duty personnel who have over 17 years but less than 18 years of service computable for basic pay purposes with appropriate instructions and option election forms. It is also the responsibility of commanders to provide Marines retiring for physical disability prior to the completion of 18 years of service with an individual letter of instruction and option election forms for submission prior to retirement. All Marines in these categories are required to make a positive statement electing or declining coverage under the Plan.

b. It is the responsibility of Directors, Marine Corps Districts and the Commanding General, Marine Air Reserve Training Command, as

appropriate, to provide members of the Reserve components on inactive duty who have completed 17 years of service for basic pay purposes, an individual letter of instructions and an option election form. All Marines in this category are required to make a positive statement electing or declining coverage under the Plan.

10. Designation of Dependents

a. If a Marine has eligible dependents, they will be named at the time of election. The named dependents within an elected option may be changed until the date of retirement, provided such changes are limited to the same option.

b. A Marine need not be married to select an option to provide an annuity for his prospective widow and/or surviving children. However, it is emphasized that if a Marine without dependents does not make an election within the time limit specified for his category, he may not thereafter be covered by the Plan regardless of whether he subsequently acquires dependents. If he retired without having acquired dependents, an option elected does not become effective and deductions are not made from his retired pay.

c. On the date of retirement the names of the eligible dependents under the elected option(s) and the date of birth of each must be recorded on the form at Headquarters Marine Corps. If the wife, child, or children named are no longer eligible dependents, it is the responsibility of the Marine concerned to establish the eligibility of the named dependents under the elected option(s) prior to retirement.

11. Substantiating Evidence Regarding Dependency and Age of Dependents

a. At the time of submitting an election, the Marine must furnish the date and place of his marriage and the full maiden name of his wife. If requested by the Commandant of the Marine Corps, he must submit proof of dissolution of prior marriages, if any, of either spouse. The age of each dependent named in an election must be substantiated by a birth certificate or other corroborative evidence. Additional documents required for named beneficiaries in certain dependency categories are as follows:

(1) Adopted child--decree of adoption. If the law of the state in which the adoption was granted does not authorize the issuance of a copy of the decree of adoption, an amended birth certificate may be sufficient.

(2) Stepchild--Marine's signed statement that the stepchild is in fact dependent upon the Marine for his support.

(3) Incompetent child--signed statement of a doctor or an appropriate official of a hospital or institution certifying that the child is incapable of self-support because of a mental defect or physical incapacity, that the condition existed prior to the child's reaching the age of 18 or the date the disability began, and a statement of the facts concerning the degree of disability on which the conclusion of incompetency is based.

b. If a birth certificate or a certified copy of a birth certificate for a named dependent is not available, evidence such as a certified copy of baptismal or other church record or hospital record made at the time of birth or shortly thereafter, showing the age or date of birth.

c. When none of the above evidence of birth is available, instructions will be requested from the Commandant of the Marine Corps (Code DNC).

12. Computation of Reduction

a. The reduction to be made in the retired pay of participating Marines is computed in each individual case from tables showing the percentage reduction factor in retired pay as illustrated in the percentage cost tables. The amount of the reduction in retired pay is obtained by multiplying the percentage reduction

factor from the appropriate cost table by the rate of such pay. There are three basic cost tables by which the cost of the Plan is computed. In each table the cost is based on length of service for pay purposes in the following manner: over 20 years of service; over 18 but less than 20 years of service; and less than 18 years of service. The reduction for a member retiring with 20 or more years of service for pay purposes is not affected by the type of his retirement.

b. If a Marine makes an annuity election and is retired with a physical disability prior to the completion of 18 years of service and subsequently dies of a service connected disability, his widow and/or eligible children will not be eligible to receive an annuity under the Plan, if entitled to the benefits of the Servicemen's and Veterans's Benefit Act (reenacted, 38 USC 401-423); i.e., Dependency and Indemnity Compensation. This benefit is described in paragraph 11201. In such cases the amounts by which a member's retired pay was reduced will be restored in full and paid to his lawful survivors. If the retired member's death was not service connected, his widow and surviving children would not be eligible for Dependency and Indemnity Compensation benefits, and would receive the annuity payments he had elected under the Plan.

c. An adjustment may be made in the reduction of retired pay upon the finding of an administrative error or a mistake of fact.

d. Subsequent increases or decreases in retired pay occurring after the date the original computation for reduction in retired pay has been made will in no way affect the original computation and therefore will not result in a change in the amount of the reductions made nor the amount of the ultimate annuity that may be payable.

e. Marines retiring for disability, especially those who are severely disabled and eligible to elect, should carefully weigh the advantages of the Plan because their disability may prevent them from obtaining commercial life insurance. In many cases, because of income tax benefits, the take-home pay of a Marine retiring for disability and whose retired pay is reduced to provide an annuity under this Plan for his survivors will be as much or more than that of his counterpart who is retiring solely on years of service. (For members retiring with 20 or more years of service, percentage cost tables effective 1 January 1961 provide the same amount of reduction of retired pay whether or not the member is retired for disability.)

f. If a Marine on active duty has no dependents on the effective date of retirement, no reduction in his retired pay is made.

13. Effective Date of Reduction. In the case of an active duty Marine retiring for years of service or disability, the reduction in his retired pay will be effective on the date he is retired.

14. Reduction in Retired Pay and Direct Remittances. Retired Marines who are receiving retired pay in sufficient amount to cover the reduction for their participation in the Plan will have their retired pay reduced accordingly before their retired pay is sent to them. If a retired Marine is entitled to retired pay but is not receiving retired pay for any reason, or if he is not receiving enough retired pay to cover the reduction for his election; e.g., because he has waived a part or all of his Marine Corps retired pay in favor of receiving VA disability payments, he must remit the amount necessary to cover his participation in the Plan to the Commandant of the Marine Corps (Code CDH). Check remittances will be made payable to the Retired Pay Branch, Headquarters Marine Corps.

15. Refund of Reduction. When a Marine on the Temporary Disability Retired List who has elected an option is removed from the list due to any reason other than permanent retirement, he shall have refunded to him a sum which represents the difference

between the amount by which his retired pay has been reduced in accordance with his election and the cost of an amount of term insurance which is equal to the protection provided his dependents during the period he was on the Temporary Disability Retired List. When a Marine is transferred from the Temporary Disability Retired List to the Permanent Disability Retired List, the elected options remain in effect and the deductions in retired pay will continue.

16. Termination of Reductions

a. The reductions in retired pay cease when the Marine is no longer entitled to retired pay.

b. When Option 4 is elected, reductions in retired pay shall cease effective on the first day of the month following the month in which there is no longer a beneficiary eligible to receive this annuity.

c. It is important to note that unless Option 4 is elected in combination with Options 1 and/or 2 or Option 3, reductions will continue to be made as long as retired pay continues. These reductions continue regardless of the death or ineligibility of the wife and/or children.

d. In rare instances the Secretary of the Navy may permit members retired with pay to withdraw from the program for severe financial hardship when participation would violate equity and good conscience. The absence of an eligible beneficiary shall not in itself be sufficient basis. No amounts by which retired pay is, or has been reduced, may be refunded. Application forms for withdrawal may be requested from the Commandant of the Marine Corps (Code DNC).

17. Annuities

a. Annuities payable under the Plan are not assignable, either in law or equity, nor are they subject to execution, levy or attachment, garnishment or other legal process.

b. All annuities payable under the Plan shall accrue from the first day of the month in which the retired Marine dies and shall be due and payable not later than the fifteenth day of the following month and in equal monthly installments thereafter. However, no annuity shall accrue or be paid for the month in which entitlement to that annuity terminates.

c. Annuities for a child or children will be paid to the child's guardian or the person(s) who has care, custody, and control of the child or children.

d. No annuity is payable to the beneficiaries unless the Marine has been awarded retired pay. If the Marine dies before being awarded retired pay, no reductions have been made and therefore no annuity can be paid.

18. Effect on Income Tax Withholding. Reductions of retired pay under the Plan are not allowable as deductions for Federal income tax purposes. Consequently, an election under the Plan will not affect the amount of retired pay withheld for income tax or the amount of tax the retired Marine may be required to pay.

19. Retrospection. Coverage is similar to that of any employer-employee annuity program, except with respect to the taxation thereof, and the needs for participation will vary in each individual case. Unlike insurance, a member may not discontinue participation or change beneficiaries, under normal circumstances, once an election has become irrevocable. Similar coverage by commercial enterprises would be considerably higher in cost since the Plan is a nonprofit program administered by the Armed Forces.

11250 DEATH AND DISABILITY OF RESERVISTS

1. Entitlement to Benefits under 10 U.S.C. 6148

a. A reservist or his beneficiaries in the event of his death, under specified conditions, is entitled to the benefits provided by 10 U.S. Code 6148 as amended, if he suffers disability in line of duty while employed on active duty, active duty for training, or inactive duty training. These benefits include the same pension, compensation, hospitalization, and pay and allowances as for a member of the Regular Marine Corps of corresponding grade and length of service. For retired pay and related benefits in case of physical disability 10 U.S.C. 1201-1221 refer; for death gratuity, 10 U.S.C. 1475-1480; for benefits under laws administered by the Veterans' Administration see Title 38 U.S.C. A reservist is considered disabled when he is unable, because of a temporary or permanent physical or mental impairment, to perform the duties of his office, rank or grade in such a manner as to reasonably fulfill the purpose of his employment in a duty status. To be entitled under Section 6148, the reservist must have been called or ordered to perform duty of the nature indicated below and must have been disabled in line of duty from injury or disease while so employed or have died from such injury or disease:

(1) Extended active duty for a period of time in excess of 30 days, or while in an authorized travel status going to or from such duty (see subpar. 7, below); or

(2) Active duty or active duty for training for any period of time, or while in an authorized travel status going to or from such duty, in case of death or disability resulting from injury. However, in case of disability resulting from sickness or disease, the reservist must have been performing active duty or active duty for training under orders specifying a period in excess of 30 days but see subparagraphs 7c(1) and 7c(2), below, for exceptions if performing compulsory training duty up to 45 days to which a reservist may be ordered without his consent because of failure to maintain satisfactory drill attendance record under 10 U.S. Code 270(b); or

(3) Inactive duty training for any period of time in case of death or disability resulting from injury, but not while in a travel status going to or from such duty--see subparagraph 3, below, nor for disability resulting from sickness or disease--see subparagraph 7c(2), below.

b. If a reservist eligible for benefits under 10 U.S. Code 6148, is also eligible for retired pay under 10 U.S. Code 6327, or pension or disability compensation from the Veterans' Administration, he shall elect the provision of law that is to be applied to him.

c. In those rare cases in which a reservist who is determined to be entitled to disability benefits under 10 U.S. Code 6148, by reason of issuance of a notice of eligibility, thereafter becomes entitled to disability benefits under some other provisions of federal law, or an increased amount of such benefit, commanding officers will submit a report of the facts to the Secretary of the Navy (Judge Advocate General) via official channels, including Commandant of the Marine Corps (Code DN), with a copy to the reservist's disbursing officer. See second paragraph of figure 11-6 and paragraph 044778, Navy Comptroller Manual.

2. Determinations by Field Commands

a. Authorized determinations. Determinations of entitlement to disability benefits provided by 10 U.S. Code 6148 and the issuance of Notices of Eligibility for Disability Benefits in the cases of Marine Corps reservists who suffer disability as a result of injury, sickness, or disease sustained subsequent to their reporting for active

duty for training and prior to their detachment therefrom, shall be accomplished by the commanding generals of the following Marine Corps activities:

Marine Corps Base, Camp Pendleton, California
Marine Corps Base, Camp Lejeune, North Carolina
Marine Corps Base, Twentynine Palms, California
Marine Corps Recruit Depot, San Diego, California
Marine Corps Recruit Depot, Parris Island, South Carolina
Force Troops, FMF, Atlantic, Camp Lejeune, North Carolina
Force Troops, FMF, Pacific, Twentynine Palms, California
1st Marine Division (Reinf), FMF, Camp Pendleton, California
2d Marine Division, FMF, Camp Lejeune, North Carolina

b. Determinations not authorized. Field determinations are not authorized in the following type cases which will be referred to the Commandant of the Marine Corps for action:

(1) All cases involving disability occurring to reservists in connection with the performance of active duty or inactive duty training as differentiated from active duty for training.

(2) All cases of sickness or disease where it cannot be readily determined by the attending medical authority that the sickness or disease involved originated during the period of active duty for training being performed.

(3) All cases where there is indication that the disability may have existed prior to the reservist's entry into active service.

(4) All cases of reservists who suffer disability from injury or disease sustained or incurred while traveling to or from active duty for training.

(5) All cases where, in the opinion of the commanding general, there is any question or doubt as to the reservist's eligibility, and also cases wherein he does not have administrative jurisdiction.

3. A Notice of Eligibility for Disability Benefits (see Navy Comptroller Manual, paragraph 044776) entitles a disabled reservist to disability benefits, including pay and allowances beyond the terminal date of his active duty or training period as long as he is hospitalized. The Commandant of the Marine Corps, or those commanding generals designated in subparagraph 2a, above, will issue the Notice of Eligibility if the circumstances which caused the reservist to be disabled are determined to meet the criteria established by law. If disability extends beyond the period of hospitalization, an affirmative determination by the Bureau of Medicine and Surgery is required for the continuance of disability benefits. It is imperative that the speedletter reports required on the occasions mentioned in subparagraph 7, below, be submitted promptly and accurately as these reports are primarily used as one of the bases for these determinations. It should be noted that a speedletter report is required for all reservists who suffer disability while traveling to and from active duty for training, inactive duty training and those infrequent instances of extended active duty personnel mentioned in subparagraph 7a, below; however, those traveling to and from inactive duty training are not normally eligible for Navy Department disability benefits. In these cases, the report is required for other purposes, and, in the event of subsequent death from such disability, the report is an immediate source of accurate information for determination for any benefits from other government agencies.

4. Medical Examination. Whenever the disability of a reservist on active duty, active duty for training, or on inactive duty training is reported in accordance with the provisions stated herein, the commander will have an immediate examination made by a medical officer of the U. S. Navy or U. S. Naval Reserve

when practicable; otherwise it may be performed by any federal medical officer, or if none of the foregoing are available, by a civilian physician. See Chapter 20, Manual of the Medical Department.

5. Investigation. An investigation by a factfinding body of injury, disease or death of a reservist on active duty, active duty for training (including 6-month trainees) or inactive duty training or while performing travel directly to or from such duty must be ordered in all cases indicated in JAG Manual secs. 0801-0803 and 0911.

6. Report of Death. A report of death of a reservist on extended active duty, active duty for training or inactive duty training, or engaged in travel to or from such duty, will be submitted by message in accordance with paragraph 12154.

7. Required Reports of Disabilities. Commanders having cognizance of Marine Corps reservists performing active duty, active duty for training and inactive duty training shall have established procedures for the timely gathering of information concerning disabilities suffered by reservists while performing such duties, and in accordance with this paragraph, will submit prompt speedletter reports as follows:

a. Reports of disability suffered by reservists on extended active duty. When a reservist performing extended active duty, or while in an authorized travel status going to such duty, suffers a disability from injury or disease, he will be administered under the same provision of this Manual and other directives applicable to Regular Marine Corps personnel. However, in instances in which a disability results from an injury or disease incurred by a reservist while in an authorized travel status proceeding from extended active duty, or in which the separation physical examination fails to reveal an injury or disease incurred during extended active duty which results in a disability after release, the commander of the Marine Corps activity first receiving information of such a disability will immediately submit a report by speedletter to the Commandant of the Marine Corps (Code DN), furnishing a copy to the Bureau of Medicine and Surgery (Code 333). See figure 11-7 or 11-8 for sample speedletter report which contains items of information which must be furnished.

b. Reports of injury suffered by reservists employed on active duty for training or inactive duty training. When a reservist on active duty for training or on inactive duty training (drills) suffers disability from injury in line of duty while performing such duty, or while engaged in travel to or from such duty, the commander will submit immediately a report by speedletter to the Commandant of the Marine Corps (Code DN) for those reservists injured while performing inactive duty training, and for those injured while engaged in travel to or from active duty for training or inactive duty training, and to the appropriate commanding general designated in subparagraph 2, above, in the cases of reservists injured while engaged in active duty for training. In all cases, copies will be furnished to the Commandant of the Marine Corps (Code DN), the Bureau of Medicine and Surgery (Code 333), and the Marine Corps disbursing officer concerned. See figure 11-7 for sample speedletter report which contains items of information which must be furnished.

c. Reports of sickness or disease suffered by reservists employed on active duty for training

(1) When a reservist on active duty for training for a period in excess of 30 days, except under 10 U.S. Code 270(b), see subparagraph 7c(2), below, suffers disability from sickness or disease in the line of duty while performing such duty, the commander will immediately submit a report by speedletter to the appropriate commanding

general designated in subparagraph 2, above. In those cases where the disability is incurred while engaged in travel to or from such duty, the speedletter report will be forwarded to the Commandant of the Marine Corps (Code DN). In all cases copies will be provided the Commandant of the Marine Corps (Code DN), the Bureau of Medicine and Surgery (Code 333), and the Marine Corps disbursing officer concerned. See figure 11-8 for sample speedletter report which contains items of information which must be furnished.

(2) A reservist on active duty or active duty for training for a period of 30 days or less, or on inactive duty training, or a reservist on active duty for training under 10 U.S. Code 270(b), who suffers disability from sickness or disease in line of duty is not entitled to pay and allowances during the period of disability beyond the terminal date of his duty orders. He is entitled to necessary hospitalization as defined in 10 U.S. Code 6148(d), medical treatment, subsistence during hospitalization and transportation and subsistence to the place from which ordered to training duty, but only if his sickness or disease results in a disability which renders him unfit to perform active duty for training or inactive duty training. No speedletter report is required in these cases. Should such sickness or disease terminate in death, a report of death will be submitted in accordance with paragraph 12154. The reservist's beneficiary(ies) may be entitled to death gratuity under 10 U.S. Code 1475-1480 or compensation or pension under the laws administered by the Veterans' Administration.

8. Procedures. Upon receipt of the reports required by paragraph 7, above, the following action will be taken by the commanding generals specified in paragraph 2:

a. Review all available information in order to ascertain:

(1) That he is authorized to act on the specific type case involved;

(2) That the individual reported on is in fact disabled; is a member of the Marine Corps Reserve; and was, at the time of the onset of disability performing active duty for training under the administrative jurisdiction of his command;

(3) That the disability resulted from an injury or disease and was incurred in line of duty; and

(4) Whether or not the hospitalization or disability may be expected to extend beyond the terminal date of the training duty orders.

b. If in his opinion, the reservist concerned is eligible to receive the benefits authorized by 10 U.S. Code 6148, prepare and forward to the reservist via his immediate commander a Notice of Eligibility for Disability Benefits in the form prescribed by figure 11-9.

c. If in his opinion, the reservist concerned is not eligible for, or there is no requirement for the issuance of a Notice of Eligibility, inform the individual concerned via his immediate commander in writing, indicating the basis for the nonissuance or denial, and furnish a copy to the Commandant of the Marine Corps (Code DN) and the Bureau of Medicine and Surgery (Code 333).

d. If in his opinion, there is any doubt as to eligibility or entitlement or if the case is of the type upon which he has no authority to act, as outlined in subparagraph 2b, above, forward the report together with all pertinent facts and circumstances to the Commandant of the Marine Corps (Code DN) for a determination.

9. Issuance of the Notice. When entitled thereto, an original and seven copies of the Notice of Eligibility with endorsement sheet attached will be furnished the reservist. Specific instructions for the use of the original and seven copies by the reservist are contained in the sample Notice of Eligibility (see figure 11-9). A copy

of the notice will also be furnished the Commandant of the Marine Corps (Code DN), the Bureau of Medicine and Surgery (Code 333), and the appropriate disbursing officer handling the reservist's pay record. The reservist will also be furnished two copies of the compensation certificate shown in figure 11-6. If a notice has been issued and the reservist concerned is released from the hospital as fit for full duty prior to the expiration of his active duty for training orders, the Notice of Eligibility and all copies will be returned to the issuing authority for cancellation.

10. Actions by the Recipient of the Notice. Upon receipt of the Notice of Eligibility and accompanying papers, the reservist shall forward to the disbursing officer carrying his account two certified copies of the notice, completed to include the required endorsements and compensation certificate appropriately executed and signed. In the event the reservist is informed by his commanding general that he is not eligible for disability benefits under 10 U.S. Code 6148, the reservist may request review of his case by addressing correspondence to the Commandant of the Marine Corps (Code DN), via official channels to include the officer who made the denial, setting forth any additional facts or circumstances upon which he bases his claim to benefits and enclosing all pertinent correspondence. In order to expedite consideration of the case, such communications should be submitted at the earliest date practicable.

11. Applicable Provisions

a. Active duty for training terminates automatically on the date specified in the reservist's orders. Training duty orders may not be extended after their terminal date, nor may a reservist be ordered to active duty or active duty for training for the express purposes of hospitalization and/or medical evaluation.

b. Reservists may not continue to receive pay and allowances specifically because of disability after the terminal date of their training duty period unless a Notice of Eligibility for Disability Benefits under this paragraph is issued. Even though a Notice of Eligibility has been issued, in cases where the disability extends beyond the period of hospitalization and training duty, an affirmative determination by the Bureau of Medicine and Surgery that the disability continues to exist is required before pay and allowances may be continued. All requests for such an affirmative determination will be forwarded to the Bureau of Medicine and Surgery (Code 333) via channels including the Commandant of the Marine Corps (Code DN), and will include all pertinent information concerning the case. See subparagraph 6 of the sample notice, figure 11-9.

c. A reservist hospitalized in an Armed Forces medical facility will not be transferred to a nonmilitary medical facility unless such transfer can be fully justified on a medical basis or prior approval is obtained from the Chief of the Bureau of Medicine and Surgery.

d. Personnel who are receiving benefits under the authority of such a notice will not be considered in a "duty status." Accordingly, their dependents will not be entitled to dependent medical care, nor will the members be entitled to accrue leave credit.

CERTIFICATE CONCERNING RECEIPT OF PENSION, DISABILITY ALLOWANCE OR DISABILITY COMPENSATION FROM THE GOVERNMENT OF THE UNITED STATES

Place: Date:

I certify that I (am) (am not) in receipt of pension, disability allowance or disability compensation by virtue of prior military service.

In the event I later become entitled to a pension, disability allowance or disability compensation, or become entitled to any such benefit in an increased amount, I understand that I must immediately notify my commander and disbursing officer of such fact.

Signature, Grade and Service Number

INSTRUCTIONS

This certificate must be completed and furnished to the disbursing officer with the Notice of Eligibility for Disability Benefits. See paragraph 044772, Navy Comptroller Manual.

Figure 11-6

NAVEXOS-4181

USE FOR URGENT LETTERS ONLY

NAVAL SPEEDLETTER

DO NOT CLEAR THROUGH COMMUNICATION OFFICE

(One box must be checked)

[X] REGULAR MAIL [ ] SPECIAL DELIVERY

[ ] AIR MAIL [ ] REGISTERED MAIL

CLASSIFICATION

IN REPLY REFER TO

DATE

12 February 1964

TO: Commandant of the Marine Corps
(Code DN)
Washington, D.C. 20380

(Fold)

NAVAL SPEEDLETTER—

Permits dispatch or informal language.

May be sent (1) with enclosures, (2) in a window envelope (size 8⅛" x 3⅞"), if contents are not classified as confidential or higher, (3) to both naval and nonnaval activities.

Is packaged 500 sheets of white or of one color: yellow, pink, or green.

In compliance with MARCORPERSMAN, par. 11250, the following report of injury (10 USC 6148 (a)) is submitted:

A. Sgt David M. MASON, 153244, USMCR
B. Employed on Active Duty for Training for the period 0800 - 28Jan64 to 2400 - 13Feb64 (Copy of orders attached).
C. Suffered a fracture left tibia at 0821 on 12Feb64 at CamLej
D. Result accidental fall from truck.
E. Admitted NavHosp CamLej at 0830 on 12Feb64.
F. Estimated period of hospitalization 3 weeks from this date. (Medical abstract attached.)
G. Estimated period of disability 2 months.
H. Injury was incurred in line of duty.
I. Home address: 1215 46th St., S.E., Washington, D.C.

JOHN C. JONES

Encl:
(1) Copy of orders to Active Duty for Training

Note: *See reverse side of Figure 11-7 for special instructions for preparing Report of Injury

COPY TO

BUMED (Code 333)
CG MARCORB CAMLEJ
CO RTBN MARCORB CAMLEJ
DISBO MARCORB CAMLEJ
COMART

ADDRESS: Commanding Officer, VMF 321 MARTD MARTC
4th MAW FMF USMCR
NAF, Andrews Air Force Base
Washington, D.C. 20390

←SENDER'S MAILING ADDRESS

Address reply as shown at left; or reply hereon and return in window envelope (size 8⅛" x 3⅞"), if not classified as confidential or higher.

CLASSIFICATION

Figure 11-7

* SPECIAL INSTRUCTIONS FOR INJURY REPORT

All of the information enumerated below for each item of the report is the minimum required. To preclude delay in submission words "unknown," "being investigated" or other appropriate remarks may be used in the initial report but will be supplemented with complete information as soon as it becomes available.

Item A. Show Name, Grade, Service Number, and Component.

B. Show status to include type reserve duty being performed, and time and dates of duty period. In cases where orders were issued, attach a copy of the orders. In others, explain, such as: "While performing regularly scheduled drill from 2000 to 2200 on 25Jan60."

C. The nature of injury must be shown and the date and time of occurrence. Also the location where injury occurred, such as: "At the USN Station armory."

D. In this item include a brief statement of the manner in which the injury occurred.

E. Show date, time and identity of hospital where hospitalized. If hospitalized in other than Federal hospital the name and address of the doctor must be shown.

F. Estimated period of hospitalization. In the event hospitalization or disability is likely to extend beyond the normal date of release from active duty, active duty for training, or the inactive duty training period, the commander preparing the speedletter report will obtain a medical abstract from appropriate medical authority and attach it to the speedletter report. This abstract shall contain such of the following material as is appropriate:

(a) Established diagnosis.

(b) Facts concerning the origin of the injury sufficient for the Chief, Bureau of Medicine and Surgery, to determine:

(1) Whether condition existed prior to reporting for duty.

(2) Whether condition aggravated by service.

(c) Brief of symptoms, treatment and response to treatment.

(d) Estimated period of hospitalization.

(e) Opinion as to disposition to be made.

If this above information for the medical abstract is not available immediately, the speedletter report will not be delayed for this reason. The medical abstract will be forwarded, as soon as it can be obtained, in a supplemental speedletter report, retaining all information addressees.

G. Estimated period of disability.

H. Opinion as to line of duty status at time of injury.

I. Complete home address of reservist.

Figure 11-7.--Continued.

NAVEXOS-4181

USE FOR URGENT LETTERS ONLY

NAVAL SPEEDLETTER

DO NOT CLEAR THROUGH COMMUNICATION OFFICE

(One box must be checked)

☐ REGULAR MAIL ☐ SPECIAL DELIVERY

☒ AIR MAIL ☐ REGISTERED MAIL

CLASSIFICATION

IN REPLY REFER TO

DATE 2 February 1964

NAVAL SPEEDLETTER—

Permits dispatch or informal language.

May be sent (1) with enclosures, (2) in a window envelope (size 8⅞" x 3⅞"), if contents are not classified as confidential or higher, (3) to both naval and nonnaval activities.

Is packaged 500 sheets of white or of one color: yellow, pink, or green.

TO: Commandant of the Marine Corps
(Code DN)
Washington, D.C. 20380

URGENT

(Fold)

In compliance with MARCORPERSMAN, par. 11250, the following report of disease (10 USC 6148 (b)) is submitted:

A. Pvt Kevin CARSON, 2567890, USMCR(H).
B. Employed on Active Duty for Training at this command for a period of 6 months - 2Aug63 to 2Feb64 (Copy of orders attached).
C. Suffered an attack of acute appendicitis on 28Jan64 at this command.
D. Admitted to Dispensary this post at 0930 on 28Jan64.
E. Estimated period of hospitalization 3 weeks from this date. (Medical abstract attached.)
F. Estimated period of disability 4 weeks from this date.
G. Disease incurred in line of duty.
H. Disease did not exist prior to reporting for training duty.
I. Home address: 206 Blossom Lane, Birmingham, Alabama.

RICHARD BELVINS

Encl:
(1) Copy of orders to Active Duty for Training

Note: *See reverse side of Figure 11-8 for special instructions for preparing Report of Disease

COPY TO
BUMED (Code 333)
CG MARCRUITDEP PARRIS ISC
DISBO MARCRUITDEP PARRIS ISC
DIR 8TH MARCORDIST
CO 3D 105MMHOWBN

ADDRESS: Commanding Officer
1st RT Bn, MarCruitDep
Parris Island, South Carolina

← SENDER'S MAILING ADDRESS

Address reply as shown at left; or reply hereon and return in window envelope (size 8⅞" x 3⅞"), if not classified as confidential or higher.

CLASSIFICATION

Figure 11-8

732-936 O-64-11

* SPECIAL INSTRUCTIONS FOR DISEASE REPORT

All information enumerated below for each item is the minimum required. To preclude delay in submission the words "Unknown," "Under Investigation," or other appropriate remarks may be used in the initial report but will be supplemented with complete information as soon as it is available.

Item A. Show Name, Grade, Service Number and Component.

B. Show status to include type reserve duty being performed, and time and dates of duty period. In cases where orders were issued, attach copy of the orders. In others explain, such as "while performing regularly scheduled drill from 2000 to 2200 on 25Jan60."

C. The nature of the disease must be shown and the date and place of the onset.

D. Show date, time and identity of hospital where hospitalized. If hospitalized in other than Federal hospital the name and address of the attending doctor must be shown.

E. Estimated period of hospitalization. In the event hospitalization or disability is likely to extend beyond the normal date of release from active duty, active duty for training, or the inactive duty training period, the commander preparing the speedletter report will obtain a medical abstract from appropriate medical authority and attach it to the speedletter report. This abstract shall contain such of the following material as is appropriate:

(a) Established diagnosis.
(b) Facts concerning the origin of the disease sufficient for the Chief, Bureau of Medicine and Surgery to determine:
  (1) Whether condition existed prior to reporting for duty.
  (2) Whether condition aggravated by service.
(c) Brief of symptoms, treatment, and response to treatment.
(d) Estimated period of hospitalization.
(e) Opinion as to disposition to be made.

If this above information for the medical abstract is not available immediately, the speedletter report will not be delayed for this reason. The medical abstract will be forwarded as soon as it can be obtained, in a supplemental speedletter report, retaining all information addressees.

F. Estimated period of disability.

G. Opinion as to line of duty status at time of onset.

H. Opinion whether disease existed prior to reporting for training duty and whether disease was aggravated by training duty.

I. Complete home address of reservist.

Figure 11-8.--Continued.

From: Commanding General _____
To: _____ USMCR
Via: (1) Commanding Officer (Man's Unit) _____
(2) Commanding Officer or Superintendent of Hospital _____

Subj: Notice of Eligibility for Disability Benefits under Title 10, U.S. Code, Section 6148(a)

Ref: (a) MARCORPERSMAN, par. 11250
(b) _____ (Report received from man's commanding officer)
(c) Chapter 4, part I, section V, subsection 4, Navy Comptroller Manual

1. Under the provisions of 10 U.S. Code 6148(a), as promulgated by reference (a), it has been determined from reference (b), that on (date) _____ you suffered a disability in the line of duty due to an injury sustained on that date while employed on active duty for training at (place) _____. You were admitted to (hospital and location) _____, on (date) _____ for treatment. You are therefore determined to have been in active naval service on (date of injury) _____ and during the period of your hospitalization you are in all respects entitled to the benefits set forth under reference (a).

2. Your home address is _____

3. The (commanding officer or superintendent of hospital) is requested to furnish the information required for the applicable portions of the attached endorsement sheet.

4. You will furnish the disbursing officer carrying your pay accounts with the following:

a. Two certified copies of this notice, completed to include the endorsement sheet.

b. Signed certificate of nonreceipt of pension, disability allowance or disability compensation properly executed in duplicate.

5. Upon receipt of the above, the disbursing officer is authorized to credit and make payment of pay and allowances to you for the period of your disability while hospitalized in accordance with the instructions contained in reference (c).

6. If your disability extends beyond the period of your hospitalization an affirmative determination by the Bureau of Medicine and Surgery will be required before your entitlement to pay and allowance may continue. In this event you will contact your commanding officer for assistance in obtaining such determination from the Bureau of Medicine and Surgery.

7. For settlement of your pay record in accordance with reference (c), you will deliver the original and five certified copies of this letter bearing all endorsements to the disbursing officer.

_____
(Signature of Commanding General)

Copy to:
CMC (Code DN)
BUMED (Code 333)
Disbursing Officer concerned
Others concerned

Figure 11-9

ENDORSEMENT SHEET-NOTICE OF ELIGIBILITY FOR DISABILITY BENEFITS UNDER 10 U.S. Code 6148

Endorsement

	Time &Date Activity &Place	Signature
1. Forwarded		Commanding Officer or Superintendent
2. Admitted hospital or equivalent facility. Notice delivered.		Medical Officer
3. Transferred as patient to:		Medical Officer
4. Reported as a patient.		Medical Officer

Date _____

5. Hospitalization completed by reason of:
   - Returned to full duty - ☐
   - Discharged by Medical Survey - - - - - - - - - - - - - - - - - ☐
   - To proceed home to await action on retirement proceedings - ☐
   - Other (Explain) - ☐

Medical Officer

6. Paid:
   - Active duty pay and allowances on this notice from _____ to _____ $ _____
   - Mileage from _____ to _____ $ _____
   - Advance transportation..... $ _____
   - Subsistence ..... $ _____

Disbursing Officer

Figure 11-9.--Continued.

11300 PERSONAL PROPERTY CLAIMS

1. Statutory Authority. Under the Military Personnel Claims Act of 1945, as amended (now codified as 10 U.S. Code 2732), officer and enlisted personnel of the Marine Corps and, in certain instances, their survivors may submit a claim and receive cash reimbursement for damage to or loss, destruction, capture, or abandonment of personal property and household effects if the loss or damage occurred incident to service, was not caused in whole or in part by negligence on the part of the claimant or his duly authorized agent, and the possession by the claimant of the property under the circumstances was reasonable, useful, or proper.

2. Implementing Regulations, Instructions, and Forms. Navy Personnel Claims Regulations incorporated as chapter XXI of JAG. Instruction P5800.7, the JAG Manual, promulgate the provisions of the Military Personnel Claims Act of 1945, as amended. The Handbook for Claims Investigating Officers, Personal Loss Claims (NAVPERS 15905-NAVMC 1176) contains detailed information for guidance in the preparation, submission, examination, and approval or disapproval of personal claims. The claim form, NAVEXOS-2662A and -2662B, is designed for use in presenting this type claim.

3. Specific Conditions and Type Items--Not Allowable. The following types of items, if lost or damaged en route to or from or in a combat zone or on training exercises, will not normally be considered to be reasonable, useful, necessary, or proper under the attendant circumstances and reimbursement therefor ordinarily will not be made: electrical appliances such as radios, shavers, blankets, etc.; hobby and recreational items such as cameras and related equipment; athletic equipment, privately-owned revolvers, pistols and rifles, unless match equipment, etc.; and civilian clothing except when the possession of such clothing under the circumstances is specifically authorized.

4. Forwarding of Claims Submitted by Army, Navy and Air Force Personnel. Commanders of Marine Corps activities will, upon request, investigate and forward personal effects and household goods claims of personnel of the other military services attached to, or serving with, their commands. Commanders of Marine Corps activities may extend this service to retired or discharged personnel or to the widows of former members of the military services who reside in the vicinity of a Marine Corps installation. Claims will be prepared in accordance with Navy Personnel Claims Regulations. The use of Army or Air Force forms is not required.

a. Claims of U. S. Army personnel will be forwarded to: Claims Division, OTJAG-DA, Fort Holabird, Baltimore, Md.

b. Claims of U. S. Air Force personnel will be forwarded to: Headquarters, U. S. Air Force (AFCJA-13), Washington 25, D. C.

c. Claims of U. S. Navy personnel will be forwarded to: Bureau of Naval Personnel, Washington 25, D. C.

11301 PERSONAL EFFECTS AND BAGGAGE

1. General

a. Responsibility. The commander is charged with the responsibility for collecting, inventorying, and placing into safe storage for ultimate disposition, the personal effects and baggage of all service members who come into any status whereby such members cannot or do not care for their own property. This includes those who die, are reported missing, are incapacitated by injury or disease, are in the unauthorized absence status, and those who for any other reason become separated from their effects.

b. Disposal. Existing statutes authorize the disposal, after expiration of a specified period, of all lost, abandoned, or unclaimed personal property, and personal effects of deceased or missing personnel, provided that diligent effort was made and failed to determine and/or locate the owner, the next of kin, the heir(s) or other proper recipient of the personal

effects. See subparagraph 4, below.

c. Personal effects and baggage centers

(1) Marine Corps Personal Effects and Baggage Centers are located at Marine Corps Bases, Camp Pendleton, California and Camp Lejeune, North Carolina. The centers have been established to perform the necessary functions in connection with the recovery, receipt, segregation, inventory, shipment, storage, delivery and disposal of those effects and baggage that are lost, abandoned, or unclaimed, and those effects and baggage of deceased or missing Marine Corps personnel, attached personnel from other armed services, and the effects and baggage of certain civilians or others as may be directed by the Commandant of the Marine Corps. Included in the mission of these activities is the responsibility to:

(a) Receive personal effects and baggage from any theater of operation, through ports of entry or air terminals, or other means, and to receive the personal effects and baggage of Marine Corps personnel and others as indicated above who, through no fault of their own, become separated therefrom. This includes personal effects and baggage of deceased, missing or evacuated personnel, and prisoners of war.

(b) Receive from Marine Corps activities the personal effects and baggage of deceased Marines and others as indicated above, when the next of kin, heir(s), or other proper recipient is unknown or cannot be determined and/or located.

(c) Receive from certain Marine Corps activities personal effects and baggage that are determined to be lost, abandoned, or unclaimed including those of absentees and deserters, under certain specified conditions.

(d) Specific instructions pertaining to the operation of personal effects and baggage centers are contained in the Marine Corps Supply directives.

(2) Activities designated to receive lost, abandoned, and unclaimed effects of Navy personnel are Stockton Annex, Naval Supply Center, Oakland, Stockton, California and Cheatham Annex, Naval Supply Center, Norfolk, Williamsburg (Penniman), Virginia. Lost, unclaimed, or abandoned personal property of Navy personnel and the effects of deceased or missing Navy persons located west of the Mississippi should be shipped to Stockton Annex; that located east of the Mississippi should be shipped to Cheatham Annex.

d. Shipment of personal baggage upon transfer

(1) Commanders shall instruct all personnel in pay grades E-1, E-2, E-3, and E-4 with less than 4 years service, that upon transfer or detachment the Marine Corps will not ship or store personal baggage in excess of the limit (200 pounds) carried free by commercial carriers. Personnel in pay grade E-4 with over 4 years service have an authorized weight entitlement upon transfer or detachment, which is specified in chapter 8, Joint Travel Regulations. Therefore, such persons specified above who do not have a weight authorization will be directed to ship or otherwise dispose of excess personal baggage at their own expense.

(2) Where travel incident to transfer or detachment is to be performed by air, and the weight of personal baggage carried free by the carrier is limited, the difference in the weight of the personal baggage carried free and 200 pounds may be shipped at government expense on government bills of lading. When personnel in pay grades E-1, E-2, E-3, and E-4, except E-4's with over 4 years service become separated from their personal baggage through no fault of their own, shipment, subject to a 200 pound weight limitation, on government bills of lading may be made at no expense to the individual. Shipments for personnel in all other pay grades are subject to the weight limitations specified in chapter 8, Joint Travel Regulations.

(3) Personnel entitled to shipment of personal baggage as outlined above will submit a request for same to the commander of the organization

holding the baggage. In the event the location of the baggage is not known, the request will be submitted to the Commandant of the Marine Corps (Code DN). Keys for lockers, trunks, etc., will be forwarded with the request for shipment.

e. Household effects. Instructions relating to household effects are contained in Joint Travel Regulations.

f. Privately-owned motor vehicles

(1) Abandoned privately-owned motor vehicles will not be turned over to the personal effects and baggage centers, but will be disposed of by the nearest government selling activity. Navy Property Redistribution and Disposal Regulation #1 in hands of selling activities applies.

(2) Privately-owned motor vehicles of deceased personnel serving outside the continental United States or in Alaska, will be shipped to the address specified by the next of kin, at government expense.

(3) Privately-owned motor vehicles of deceased personnel serving within continental United States will be disposed of as desired by the next of kin at their expense.

2. Definitions

a. Personal baggage. The term "personal baggage" shall be construed to include duffel bags, barracks bags, flying bags, trunk lockers, wardrobe trunks, handbags, other containers suitable for shipment, personal bedding rolls, sleeping bags, other authorized personal property, and other items authorized in movement, shipment, or travel orders, but does not include household effects or privately-owned motor vehicles.

b. Personal effects. The term "personal effects" or "effects" shall be construed to mean articles of individual uniform and civilian clothing and other effects having intrinsic or sentimental value such as jewelry, fountain pens, mechanical pencils, spectacles, personal cameras, wallets, billfolds, medals, insignia, photographs, diaries, Bibles, personal papers, etc.

c. Government property. The term "government property" shall be construed to mean government-issued material, flight clothing, tools, instruments, optical instruments, combat gear and Class IV or organizational clothing, firearms, ammunition, grenades, fuses, drugs, official publications, government-owned cameras, and instruments usually identified by U. S. Government serial numbers.

d. Next of kin, heir(s), or other proper recipient. The individual defined as having the primary right to control the administrative disposition and/or to receive the personal effects and baggage of deceased or missing personnel, of personnel living or deceased who cannot be located, and personal effects and baggage that are lost, abandoned or unclaimed, including those of absentees and deserters and others, which are now or may hereafter come into the possession, custody or control of the Marine Corps, is the person or persons surviving in the following order of precedence:

(1) Spouse or legal representative of the estate;

(2) Child or children;

(3) Parent or parents;

(4) Brothers and sisters;

(5) The person or persons determined to be entitled under the laws of the state in which the owner was domiciled. In all cases where the personal effects and baggage are released or delivered to individual(s), as indicated in the above precedence listing, and the circumstances known or anticipated indicate that a dispute as to the ownership of the effects and/or baggage may occur, such individual(s) and any other interested persons will be advised that the delivery of the effects and/or baggage is procedural only and does not invest title to the effects and/or baggage in the recipient to whom the Marine Corps surrenders them. Final decision as to title and ownership rests with the proper civil court having jurisdiction of the matter in accordance with the law of the state of the legal residence in which the owner was domiciled.

e. Theater of operations. The term "theater of operations" shall be construed to mean any area outside the continental United States in which Marine Corps personnel are employed.

3. Inventory. Whenever it is necessary to conduct an inventory of the personal effects and/or baggage of personnel in a status shown in paragraph 1a, above, the commander will appoint a board consisting of an officer or staff non-commissioned officer to accomplish this task. This appointment may be oral if the commander is satisfied that the assigned member is thoroughly cognizant of the duties and responsibilities. When the effects or baggage of a commissioned officer are being inventoried, such will be accomplished by a commissioned officer.

a. The commander will cause the personal effects and baggage to be collected and inventoried and placed in safe storage immediately upon receipt of information reporting the status requiring same, or as soon thereafter as practicable. NAVMC 10154-SD, Personal Effects Inventory, will be used for the preparation of the inventory report.

b. Government property. Government property found with the personal effects or baggage will be removed and returned to the unit supply officer to be handled in accordance with prescribed instructions.

c. Disposition of monies

(1) In cases of deceased and missing personnel monies found among personal effects or baggage will be turned in to the disbursing officer for issuance of a check in exchange for cash, made payable to the commander who will endorse same in favor of the next of kin, heir(s) or other proper recipient. When it is impossible to determine the next of kin, heir(s), or other proper recipient, the check will be endorsed by the commander in favor of the officer in charge of the Marine Corps Personal Effects and Baggage Center to which the effects are to be shipped.

(2) In cases of absentees and deserters, see instructions contained in paragraph 7050.

(3) In cases of hospitalized personnel see subparagraph 5c, below.

(4) Monies in amounts less than $3, will be entered on the inventory of personal effects as "cash" and included in the shipment of effects.

(5) Coins that appear to have had a sentimental or souvenir value to the owner should be retained with the personal effects.

d. Perishable or deteriorating items may be immediately disposed of by sale or destruction, as appropriate. Any funds derived therefrom will be handled in the same manner as money found among personal effects and baggage.

e. Any bloodstained clothing, obscene or other objectionable matter which may cause embarrassment to the next of kin or legal representative will be removed and disposed of as determined by the commander.

f. The personal effects and baggage located in quarters of individuals residing with their next of kin need not be inventoried. The next of kin will, however, be requested to advise the commander if government property is discovered in the residence so that it may be returned promptly to government control.

g. United States Treasury checks found among personal effects or baggage will be delivered immediately to the disbursing officer for disposition and this action so indicated on the inventory of personal effects. In cases of absentees and deserters the check(s) will be retained for 30 days prior to delivery to the disbursing officer for disposition.

h. Distribution of completed inventories will be made as follows except for those pertaining to absentees and deserters wherein the instructions contained in paragraph 7050, will be followed:

(1) Original to the Officer Qualification Record or enlisted Service Record Book, as appropriate, if such records are held, otherwise to the Commandant of the Marine Corps (Code DN).

(2) One copy to the commander or other official directing the inventory for retention.

(3) Two copies to the custodian of the effects and baggage, one of which will be certified and packaged with the effects or baggage.

4. Applicable Laws and Procedures

a. Title 10 U.S. Code 2575 requires personal effects that are lost, abandoned, or unclaimed, to be placed in storage for a period of 1 year and that a diligent and exhaustive effort be made during that time to locate the owner, next of kin, heir(s), or legal representative(s). Storage time will be computed from the date of the original inventory.

b. Title 10 U.S. Code 6522 requires that the undisposable effects of deceased or missing personnel be retained in storage for a period of 2 years after the date of death before being disposed of by sale or otherwise.

c. Storage and disposition of lost, abandoned and unclaimed effects and baggage. For the purpose of these regulations, in all cases except in those of deceased and missing personnel which will be handled as indicated under subparagraph d, below, Marine Corps activities at which the effects and baggage are originally inventoried are designated as storage points. Fleet Marine Force activities located at Camp Pendleton, California, Camp Lejeune, North Carolina, and overseas are not included in this provision. Commanders of Fleet Marine Force activities outside the continental United States; commanders of Base and Fleet Marine Force activities located at Camp Pendleton, California, and Camp Lejeune, North Carolina; and commanders of Fleet Marine Force Air units located at Cherry Point, North Carolina, Beaufort, South Carolina, and El Toro, California are authorized to transfer to the appropriate personal effects and baggage center those effects and baggage which could not be administratively disposed of after 90 days from the date of original inventory.

(1) Next of kin, heir(s), or other proper recipient located after storage commences. When the owner, next of kin, heir(s), or other proper recipient(s) has been located at any time prior to the disposal of the lost, abandoned, or unclaimed personal effects and baggage, such effects may be shipped to that recipient at government expense upon receipt of an application and proper identification, provided the owner was not an absentee or deserter and would otherwise be eligible for shipment. (See chapter 8, Joint Travel Regulations.) Any expense involved in delivering personal effects or baggage that were the property of an absentee or deserter must be borne by the person to whom such effects are to be delivered. If the absentee dies before he is declared a deserter his effects and baggage will be handled in the same manner as for a deceased member. A letter of transmittal will accompany such effects being released to legal recipient and will contain the following statement:

"This property is forwarded to you to be retained or disposed of as custodian in accordance with the laws of the State of the owner's domicile. No legal interest in the property or right to retain it against a person entitled thereto is conferred on you by this delivery."

d. Disposition of effects and baggage of deceased and missing. Commanders shall ensure that a diligent effort is made immediately to determine and locate the next of kin, heir(s), or other proper recipient.

(1) In all cases where the death or missing status occurred in the United States and the next of kin, heir(s), or other proper recipient of the personal effects and baggage of the deceased or missing person has been determined and upon presentation of satisfactory identification, the personal effects and baggage shall immediately be delivered and/or shipped at government expense to such person(s). (See chapter 8, Joint Travel Regulations and Missing Persons Act.) If the weight of the effects and baggage does not exceed the limit carried free by commercial carrier, individual uniform clothing, articles of value, papers, keepsakes, all monies,

and/or checks for monies in excess of $3 and other similar items to be forwarded to the next of kin, heir(s), or other proper recipient should, whenever practicable, accompany the remains. When an escort accompanies the remains, he will assure safe delivery of such effects and obtain a receipt therefor from the next of kin, heir(s), or other proper recipient and forward it to the Commandant of the Marine Corps (Code DN). Personal effects and baggage which exceed the 200-pound limit carried free by commercial carriers or for other reasons do not accompany the remains will be shipped at government expense to the next of kin, heir(s), or other proper recipient. (See chapter 8, Joint Travel Regulations.)

(2) In all cases where the death or missing status occurred in a theater of operation outside the continental United States and the next of kin, heir(s), or other proper recipient is not present in the immediate (overseas) vicinity, the personal effects and baggage of the deceased person will be shipped immediately to the appropriate Marine Corps Personal Effects and Baggage Center.

(3) Next of kin cannot readily be located. When all diligent efforts at unit level have failed to identify and/or locate the next of kin, heir(s), or other proper recipient, the decedent's or missing person's commander will prepare a statement to be included with the inventory of effects and baggage. The statement shall stipulate that after diligent effort the whereabouts or existence of a next of kin, heir(s), or other proper recipient for personal effects and baggage of the decedent or missing person is unknown. Copies of all correspondence accumulated while attempting to dispose of the effects and baggage and a copy of the commander's statement will be forwarded to the Commandant of the Marine Corps (Code DN). The Commandant of the Marine Corps will issue further instructions where appropriate, or direct that the effects and/or baggage be properly marked, catalogued and transferred to a personal effects and baggage center for storage for a period of 2 years from the date of original inventory, as required by law. The personal effects case file will be forwarded with the effects or baggage to the personal effects and baggage center if appropriate and when such includes a check in exchange for cash, the commander shall endorse the check in favor of the officer in charge of the Marine Corps Personal Effects and Baggage Center to which the effects are shipped. All monies less than $3 that have been listed on the inventory will be transmitted in a sealed envelope as a part of the case file to the officer in charge of the Marine Corps Personal Effects and Baggage Center.

e. Records. Commanders of activities responsible for the initial assumption and subsequent control of personal effects and baggage will maintain a separate case file of all records and correspondence pertaining to effects and baggage that have been determined to be the property of one person until final disposition is made.

(1) Existing statutes require that all such records pertaining to lost, abandoned, or unclaimed personal effects and baggage that are not deliverable to a proper recipient must be retained for a period of 5 years after being disposed of by the Government. These records will be retired only in accordance with current Marine Corps regulations covering the disposition of records.

(2) All records pertaining to the personal effects and baggage of deceased and missing personnel that are not deliverable to a proper recipient must be retained for a period of 6 years after being disposed of by the Government.

(3) Records of personal effects and baggage of deceased and missing personnel and those that are lost, abandoned or unclaimed that have been delivered to and receipted for by a proper recipient may be disposed of in accordance with the Marine Corps

directive for the disposition of records, except the signed receipt will be forwarded to the Commandant of the Marine Corps (Code DGH) for file in the individual's case file.

f. Disposal of personal effects and baggage. The ultimate disposal of personal effects and baggage by sale, public auction, or otherwise will be accomplished in accordance with the instructions contained in the Marine Corps supply directives system.

5. Personal Effects and Baggage of Personnel Who Are Incapacitated, Hospitalized, or Transferred to a Medical Facility

a. When personnel are incapacitated by injury or disease and are admitted or transferred to a hospital or medical facility, their personal effects and baggage shall be immediately recovered, inventoried and placed in safe storage.

b. If practicable, the commander will have all ambulatory patients secure their effects and baggage and place them in safe storage prior to actual admission to a hospital or medical facility. For all nonambulatory patients, an inventory is required. In the latter case, the commander will appoint an inventory board as outlined in subparagraph 3, above, to accomplish this task.

c. If the owner is hospitalized locally monies and United States Treasury checks found among personal effects and baggage will be safeguarded until delivery can be made to the owner; otherwise the commander will exchange the cash for a treasury check and will forward the check(s) to the commander of the hospital for delivery to the patient. A notation will be made on the inventory as to the disposition of money or check(s).

d. Commanders will retain in local storage the personal effects and baggage of all personnel under their command who have been hospitalized in uniformed services or Veterans' Administration hospitals for a period of less than 60 days. In the event hospitalization will extend for more than 60 days, or the individual is transferred to the appropriate Marine Corps activity near the hospital as required by paragraph 4020 the commander will have the personal effects and baggage shipped immediately at government expense to the hospital for delivery to the owner.

e. Commanders will inventory, prepare for shipment, and deliver to the supply point for shipment to the appropriate personal effects and baggage center, the effects and baggage of all evacuees from theaters of operation.

6. Personal Baggage Recovered from Commercial Carriers

a. The instructions contained in this paragraph provide a means of identification and recovery of personal baggage determined to be the property of Marine Corps personnel that may be held by various commercial carriers as unclaimed or undeliverable due to improper or insufficient identification markings. Commanders of posts and stations will maintain contact with the local agents of commercial carriers for the recovery of personal baggage of Marine Corps personnel that is unclaimed or undeliverable because of insufficient identification.

b. In some instances, baggage may be undeliverable by commercial carriers because of defaced external markings, although those markings may still identify the name of the owner and establish him as a Marine. Commercial carriers in the continental United States often forward such information to the Commandant of the Marine Corps to obtain the Marine's present address. In the event the baggage of such member(s) is undeliverable because of overseas assignment, or otherwise, the appropriate procedure contained in the following paragraphs should be negotiated by the commander with the carrier's agent:

(1) When baggage is located at a point at or near a Marine Corps

activity and there are no transportation or storage charges involved, the carrier may turnover any unclaimed or undeliverable baggage of Marine Corps personnel to the commander of that activity.

(2) Where the location of the nearest Marine Corps activity is such that, because of distance and cost involved, the carrier is not willing to forward the baggage but is willing to have same removed to Marine Corps control, the carrier's agent may so notify the Commandant of the Marine Corps, Washington 25, D. C., and request disposition instructions. The Commandant of the Marine Corps will determine the Marine Corps activity to effect recovery of such baggage and will issue appropriate instructions to the commander of such activity.

(3) If charges have accrued on unclaimed personal baggage and the carrier is willing to waive such charges, the same procedure will be followed as outlined above.

(4) If a carrier is not willing to release unclaimed or undeliverable baggage because of accrued charges, the following action may be taken:

(a) Where baggage is located at a point at or near a Marine Corps activity the commander of such activity will direct his supply officer or another individual to proceed to the carrier's holding point for the purpose of making an inventory and recovering any government-owned property that may be contained in such baggage. For information pertinent to the inventory see subparagraph 3, above. Upon arrival at the holding point, all government-owned property will be recovered from such baggage. An inventory of all property contained in the baggage will be made indicating the government property recovered and a copy will be furnished the carrier's agent. A copy of this inventory showing privately-owned property left with the carrier and that government property recovered will be furnished the Marine Corps Personal Effects and Baggage Centers at Camp Pendleton, California, and Camp Lejeune, North Carolina, with a letter of transmittal containing all pertinent information.

(b) Where baggage is located at a point distant from a Marine Corps activity, the carrier's agent may notify the Commandant of the Marine Corps (Code DN) and request disposition instructions. The Commandant of the Marine Corps will determine the Marine Corps activity to effect recovery of government-owned property and will direct the commander of such activity to take the action as prescribed in the above subparagraph.

(c) In any case where personal baggage or government property recovered from personal baggage is removed from the custody of a common carrier, an adequate receipt will be furnished the commercial carrier by the recovering individual.

(d) In all cases, upon receipt of personal baggage from a carrier, the commander will cause recovery of all government property therefrom. Privately-owned property will be inventoried and handled as prescribed elsewhere in this paragraph for personal effects and baggage determined to have been lost, abandoned, or unclaimed.

11350 CIVIL READJUSTMENT PROGRAM

1. Mission. The civil readjustment program is the Marine Corps' plan to assist a Marine veteran in making a personal adjustment to civil life. In addition to the instructions concerning processing for discharge, retirement or release from active duty, the requirements described herein are those necessary to fulfill the Marine Corps' moral and legal obligation to the individual separated from the Marine Corps.

2. Definition

a. Civil readjustment is defined as the personal adjustment of the Marine veteran to civil life. Such adjustment may include the claiming of certain rights, benefits, and privileges accruing as a result of military service, and the execution of certain individual obligations to the Government.

b. Public laws relative to veterans define the class of veterans affected by each act. For the purpose of the civil readjustment program prescribed herein, a veteran is any Marine who has been separated from active duty.

3. Scope. The civil readjustment program will fulfill the Marine Corps' obligation by:

a. Thoroughly informing the Marine veteran as to the existence of veterans' benefits.

b. Providing information concerning the established agencies and procedures through which benefits are claimed.

c. Delivery of documentary evidence to support benefit claims.

d. Make a contact service available to Marine veterans whereby reexplanation of documents presented at the time of separation may be made, and whereby as veterans' legislation is developed and changed, entitlement to additional benefits can be considered and explained in individual cases.

4. Responsibilities of Commanders and/or Separation Activities

a. It will be the responsibility of commanders and/or separation activities to accomplish the following civil readjustment requirements for each individual who is discharged, released to inactive duty, or retired at that organization:

(1) Accomplish and distribute the Armed Forces of the United States Report of Transfer or Discharge, DD Form 214.

(2) If the individual being separated held National Service Life Insurance, have him sign an Allotment Authorization Form, NavCompt 545, discontinuing the allotment. Further, advise the individual that if continuation of the insurance is desired, the premiums must be paid to the Veterans' Administration, Washington, D.C. 20420.

(3) Assure that the individual receives the physical examination required upon separation by current directives of the Bureau of Medicine and Surgery.

(4) Provide individual or group counseling on retired Marines' benefits to personnel approaching retirement or transfer to the Fleet Marine Corps Reserve. Prospective retirees will be advised that if they desire assistance on post-retirement personal problems beyond that available locally, they are authorized to write or communicate directly with the Retired Activities Section, Headquarters Marine Corps. Correspondence should be addressed to the Commandant of the Marine Corps (Code DNC). Personnel contemplating employment after retirement should be encouraged to avail themselves of the services offered by the Retired Activities Section. Initial inquiries should be submitted at least 6 months prior to actual retirement date.

(5) Thoroughly inform the individual to be separated of the general scope of rights, benefits, privileges, and responsibilities accrued as the result of his military service.

(6) Furnish the individual counseling to ensure that the veteran understands the value of veterans' benefits, the agencies through which they are claimed, and the procedure for claiming those benefits.

(7) Complete the forms and documents to which the veteran is entitled and deliver them with an explanation of their value and use.

(8) Deliver pamphlet, "Going Back to Civilian Life," NAVMC 2537.

(9) Assist in the preparation of pension claims and forward them to the proper agency.

(10) Inform the veteran of the address of the Director of the Marine Corps District nearest his prospective home address, and advise the veteran that he may consult the director on questions relative to his Marine Corps service.

(11) Inform the individual that all correspondence addressed to the Commandant of the Marine Corps, the Directors, Marine Corps Districts, or the Commanding General, Marine Air Reserve Training Command, must include name, grade, service number, and date of discharge or transfer to the reserve.

b. In addition to the requirements contained above, the following are to be accomplished when separation is under honorable conditions:

(1) Issue the Marine Corps honorable discharge button, if applicable, to each person discharged.

(2) Inform each person being separated from active service that it is his right to submit a pension claim to the Veterans' Administration. Such a claim may be filed for a disability incurred in the service, or for a disability aggravated by the service. This is equally applicable to a person retired or transferred to the Fleet Marine Corps Reserve since disability compensation from the Veterans' Administration in some instances exceeds retired or retainer pay. (See subpar. 5, below.)

(3) Enlisted personnel will receive a detailed explanation of the benefits of reenlisting in the Regular Marine Corps and those not desiring to reenlist will be thoroughly informed of the benefits of enlisting in the Marine Corps Reserve.

(4) If the individual is to be discharged as the result of an approved recommendation of a board of medical survey or physical evaluation board and does not desire to submit a pension claim, ensure that he submits a statement in accordance with the provisions of the current directives of the Bureau of Medicine and Surgery.

5. Compensation Claims with Veterans' Administration

a. Commanders will inform each person being separated from active service that it is his right to file a compensation claim with the Veterans' Administration. Such a claim may be filed for any injury or illness incurred in or aggravated by active service which that individual feels may lead to a later disability. This paragraph outlines the procedure commanders should follow in assisting in the preparation and submission of such claims.

b. Necessary records for filing a compensation claim in the case of personnel separated from active service consist of:

(1) Application for Compensation, VA Form 21-526e (a revision of VA Form 8-526e).

(2) Photostatic or typewritten copy of entire health record (except cover).

(3) Signed carbon copy of Standard Form 88 with dental chart completed.

(4) Photostatic or carbon copy of NavMed "M" in the case of persons discharged from the service upon recommendation of boards of medical survey.

(5) Quadruplicate copy of completed Armed Forces of the United States Report of Transfer or Discharge, DD Form 214.

c. When a person desiring to submit a compensation claim is separated from active service for any reason other than upon the recommendation of a board of medical survey, it is the responsibility of the commander effecting the separation to assemble the records listed in subparagraph 5b. These records will be sent to the appropriate Veterans' Administration regional office having jurisdiction over the address shown in item number 33 of the completed DD Form 214.

d. When a person is separated from active service at a Marine Corps activity by reason of the recommendations of a clinical board or a board of medical survey and the compensation claim is submitted by a naval hospital, the quadruplicate copy of DD Form 214 will be sent to the hospital convening the board recommending his separation. The naval hospital will then assemble the appropriate records, including the quadruplicate copy of the DD Form 214, and forward them to the cognizant Veterans' Administration regional office or hospital, as appropriate, in accordance with current directives of the Bureau of Medicine and Surgery.

e. The commander of a Marine Corps activity effecting the separation of a person upon the recommendation of a board of medical survey convened at a naval hospital shall maintain liaison with the commanding officer of the hospital to ensure that the quadruplicate copy of the DD Form 214 is received in order that it may be forwarded with the compensation claim.

f. Application for Compensation, VA Form 21-526e may be obtained from normal supply sources.

6. Application for Naval Pension

a. Commanders will bring the following information concerning the naval pension to the attention of all enlisted men being separated who have performed 10 or more years' active naval service.

(1) Any disabled person who has served on active duty in the Navy or Marine Corps as an enlisted man for a period of 10 or more years, and has not been discharged for misconduct, may apply to the Secretary of the Navy for aid under Title 10, U.S. Code, Section 6160.

(2) Awards made under Title 10, U.S. Code, Section 6160 are not based on years of service and disability alone. The applicant must in addition demonstrate need for aid from the Secretary of the Navy. In recognition of the intent of the laws administered by the Veterans' Administration for the relief of all veterans, and award of the naval pension under Section 6160 in the discretion of the Secretary of the Navy is currently being made only if the Navy or Marine Corps veteran can demonstrate that he needs aid in addition to any assistance he may be receiving from or is eligible to receive from the Veterans' Administration.

(3) Applications for the naval pension may be submitted to the Secretary of the Navy (Chief of Naval Personnel) on forms NavPers 1581 (Application for Pension) and BuNav Form No. 117 (Declaration of Navy Invalid Pension).

(4) Upon receipt of an application in the Bureau of Naval Personnel, the applicant's eligibility for a naval pension insofar as service requirements are concerned will be established. If the service requirements are met, the

Commandant of the naval district in which the applicant resides will be requested to furnish to the Chief of Naval Personnel complete reports on the applicant's physical condition and sociological background. The applicant will appear before a Navy clinical board whenever possible. If this is not practicable, he may be examined and the required reports made by the Veterans' Administration, the U.S. Public Health Service, the Army, or a local government agency. The applicant will be notified when and where to appear for the examination.

(5) When the report of the medical examination and the sociological background report are received in the Bureau of Naval Personnel, a board of not less than three naval officers, one of whom shall be a surgeon, will be convened by the Secretary of the Navy to examine into the condition of the applicant and his personal circumstances to determine whether or not relief is warranted and, if so, to recommend a suitable amount.

b. The rates of the naval pension awarded under Title 10, U.S. Code, Section 6160 are based on the disability compensation rates established by the laws administered by the Veterans' Administration. When awarded, the percentage of disability, the period of time for which relief is granted and the amount of pension are certified to the Veterans' Administration for payment of a naval pension.

7. Applications for Both Veterans' Administration Compensation and Naval Pension Permitted. It should be clearly understood by personnel being separated that they may submit an application for both the pensions mentioned. However, concurrent awards of more than one pension, based on the person's own service, may not be made.

8. Admission to the U.S. Naval Home, Philadelphia, Pennsylvania

a. Officers of the Marine Corps may be admitted to the United States Naval Home by permission of the Chief of Naval Personnel.

b. Enlisted personnel of the Marine Corps may be admitted to the Naval Home by authority of the Chief of Bureau of Naval Personnel under the following classifications:

(1) Enlisted men who have been discharged under honorable conditions from the Marine Corps and who have served in the Spanish-American War, Philippine Insurrection, World War I or II, or any other service where the Armed Forces of the United States have been employed and their lives hazarded in military operations, and who are, by reason of wounds, sickness, old age, or other disability, unable to support themselves by manual labor.

(2) Enlisted men who have been discharged under honorable conditions from the Marine Corps and who have become disqualified for further service by wounds, or injuries received, or by disease contracted in the service in the line of duty, the origin of which is not due to their own misconduct, and who are unable to support themselves by manual labor.

(3) Retired enlisted men of the Marine Corps unable to support themselves by manual labor and who are receiving retired pay, but who have no dependents or whose physical condition is such as to require constant attention which would not be available to them elsewhere. Men in this category may, if they desire, pay their pro rata share for maintenance of the home. The pro rata cost may be obtained from the governor of the home.

c. An applicant for admission to the Naval Home is required to produce evidence of his total service in the Marine Corps by submitting NavPers Form 651, Application for Admission to the U.S. Naval Home, accompanied by NavPers Form 652, Physicians Certificate to be Used by Applicants for Admission to the U.S. Naval Home. On NavPers Form 651, the applicant must state his age, birthplace, physical condition, and

such other information required thereon; the number of his continuous service certificate, if any, and the pension award number, the amount of the pension, retired pay, and other income, and the relationship of legal dependents, if any. NavPers Form 652 sets forth the nature of the applicant's disabilities and the fact that he is unable to support himself by manual labor. This form must be prepared by a medical officer of the Navy, or if such officer is unavailable, by a reputable physician. When completed, these forms should be mailed to the Governor, United States Naval Home, Philadelphia, Pennsylvania 19146. Blank forms may be obtained from the Governor of the Naval Home or the Chief of Naval Personnel, Navy Department, Washington D.C. 20370.

d. The regulations governing the requirements for admission to and retention in the home are as follows:

(1) Where there is not sufficient room to accommodate all applicants, preference shall be given to honorable service, length of service, and to categories in subparagraphs 8b(1) and (2), respectively.

(2) No beneficiary having 20 years of service shall be discharged in order to make place for another, regardless of what service the other may have had.

(3) Beneficiaries with less than 20 years of service may be discharged from the home when their places are needed for applicants with longer service. Beneficiaries whose disabilities have been cured or removed, and who have become able to support themselves by manual labor may be discharged from the Naval Home by the Chief of Naval Personnel.

(4) Whenever it is necessary to discharge a beneficiary in order to admit an applicant with 20 years of service, the beneficiary with the shortest and least honorable service will be discharged, personnel in the category of subparagraph 8b(1) having preference in all cases.

(5) Applicants eligible for the benefits of the home may be admitted temporarily at the discretion of the Governor pending reference of the case to the Navy Department.

9. Reemployment Rights of Members of the Armed Forces

a. The following procedures will be followed when advising Marines prior to separation and retirement on their personal adjustment to civil life.

b. A person who was in the Armed Forces prior to 1 August 1961, was released prior to that date and again leaves his position to reenter the Armed Forces by recall or reenlistment after 1 August 1961 has reemployment protection for an additional 4-year period. A person who was in the service on 1 August 1961 and who had not already forfeited his reemployment rights by remaining in service for more than 4 years may continue on active duty for a period up to 4 additional years without losing his reemployment rights. A person who was in the service on 1 August 1961 and who already forfeited his reemployment rights by remaining in service for more than 4 years prior to that date will have no reemployment protection whether or not he continues in service after 1 August 1961. A person entering the Armed Forces for the first time after 1 August 1961 has reemployment rights for 4 years plus any period of additional service imposed pursuant to law.

(1) Reemployment rights are provided to all reservists, including members of the National Guard, who are ordered to an initial period of active duty for training of not less than 3 consecutive months.

(2) Field offices of the Office of Veterans' Reemployment Rights have prepared an appropriate Briefing Statement and a Referral Form (OVRR-2) for use in this connection. The forms and briefing statement may be obtained by applying to one of the field offices of the Office of Veterans' Reemployment Rights. The main office is located at U.S. Department of Labor, Office of Veterans Reemployment Rights, Washington, D.C. 20210.

For new paragraph 11350.10, see MCBul 1760 of 27 Jan 1967

CHAPTER 12

CASUALTIES

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CHAPTER 12

CASUALTIES

PART A: GENERAL

12000 PERSONNEL CASUALTIES

1. Application and Scope of Procedures

a. The established procedures for reporting, notification and related actions when required in the case of active and inactive Marines and certain categories of former Marines who become casualties are applicable to the various classes of personnel to the extent indicated in the pertinent paragraphs. These procedures are also applicable to persons who have been provisionally accepted for active duty in the naval service, or who, under the Universal Military Training and Service Act, have been selected for active service in the naval service and have been ordered or directed to proceed to a designated place, and who die while en route to or from, or at a place for final acceptance or entry upon duty with the Marine Corps.

b. These procedures are not applicable to members of the Navy or other military services or civilians unless so specified in the pertinent paragraphs. Procedures for casualty reporting and notification for Navy personnel are set forth in the Bureau of Naval Personnel Manual. Procedures relating to deaths in the case of certain categories of civilians and dependents of Marines in active service are contained in the Decedent Affairs Manual (BUMED INSTRUCTION 5360.1A). Procedures relating to missing and unaccounted-for dependents of Marines in active service are contained in paragraphs 12154 and 12160.

c. These procedures are supplemented by instructions in the Decedent Affairs Manual regarding the decedent affairs program and other matters relating to the care of Marine Corps dead. The Decedent Affairs Manual also sets forth instructions in regard to care and disposition of the remains of other categories of personnel for whom the Department of the Navy is responsible.

d. These instructions do not relieve commanders of their responsibilities for reports required by other regulations or directives.

12001 RESPONSIBILITY FOR INITIAL AND SUPPLEMENTARY NOTIFICATIONS AND REPORTS (SEE SUBPAR. 12055.1)

1. Areas of Control. Responsibility for making official notifications and reporting casualties to the Secretary of the Navy and/or to the Commandant of the Marine Corps when required by this chapter is as follows:

a. Casualty occurring within the continental United States

(1) The commander of the Marine Corps organization or activity where a casualty occurs, or the commander of the Marine Corps organization or activity nearest the place at which a casualty occurs in the case of an individual away from his parent command, will make notifications and submit reports as required (see subpars. (2), (3) and (4), below).

(2) The commanding officer of a naval hospital will make notifications and submit required reports when a Marine dies or is hospitalized in such hospital (See subpars. (3) and (4), below).

(3) The organization, activity, or hospital that is initially informed that a Marine who is away from his permanent duty station is in a casualty status, will advise his parent command if known by the fastest means available.

(4) The Commandant of the Marine Corps will notify the next of kin and other interested persons who reside outside the continental United States upon receipt of reports required by

paragraphs 12154 and 12155. Reports are not required by Headquarters Marine Corps in the case of hospitalized personnel when the persons to be notified are in the continental United States and have been notified.

b. Casualty occurring outside the continental United States

(1) Same as subparagraph a(1), (2) and (3), above, when the person or persons to be notified are within the reporting command or are outside the command but not within the continental United States and are more accessible to the reporting command than they are to Headquarters Marine Corps.

(2) Upon receipt of the required reports, the Commandant of the Marine Corps will notify those persons to be notified who reside within and outside the continental United States except as stated in subparagraph (1), above.

c. When a Marine is admitted to a hospital of the uniformed services (except a naval hospital) or to a civilian hospital, within or outside the continental United States, the cognizant commander is responsible for initial report and making arrangements for the timely submission of progress reports to the persons to be notified when appropriate and/or to the Commandant of the Marine Corps.

12050 CASUALTY TERMS AND ABBREVIATIONS

1. Authorized Use

a. The terms defined below are authorized for use in official messages and correspondence and in dealing with other government agencies and with individuals.

b. Abbreviations shown herein are authorized only for use within the Marine Corps unless authorized in other publications.

12051 CASUALTY

1. Any person whose service is lost to his organization under conditions defined in either paragraph 12052 or 12054 is considered a casualty. There are two classes of casualties; battle and nonbattle.

12052 BATTLE CASUALTY (BC)

1. General. A battle casualty is any person lost to his organization (dead, wounded, missing, captured or interned), provided such loss is incurred in action. In action characterizes the casualty status as having been the direct result of hostile action; sustained in combat and related thereto; or, sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed or wounded mistakenly or accidentally by friendly fire in the presence of the enemy or while in action in the face of the enemy. However, injuries due to the elements or self-inflicted wounds are not to be considered as sustained in action and therefore are not to be considered as battle casualties. The terms defined below will be used to describe the six types of battle casualties.

a. Killed in action (KIA). This term will be used to describe battle casualties who are killed outright in the presence of the enemy or who die of wounds or other injuries before reaching any medical treatment facility. This provides an objective basis for distinction between "killed in action" and "died of wounds" cases, as it is often impracticable to determine whether deaths in combat were or were not instantaneous.

(1) Personnel mistakenly or accidentally killed by friendly fire in the presence of the enemy and personnel found dead on the battlefield will be considered "killed in action." In the latter case, the date of death will be determined locally from the available evidence, or if such evidence is not available, the date of death will be the date the remains were found by military personnel.

(2) Personnel killed in an aircraft crash en route to or returning from a combat mission will be considered "killed in action" provided that the occurrence was directly related to hostile action or the presence of the enemy was a contributing factor.

(3) The term "killed in action" without the statement "body not recovered" indicates the body was recovered.

b. Died of wounds received in action (DOW). This term will be used to describe all battle casualties who die of wounds or other injuries received in action under conditions described in subparagraph 1, above, after having reached any medical treatment facility. It should be noted that reaching a medical treatment facility while still alive is the criterion. The fact that death occurs prior to submission of a battle casualty report does not constitute a basis for considering such a case as "killed in action." Doubt as to whether a person should be considered "killed in action" or "died of wounds" should be resolved in favor of "killed in action."

c. Missing in action (MIA). This term will be used to describe all battle casualties whose whereabouts or actual fate cannot be determined and who are not known to be in an

unauthorized absence status; i.e., desertion or absence without leave. Personnel will not be considered "missing in action" merely because their bodies have not been recovered. If circumstances definitely preclude the possibility of survival such personnel will be described as "killed in action - body not recovered" (see par. 12053).

d. Captured (CPTR). This term will be used to describe all battle casualties definitely known to have been taken into custody by a hostile force as a result of and for reasons arising out of any armed conflict in which Armed Forces of the United States are engaged.

e. Interned (ITD). This term will be used to describe all battle casualties known to have been taken into custody by a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which Armed Forces of the United States are engaged.

f. Wounded in action (WIA). This term will be used to describe all battle casualties other than "killed in action" who have incurred a serious traumatism or injury due to external agent or cause under conditions defined in subparagraph 1, above. Broadly used, it encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetrating or perforating wound, or none, as in a contused wound; all fractures; burns; blast concussions; all effects of gases and like chemical warfare agents; and the effects of exposure to radioactive substances. "Wounded in action" is limited to all those casualties who require admission to a medical activity beyond the regimental level collecting and clearing agency.

g. Wounded in action - not evacuated (WIANE). This term will be used to describe all personnel who have incurred a minor traumatism or injury due to external agent or cause under conditions set forth in subparagraph 1, above, but who are not evacuated for medical treatment beyond the regimental level collecting and clearing agency.

12053 TERMS FOR DESCRIBING PHYSICAL STATUS OR CONDITION OF PERSONNEL

1. Authorized Use of Terms. The terms defined in the following subparagraphs will be used to describe or further clarify the physical status or condition of personnel but do not necessarily effect casualty status.

a. Prisoner of war (POW). This term will be used to further describe all captured personnel officially reported through the International Committee of the Red Cross as having been taken into custody by a hostile force as a result of and for reasons arising out of any armed conflict.

b. Beleaguered (BLG). This term will be used to describe an organized element which has been surrounded by a hostile force to preclude escape of its members.

c. Besieged (BES). This term will be used to describe an organized element which is surrounded by a hostile force for the purpose of compelling it to surrender.

d. Returned to military control (RMC). This term will be applied to all persons who have been missing in a combat zone, missing in action or involuntarily detained by an enemy or nonbelligerent nation, upon their return to United States control or control of an allied belligerent nation.

e. Body not recovered (BNR). This term will be applied to all casualties who have been determined to be dead and whose remains have not been recovered or interred by United States personnel or personnel of an allied belligerent nation. The fact that the place of burial may later become inaccessible to friendly forces is not in itself a basis for use of this term.

f. Critical (CRI). This term will be applied to all personnel who are in

a critical condition as a result of physical or mental illness or injury.

g. Serious (SRS). This term will be applied to all personnel who are in a serious condition as a result of physical or mental illness or injury.

h. Incapacitated (INCAP). This term will be applied to all personnel who:

(1) Suffer loss of a major extremity.

(2) Suffer extensively diminished vision or hearing.

(3) Become physically or mentally incapacitated to the extent that they cannot or will not communicate with their next of kin.

i. Ill from incurable disease. This term will be applied to any person who has contracted a disease that is normally fatal but whose life is not imminently endangered.

j. Well and on duty (WOD). This term will be applied to all personnel who are not in a casualty status and are on duty.

12054 NONBATTLE CASUALTY (NBC)

1. General. A nonbattle casualty is any person who is lost to his organization (dead, missing, ill, injured, or incapacitated), provided such loss is not the result of enemy action as defined in paragraph 12052. Nonbattle casualties include all those which occur outside a combat zone, and those which occur within a combat zone that are not the result of enemy action.

2. The following terms will be applied to the various types of nonbattle casualties:

a. Deaths from accidental injuries (DAI); includes all nonbattle deaths from accidents such as explosions, fires, drownings, disasters, and misuse of medicines.

b. Deaths from other causes (DOC); includes all deaths from homicide, suicide, or any other causes not covered by other terms in part B.

c. Deaths from disease (DOD); includes all deaths from natural causes or disease.

d. Missing (MIS); includes all personnel involuntarily absent from their duties who are not believed to be dead.

e. Accidental injuries (ACCI); includes nonbattle injuries from such causes as are listed in subparagraph a, above.

f. Injuries or illness self-inflicted (intentionally) (ISI).

g. Injuries or illness from other causes (IOC); such as those apparently intentionally inflicted by another person.

h. Critical (CRI); critical condition (see subpar. 12053.1f).

i. Serious (SRS); serious condition (see subpar. 12053.1g).

j. Incapacitated (INCAP); (see subpar. 12053.1h).

12055 OTHER CASUALTY TERMS DEFINED

1. The following defined casualty terms are for use in casualty reporting and notification:

a. CONUS. Within the continental United States (excludes Hawaii, Alaska, and the Canal Zone).

b. Overseas. Outside the continental United States (includes Hawaii, Alaska, and the Canal Zone).

c. Primary next of kin (or next of kin). The legal next of kin of a member of the Marine Corps is the person of any age most closely related to the member according to the line of succession which follows:

(1) Surviving spouse, unless a final decree of divorce was issued

prior to the Marine's death or the surviving spouse has remarried. Legal or other separation does not defeat the rights of the surviving spouse unless there are special circumstances.

(2) Sons in order of seniority.

(3) Daughters in order of seniority.

(4) Father, unless legal custody of the decedent was granted to another by reason of court decree or statutory provision.

(5) Mother, unless legal custody of the decedent was granted to another by reason of a court decree or statutory provision.

(6) That blood or adoptive relative of the decedent who was granted legal custody of the decedent by reason of court decree or statutory provision.

(7) Brothers in order of seniority.

(8) Sisters in order of seniority.

(9) Grandfathers in the order of seniority.

(10) Grandmothers in the order of seniority.

(11) Any other relatives in the order of relationship to the deceased, computed in accordance with the civil law of descent. Seniority will control where persons are of equal degree of relationship except that males take precedence over females.

(12) Person in loco parentis to the deceased.

d. Adult next of kin. The adult next of kin is the adult highest in the line of succession appearing in subparagraph c, above, but if the deceased member left a widow or widower who is a minor, the widow or widower will nevertheless be considered the adult next of kin. Disposition of remains is made upon instructions of adult next of kin only but with respect to matters not involving disposition of remains, reference to "next of kin" will mean the legal next of kin determined according to the line of succession shown in subparagraph c, above.

e. Other interested persons. Persons other than the primary next of kin listed on the Record of Emergency Data.

f. Record of Emergency Data. The term "Record of Emergency Data" when used in this chapter refers to DD Form 93-1 or NAVMC Form 10526-PD as appropriate.

g. The Missing Persons Act

(1) Determinations under the provisions of the Missing Persons Act, as amended, are made by the Head, Personal Affairs Branch, Personnel Department, Headquarters, U.S. Marine Corps, under authority delegated by the Secretary of the Navy. This authority includes the responsibility to-

(a) Make all determinations of status, of death, of essential dates, and of facts of dependency necessary to the administration of the act.

(b) Review the cases of persons missing or missing in action; direct continuance of the missing status or to make "Findings of Death," and determine the date upon which death shall be presumed to have occurred, under the provisions of section 5 of the act.

(c) Make all determinations necessary under the provisions of section 9 of the act. For the purpose of the act, determinations so made will be conclusive, as to death or finding of death, or as to any other status dealt with by the act. The determination will be conclusive as to whether information received concerning any person is to be construed and acted upon as an official report.

h. Reports of Casualty (DD Form 1300) and death reports

(1) Headquarters Marine Corps issues and distributes reports of casualties (dead and/or missing) in the case of active and inactive Marines to authorized government agencies which require such information in connection with claims for survivor and other benefits. These reports are also sent to insurance companies in death cases when the individual's record of emergency data shows that he was insured by the company(ies).

(2) Headquarters Marine Corps furnishes the next of kin of Marines who die on active duty with three copies of the official death report (see fig. 12-64) for the purpose of furnishing proof of death when needed for cashing bonds, applying for death benefits, and in the settlement of other affairs.

i. Release of information concerning casualties. Except as authorized by this chapter; MCO P5720.44, Marine Corps Informational Services Manual, the release of information as to the status or as to the circumstances attending personnel casualties is under the cognizance of the Commandant of the Marine Corps.

j. Hostile action in time of peace when provisions of MCO 3040.1, SOP for Combat Casualty Reporting, are not in operation. Generally casualty status (or minor wounds) resulting from hostile action occurs:

(1) During authorized service with friendly forces engaged in an armed conflict against an opposing force in which the United States is not a belligerent; or

(2) Due to the act of any hostile foreign force against any individuals as members of the Armed Forces of the United States or representatives of the United States Government, and/or military aircraft, vehicles, buildings, etc., occupied by such members or representatives.

12100 CASUALTY REPORTING AND RELATED FUNCTIONS

1. Applicable Instructions

a. Marine Corps Order 3040.1 is the interim standing operating procedure for combat casualty reporting.

b. Upon revision, the provisions of the above order will be included in this part. Figures 12-1 through 12-24 will be added at a later date.

PART D: CASUALTY REPORTING AND RELATED ACTIONS BY OTHER THAN COMBAT COMMITTED ORGANIZATIONS

12150 CASUALTIES REQUIRING REPORTS OR NOTIFICATIONS

1. Action Required

a. When a Marine in a duty status listed in subparagraph (1), below, comes within a casualty status listed in subparagraph (2), below, the cognizant commander will take appropriate action as required by paragraphs 12001, 12153, 12154, or 12155 unless it is determined that such action is being taken by another military organization.

(1) Duty status

(a) Active duty.

(b) Active duty for training, or while performing authorized travel to or from such duty.

(c) Unauthorized absence (not dropped from rolls).

(d) Inactive duty training (such as authorized drill) pursuant to proper authority.

(e) Accepted applicant for enlistment in the Marine Corps.

(2) Casualty status (see subpar. (3), below, and 12054.1)

(a) Dead.

(b) Missing.

(c) Critical or serious condition.

(d) Incapacitated.

(e) Ill with incurable disease that is normally fatal.

(3) Hostile action. Dead, missing, wounded and/or injured by hostile fire, mine explosion, or other such act of hostile foreign force in time of peace (see subparas. 12055.1j, 12154.2d, and/or par. 12155).

b. When a person listed in one of the following categories becomes a casualty, the commander of the Marine activity that receives such report will take appropriate action as required by paragraphs 12157, 12158, and 12160.

(1) Status

(a) Declared deserter and dropped from the rolls.

(b) Inactive Marine (includes retired).

(c) Person "deemed" to have been on active duty.

(d) Person who dies during the 120-day period which begins on the day following the date of his discharge or release from active duty, active duty for training, or inactive duty training.

(e) Member of the Navy, Army, Air Force, or Coast Guard.

(f) Foreign national (military or civilian).

(g) Missing dependent of Marine on active duty (see pars. 12154 and 12160).

12151 CHECKLIST FOR DEATH IN CONTINENTAL UNITED STATES

1. Figure 12-44 is designed for use as an aid in determining that the specific actions required have been taken in the case of death in the continental United States of personnel on active duty.

2. The actions required in each case will be accomplished in the order of urgency and importance and not necessarily as listed in the chart.

12152 PERSON TO DESIGNATE DISPOSITION OF THE REMAINS

1. General. The guide in subparagraph 12055.1c is for use in determining in order of precedence the person listed on the Record of Emergency Data who has the primary right to control the disposition of the remains and to receive the notification that furnishes information regarding monetary allowances and requests instructions for disposition of the remains (see subpar. 12055.1d).

2. The Right to Direct Disposition of Remains. This right is deemed to

be a personal privilege and cannot be exercised by a committee, guardian, or agent of any of the persons listed in subparagraph 12055.1c solely by reason of their status as such.

3. Controversial Cases. When two or more persons make claim as the "next of kin" for the purpose of designating the disposition to be made of the remains of the deceased and receiving his personal effects, the following will apply:

a. Attempt to have the individuals reach an amicable agreement as to which person will be recognized. In this connection, if appropriate, tactfully advise them that the only Government benefit contingent upon such recognition is the payment of certain limited burial expenses.

b. If after extensive efforts amicable agreement cannot be obtained, advise them of their right to seek adjudication of their rights in an appropriate civil court.

c. If the matter cannot be resolved within reasonable time limitations, instructions will be requested from the Commandant of the Marine Corps by message describing fully the identity of the persons, their family and other relationships to the deceased, and any other pertinent information including points of contention. Based on this message and all available information the necessary instructions will be issued.

4. Legal Problems. Cases which require evaluation of legal documents or involve other legal problems may be referred when necessary to the Commandant of the Marine Corps (Code DNA).

Revised by MCBul 3040 of 24 Aug 67

12153 NOTIFICATION OF CASUALTY TO NEXT OF KIN AND OTHER INTERESTED PERSONS

1. Casualties that Occur Within the Continental United States

a. Notification to the primary next of kin and other interested persons will be released or accomplished with urgency either by telegraphic means or by personal visit. This is especially important in the case of personnel who are missing or who have been critically injured or killed under spectacular circumstances. It is important that the families of casualties be spared added shock from learning initially through public information sources that a loved one is in a casualty status.

(1) Initial and/or confirming notifications may be made by personal visit, by telegraph, or by letter, subject to the following:

(a) Notification by personal visit of the commander or his designated representative, accompanied by a chaplain if one is readily available, is preferred when the next of kin lives near the post or station to which the individual was attached.

(b) Notification by personal telephone call is not authorized in the case of dead or missing.

(c) Notification by letter is authorized only in the case of an individual who has a psychotic condition and/or an incurable disease (see subpar. 1e, below).

(2) When personal notification is made in case of death, an appropriate official notification will be prepared on white bond paper in standard message format and delivered in person. The receipt of the written material by the person who is to control the disposition of the remains will preclude any misunderstanding of the substance of the oral notification, especially in regard to monetary allowances, burial rights, and related matters.

(3) Notifications and reports in the case of members of the Marine Corps will be in accordance with the provisions of this chapter.

(4) Notifications and reports in the case of members of the U.S. Navy will be in accordance with the provisions of the Bureau of Naval Personnel Manual.

b. Initial telegrams of notification will be filed with the appropriate Western Union access point nearest the point of origin. This instruction is intended to amplify but not alter the instructons contained in article 510, DNC 26. Progress reports concerning personnel who are in a missing status or in a critical or serious condition may be transmitted by a Government Navy Message and filed with the Western Union Company at the point closest to destination.

(1) Telegrams of notification will include no official information addressees. Information copies of notification telegrams are not required by the Commandant of the Marine Corps. However, in death or missing cases when the information included in the notifications is not in agreement with the cause and circumstances as included in the report required by paragraph 12154, take the following action. Send a naval message to the Secretary of the Navy with the following information addressees: the Commandant of the Marine Corps, the Chief, Bureau of Medicine and Surgery, the commandant of the naval district or river command in which the next of kin resides and in which the casualty occurred, and the Director of the Marine Corps District in which the next of kin resides. The message will include the figure number of the notification, the name, address, and relationship of the person(s) to whom sent, the name, grade, and service number of the casualty, the date and location at which casualty occurred, and a statement of the cause and circumstances of casualty as included in the notification.

c. Telegrams of notification to the next of kin and other persons will be from the senior Marine officer present in the chain of command including division/wing level commanders and will be sent to persons shown on current Record of Emergency Data except as noted below:

(1) Persons in ill health as indicated on Record of Emergency Data.

(2) Adults or children who reside with the next of kin or other persons to be notified.

(3) Insurance companies (Commandant of the Marine Corps will notify by mail).

d. Telegrams of notification will be worded substantially as indicated in figures 12-25 through 12-34. Modification of the text is authorized to ensure that the telegram is appropriate for a specific case. For example, figure 12-32 illustrates the text for notification when the change in status from missing to dead is based on recovery of remains. However, the text would require considerable modification to make it appropriate for notification when change of status is based on attendant circumstances and not on recovery of the remains of the deceased.

e. Letters of notification in case of personnel with psychotic condition and/or incurable disease:

(1) Notification of the next of kin (if Marine is married, notify both wife and parents) will be made at once by letter in the case of a Marine who is suffering from a psychotic condition but is not in a critical or serious condition. Should a change in diagnosis be made and the person no longer be considered psychotic, the persons initially notified will be so informed by letter.

(2) Notification of the next of kin (if Marine is married, notify both wife and parents) will be made by letter in the case of a Marine who has an incurable disease that is normally fatal, but there appears to be no immediate threat to life. The notification will include the nature of illness, present condition, and prognosis.

2. Casualties that Occur Outside the Continental United States

a. The Commandant of the Marine Corps will take the required action except as follows:

(1) When the person or persons to be notified are located in the general area of the command, the cognizant commander will be guided by

the instructions in subparagraph 1, above, to the extent applicable.

3. Progress Reports and Notifications

a. Progress reports when required by this chapter will be submitted as follows to all persons initially notified and/or to the Commandant of the Marine Corps as appropriate (see par. 12001):

(1) Missing: By message or in person as additional facts are developed and at least daily until search operations have been terminated (see subpar. 12160.1). If reports must be withheld temporarily explain why and when the reports will be resumed.

(2) Critical or serious condition: By message or in person at reasonable intervals dependent upon condition and prognosis and at least once a week until the individual has been removed from the critical or serious list (see fig. 12-40).

(3) Incapacitated (condition not serious or critical): By letter each week in the case of personnel within the continental United States; by message at reasonable intervals and at least once a week in the case of personnel outside the continental United States. Reports will be continued until the individual is able to communicate with his next of kin (see subpar. b, below).

(4) Ill from an incurable disease that is normally fatal: not required if, in the opinion of the commanding officer of the hospital, the patient is able to correspond with his next of kin.

b. Modifications: Under the following conditions the requirements for progress reports may be modified when personnel are in naval hospitals:

(1) Within the continental United States

(a) In the case of illness of a chronic nature the reports may be discontinued, if, in the opinion of the commanding officer of the hospital, the patient is capable of communicating with the persons initially notified and they have been so informed. The patient will be advised of the action taken and urged to communicate with them.

(b) In the case of prolonged hospitalization in which the patient is mentally or physically incapable of keeping the persons initially notified informed of his progress, a report will be sent each week by the commanding officer of the hospital until the patient is removed from the serious list. If, after a few weeks the condition shows neither improvement nor deterioration, the reports may be submitted according to circumstances. Such reports will include the patient's present condition and prognosis and any improvement or decline since the last report. When a patient is removed from the serious list, he will be requested if capable of doing so to communicate with the persons initially notified.

(2) Outside the continental United States

(a) The provisions of subparagraphs (1)(a) and (b), above, apply to the extent applicable except that the Commandant of the Marine Corps will be furnished by message (with information copies to Chief, Bureau of Medicine and Surgery) with the required reports and advised of modifications in the reporting requirements.

c. Upon transfer of a person who is ill, injured, or incapacitated to a medical facility of one of the uniformed services (other than naval) outside the continental United States, it will be the responsibility of the transferring activity to request the commander of the facility to keep the Commandant of the Marine Corps advised by message (with information copy to the Chief, Bureau of Medicine and Surgery) of the patient's progress and prognosis.

12154 MESSAGE REPORT OF DEATH OR MISSING (SEE PARS. 12001 and 12160.7)

1. Report will be submitted by priority message promptly to the Secretary of the Navy with information copies to:

a. The Commandant of the Marine Corps.

b. The Chief, Bureau of Medicine and Surgery.

c. Parent Unit.

d. The commandants of the naval districts or river commands in which the casualty occurred and the next of kin resides.

e. The Director of Marine Corps District in which the next of kin resides.

f. Fleet Home Town News Center, Great Lakes, Illinois (FHTNC GLAKES).

g. Other addressees as appropriate.

Note: When report must be submitted by commercial telegram instead of message a final paragraph will be added to each telegram showing the activities to which the telegram was sent. Example: "NOTIFIED ADDEES PAR. 12154.1(A-F) AND SIXTH COMM/BN FORTROOPS FMF."

2. Death reports will contain the following data, as illustrated by figures 12-35 through 12-38. Missing reports will contain all items shown below but will be modified as appropriate (see subpar. 12160.1 for additional instructions regarding personnel in a missing status). When status is changed from missing to dead, amend or supplement the initial report as required. Reports in the case of a major disaster will be submitted in accordance with subparagraph 7, below.

a. Grade, full name (surname last), service number, military occupational specialty, branch of service, and parent command.

b. Status

(1) Active duty.

(2) Deemed to have been on active duty (see par. 12157).

(3) In case of members of the Marine Corps Reserve (see par. 12157) state whether such members were on extended active duty, active duty for training, inactive duty training, or performing travel to or from such duty. Also show inclusive time and dates of orders except in case of extended active duty. If, after the termination of such duty and return to inactive status, a reservist dies of disease or injury which may have been incurred or aggravated while on such duty, show type of duty and inclusive time and dates of orders.

(4) Include the following remarks when applicable:

(a) On temporary duty, liberty or leave, or in transient status since (date and hour).

(b) On unauthorized absence since (date and hour).

(c) Declared a deserter and dropped from the rolls on (date).

(d) Retired.

(e) Accepted for enlistment in the Marine Corps on (date).

c. Type of casualty, dead or missing (par. 12160 contains additional instructions for reporting persons "missing").

d. Date and hour (local time), place, cause and circumstances of death or missing status. Give concise but ample explanation of the facts. When status is the result of hostile action (subpar. 12055.1j), describe the circumstances and specific hostile action (see subpar. 12150.1a(3)). When death is the result of a cause other than disease, amplify terms such as "injuries, multiple extreme," "gunshot wound, head" or "drowning." Examples:

(1) Deaths from injuries; state whether injuries, multiple extreme, were received:

(a) When a privately-owned automobile in which the Marine was a passenger accidentally crashed into a moving train; or

(b) When a Government airplane which he was piloting for training accidentally collided in midair with a privately-owned plane.

(2) Deaths from gunshot wounds; state whether wound was:

(a) Accidentally self-inflicted during training maneuvers; or

(b) Apparently intentionally self-inflicted while Marine was on unauthorized absence; or

(c) Apparently accidentally inflicted by another person during target practice; or

(d) Apparently intentionally inflicted by another person during a fight.

(3) Deaths from drowning; state whether drowning was:

(a) Accidental and caused by unusual rip tides which occurred while he was swimming for recreation; or

(b) Appeared to be intentional and resulted from the Marine jumping overboard into the water.

e. Location and disposition of remains. Give name and address of morgue or funeral establishment where remains are presently located. If remains are to be transferred to another establishment give name and address of such establishment and state when transfer will be made; include primary next of kin's instructions for disposition if known. If remains have not been recovered, so state, and advise status of search.

f. Full name, relationship, and address of next of kin. If address is different from that listed on latest Record of Emergency Data show source of address and date. Example: "PEN CHANGE MADE (DATE) ON RECORD EMERGENCY DATA."

g. State whether the next of kin and other persons (e.g., wife, parents, etc.) listed on Record of Emergency Data have been officially notified (see par. 12153) and show figure number of each notification. If required and official notification has not been made, give reason and state when notification will be made.

h. Date latest Record of Emergency Data was signed by Marine.

i. State whether or not investigative report will be submitted in accordance with subparagraph 12160.2.

j. Pay data required:

(1) Pay grade.

(2) Monthly rate of basic pay and any incentive, special, and proficiency pays to which the service member was entitled on date of death. Report each item separately. If aviation personnel, state whether crew or noncrew.

(3) Total service for pay purposes (years, months, and days).

(4) Social Security number (when not available, report as "Unknown" or when appropriate, report as "Not received").

(5) Name and address of designated beneficiary(ies) for death gratuity if other than person shown in subparagraph f, above.

(6) Statement whether or not death gratuity has been or will be paid by the parent unit or other field organization.

(a) If Marine's death occurred while his unit is on detached duty away from its permanent duty station and his widow resides on or in the vicinity of that station, the reporting unit may include a request that the death gratuity be paid by the

appropriate disbursing officer located at the unit's permanent duty station.

(7) Name and address of designated beneficiary for unpaid pay and allowances if other than the person shown in subparagraph f, above.

(8) Amount of Servicemen's Group Life Insurance in force.

(9) Designated beneficiary and settlement option.

k. Indicate specific religious preference if known. If Roman Catholic, Eastern Orthodox, or Episcopalian, state whether last rites were administered, and give name of chaplain or priest.

l. State whether condolence call has been made or will be made (see subpar. 12156.1a regarding requirement that next of kin not personally notified of death/missing by local commander should be officially notified by Western Union telegram before call is made). If next of kin desires honors rendered in another area include details if readily available and/or supplement report by message (fig. 12-41). If call will not be made by reporting activity request cognizant Marine Corps District or appropriate command to comply with subparagraph 12156.1. Call is to be made by the Marine's duty station when the next of kin lives in the vicinity thereof, or by the Marine Corps District in which the next of kin resides in other cases. If call is not to be made because of Marine's duty status or circumstances of death/missing, so state and comply with subparagraph 12156.1b (1)(e).

m. If other persons were involved in the same incident, also include in the initial report submitted the following data:

(1) Dependents or other civilians. Full name, relationship, address, and casualty status. If injured, include condition and present whereabouts.

(2) Military personnel. Grade, full name, service number, branch of service, and casualty status.

3. When any information required by subparagraph 2, above, must be omitted by the reporting command pending investigation or determination, the initial report including available data will be sent promptly and will state that a supplementary message will follow. All supplementary messages will be submitted as soon as possible. Such messages will reference the date-time group of the initial message and will identify the casualty by name.

4. When any information required by subparagraph 2, above, is not available in the case of a Marine who dies or becomes missing while away from his parent unit, the initial report to the Secretary of the Navy will be supplemented by message from the command or activity that holds his service record. The command or activity that submitted the initial report will be an information addressee on such messages.

5. When the record of a Marine who is in a transient status has been forwarded and is in transit, the command to which it was sent will be requested by message to furnish the Secretary of the Navy with any record data that is required to complete the initial report.

6. The commanding officer of the hospital will submit message report to the Secretary of the Navy when a Marine dies in a naval hospital. Such report will be in accordance with this paragraph.

7. Modified Report Required When Disaster Causes Many Casualties

a. When a disaster or major incident occurs any place which results in many Marine casualties, a report will be submitted at once by priority message to the Secretary of the Navy with information copies to:

(1) The Commandant of the Marine Corps.

(2) The Chief of Naval Operations.

(3) The Chief, Bureau of Medicine and Surgery.

(4) The Commandant of the naval district or river command in which the incident occurred.

(5) Other interested commands.

b. The report will include the grade, full name, service number, and branch of service of each person involved.

c. All casualties will be arranged alphabetically by name when practicable and grouped by type of casualty: dead, missing, seriously and slightly injured.

d. The report will also include the date, hour, place, and general circumstances of the incident and state whether or not the next of kin have been notified.

e. If notification has not been made in any case because the personnel record of the individual has been destroyed or lost, request the Commandant of the Marine Corps to make the required notification and to furnish any record data required for administrative processing.

f. The additional data required by subparagraph 2, above, will be submitted as soon as possible.

8. Missing and/or Unaccounted-for Dependents of Marines in Active Service. (See subpar. 12160.1 for explanation.)

a. Report will be submitted by priority message to the Secretary of the Navy with information copies to:

(1) The Commandant of the Marine Corps.

(2) The Chief of Naval Operations.

(3) The Chief, Bureau of Medicine and Surgery.

(4) Other interested commands.

b. The report will include the full name of the missing person; date and place of birth; date, hour (local time), place, cause, circumstances attending disappearance and pertinent details; sponsor's full name, service number, parent command, branch of service, and relationship to the missing person.

*Addition - See MCBul 17 Nov 10 Dec 6

12155 MESSAGE REPORT OF CRITICAL, SERIOUS OR INCAPACITATED PERSONNEL LOCATED OUTSIDE CONTINENTAL UNITED STATES AND THOSE PERSONNEL WITHIN THE UNITED STATES WHOSE NEXT OF KIN ARE OUTSIDE CONTINENTAL UNITED STATES (SEE PAR. 12001)

1. Report will be submitted by priority message to the Commandant of the Marine Corps, with information copies to the Bureau of Medicine and Surgery and others as appropriate, to contain the following information (see fig. 12-39):

a. Grade, full name (surname last), service number, and branch of service.

b. Status: Active duty.

c. Brief description of illness, injury, or incapacitation and part(s) of body affected (see subpar. 3, below).

d. Date, place of occurrence, circumstances, and cause of illness, injury, or incapacitation (when status is the result of hostile action (subpar. 12055.1j)), describe specific action. Also see subparagraphs 3 and 4, below.

e. Condition (serious, critical or incapacitated), prognosis (poor, guarded, fair, good, excellent), and present whereabouts with mailing address. State if presence of next of kin is medically warranted. The medical officer will determine if condition of patient is of such nature as to necessitate presence of next of kin.

f. Full name, relationship, and address of next of kin.

g. State whether the next of kin and other persons (e.g., wife, parents, etc.) listed on Record of Emergency Data have been officially notified (see par. 12153) and show figure number of notification. If required and official notification has not been made, give reason and state when notification will be made.

h. Activity to which patient transferred and if evacuation to continental United States or another area is contemplated, indicate estimated date and time with place of departure, and estimated date and time with place of arrival.

i. If other persons were involved in the same incident, also include in the initial report submitted the following data:

(1) Dependents or other civilians. Full name, relationship, address, and casualty status. If injured, include condition and present whereabouts.

(2) Military personnel. Grade, full name, service number, branch of service, and casualty status.

2. The initial report will be followed by progress reports (fig. 12-40) as required by subparagraph 12153.3.

3. When the names and addresses of all personnel injured or involved in a major incident are to be released to news media, a message report of minor injuries will be submitted in accordance with subparagraph 1, above (see subpar. 4, below).

4. Report any minor wounds/injuries that require medical attention but result in no loss to the Marine organization when such wounds/injuries are the result of hostile action (see subpar. 12055.1j). Submit reports by speedletter in accordance with format in subparagraph 1, above, modified as required and make specific reference to this subparagraph. Minor wounds/injuries sustained as a result of hostile action may merit award of a Purple Heart Medal, but they do not establish casualty status as defined in subparagraphs 12052.1 and 12054.1, since the services of the individuals are not lost to their organization.

5. Administrative Guidance. See paragraph 12160.2, investigations required in case of injuries; paragraph 13450, line of duty determinations required for disability retirements; and chapter 4, administration of hospitalized personnel.

12156 CONDOLENCE CALLS AND CONDOLENCE LETTERS

1. Condolence Calls (Applicable to members of the Navy, other armed services and certain civilians only to the extent specifically stated in subparagraphs i and j, below).

a. A condolence call will be made on the primary next of kin of each Marine who dies or becomes missing while on active or training duty except in cases indicated in subparagraph b(1)(e), below. When initial notification is by Western Union telegram, the representative requested to make a condolence call will when feasible ask the local Western Union office whether or not the initial telegram of notification has been delivered to the next of kin. If notification has not been delivered, call should be delayed until delivery has been made but normally no longer than 12 hours after receipt of SECNAV Report of Death/Missing. In death cases where disposition of remains is involved and the next of kin is a minor but not the spouse of the deceased, the call will be made on the person who is the adult next of kin and has the legal right to designate disposition of the remains. A courtesy call will be made on the minor child if feasible. The purpose of the condolence call is to personally extend sympathy on behalf of the officers and men of the Marine Corps, to offer assistance where possible, and to ascertain whether or not military honors or representation as provided by the Marine Corps Manual, subparagraph 5060.4, and OPNAV P34-03, Landing Party Manual, chapter 3, are desired. The condolence call will in no sense be considered a casualty assistance call. The call should be made by an officer, but where this is not feasible, a senior noncommissioned officer may be selected to call on the next of kin. (See subpar. h, below, for instructions in regard to condolence calls in the case of inactive retired Marines.)

b. Action required by the commander or his designated representative

(1) When the primary next of kin resides on or in the vicinity of a post or station within or outside the continental United States, a personal call will be made promptly on the next of kin of missing and/or deceased personnel, unless most unusual circumstances exist to preclude such a visit. The commander or his designated representative will be accompanied by a chaplain if one is readily available.

(a) In the case of missing personnel, the representative making the call will extend condolences to the

(c) When the Director of a Marine Corps District is unable to comply with a request received for military honors, he will advise the Commandant of the Marine Corps by message promptly, with copy to the organization that requested that honors be rendered, giving a full report of the circumstances together with his recommendations.

d. Guidance in making condolence calls

(1) No firm instructions can be given to cover the varied and sometimes difficult situations that may be encountered in making a condolence call. The representative will introduce himself, extend sympathy on behalf of the Commandant and personnel of the Marine Corps and offer assistance. The representative will exercise extreme tact during such a visit and conduct himself in a manner to indicate to the next of kin that he sincerely desires to assist in any way possible without intruding on the family's privacy. The desires of the next of kin will receive every consideration.

e. Areas in which the representative may possibly assist the next of kin

(1) Military honors. The person conducting the condolence call may offer to provide or to assist in providing military honors at interment or memorial services if the next of kin desires. He should determine in advance of the call the type of honors or representation that can be arranged as provided by the Marine Corps Manual, subparagraph 5060.4, and the Landing Party Manual, chapter 3. If Marine Corps honors cannot be provided, he will explain why, such as, there is no Marine Corps activity in the vicinity, distance, etc., and advise the type of honors that can be furnished by another military service, or a local veterans' or patriotic organization.

(2) Request for additional details of death. The person conducting the condolence call may express regret and state that he received only the same information that was included in the initial telegram of notification. He may advise that a letter should be received soon from the Marine's commanding officer giving additional information.

(a) If death resulted from other than natural causes, the representative will refrain from expressing an opinion as to duty or misconduct status or fixing responsibility for any act that was committed.

(b) The next of kin may be advised that an investigation is being conducted and upon completion, a report will be submitted to the Judge Advocate General of the Navy. If additional information is requested, the next of kin should be advised that the Judge Advocate General may be requested to furnish the pertinent information. The representative may, if requested by the next of kin, submit such request directly to the Judge Advocate General in behalf of the next of kin. The next of kin should be advised that the preparation and forwarding of an investigative report is necessarily time-consuming and that several weeks will no doubt elapse before the Judge Advocate General will be able to furnish the information. The next of kin should be advised that it would be well to delay requesting details from the Judge Advocate General pending receipt of the letter from the Marine's commanding officer.

(3) Survivors benefits. The representative should be capable of discussing with the next of kin the furnishing of military honors, burial and interment allowances, and survivor benefits. If possible he should tactfully avoid discussion of survivor benefits because of legal and other problems frequently involved in determining entitlement. However, the next of kin may be informed that a letter outlining the salient features of any benefits to which he or she may be entitled will be received from Headquarters Marine Corps in the near future. Should the next of kin press for the answer to a specific question regarding benefits, the representative may answer it

provided he knows the correct answer. When he does not know the answer he will so advise the next of kin and refer the matter to the Commandant of the Marine Corps (Code DN), by letter for appropriate action. No promises should be made obligating the Marine Corps or any other government agency in connection with entitlement to survivor benefits.

f. Condolence calls monitored by the Commandant of the Marine Corps.

(1) Within CONUS. When a Marine dies or becomes missing while away from command in a travel status in the execution of change of station orders or on temporary duty, the command submitting the report to SECNAV will make the call and/or request the cognizant Marine Corps District or appropriate command to make the call (see fig. 12-35).

(2) Outside CONUS. When a Marine dies or becomes missing the command submitting the report to SECNAV will include in Item 1.L, except when the next of kin is located in the vicinity of command, a request that the cognizant Marine Corps District or appropriate command comply with subparagraph 12156.1 when informed by the Commandant of the Marine Corps that the next of kin has been notified (see fig. 12-36).

g. Exclusions under the condolence calls program. The District Marine Officer, Tenth Naval District and the Director, Fourteenth Marine Corps District are excluded from this program.

h. Condolence calls in the case of inactive retired Marines. There is no authority for expending government funds in the case of inactive retired Marines in connection with condolence and casualty assistance calls, military escorts, or other services which are provided at government expense for military personnel who die while on active duty. However, it is desired when practicable that commanders of Marine Corps organizations and activities make every effort consistent with their commitments and capabilities to assist the families of deceased retired Marines during their bereavement (see MARCORMAN, subpar. 5060.4, and LPM, chap. 3). When appropriate a Marine officer acting as a representative of the Commandant of the Marine Corps will either make a condolence call at the home of the bereaved family or call the next of kin by telephone to offer assistance.

i. Calls in the case of members of the U.S. Navy and other armed services. When a member of another service dies on active or training duty while serving with the Marine Corps, and his next of kin resides in the vicinity of command, the commander or his designated representative may call on the next of kin for the specific purpose of extending sympathy only. The service of which the deceased was a member will make any arrangements necessary with the next of kin in connection with funeral services.

j. Calls in the case of certain classes of civilians

(1) When a civilian employee of the Marine Corps or other armed service or other civilian, such as American Red Cross personnel, United Service Organization entertainers, and visiting dignitaries, dies at a Marine Corps organization or activity, and his next of kin is located in the vicinity of the command, the commander or his designated representative may call on the next of kin for the specific purpose of extending sympathy.

(2) Regulations and reporting requirements in death cases for authorized classes of civilian employees of the Marine Corps and the Navy are included in the Decedent Affairs Manual.

2. Condolence letters (dead or missing)

a. The Marine's immediate commanding officer will, within 3 days from

the date of occurrence, write a letter to the primary next of kin, or if the Marine is married, to both wife and parents. When a Marine dies while away from command in a travel status in the execution of change of station orders, it is the responsibility of the commanding officer of the unit from which he has just been detached to write the letter of condolence (see subpar. 12160.3). Airmail will be used whenever it will speed delivery. The letter will be written in simple language, will show a warm personal interest in the person to whom it is addressed, will extend condolences, and will describe the circumstances attending the Marine's death or missing status. Circumstances will be related factually, in proper sequence, tactfully, and sympathetically (see subpar. (1), below). Letters to members of the same family, will agree as to the circumstances of death or missing status, but will be modified to show that each is a personal letter. In addition to supplying sufficient facts to answer questions that would normally occur to the members of a family, the letter should contain any facts that would comfort them, such as a statement that the Marine did not suffer, that he received the last rites of his faith, etc. When appropriate, complimentary remarks will be included about the Marine's character, personality, work, efficiency, and how he adapted himself to service life. Inappropriate compliments and ghastly descriptions will be avoided.

(1) In those instances where death or missing status occurred under circumstances which require an investigation, the terms "line of duty" and "misconduct" will not be used. Care will be taken to ensure that the details given in each case conform with the findings of the investigation which is required by the Manual of the Judge Advocate General, chapter 8. The fact that an investigation is to be held should not delay the forwarding of a condolence letter as it is intended that the family be given the known facts at the earliest practicable date. A copy of each letter written to the next of kin and others will be furnished the officer appointed to conduct the investigation.

(2) In cases of homicide or suicide it is necessary to include information as to the actual cause of death; i.e., perforating wound of the head from rifle bullet; suffocation by drowning; poisoning due to inhaling carbon monoxide; etc. A brief statement of the circumstances of death should be included, but no attempt will be made to supply information that is not definitely known. Information which will reflect unfavorably on the individual will not be included unless necessary to explain the cause of death.

(3) No information will be included which in itself might be the specific basis for a claim against the Government or another agency or individual, or the disclosure of which is prohibited by security regulations.

(4) The condolence letter to the primary next of kin may contain a statement regarding the collection, safeguarding and disposition of the personal effects of the deceased.

(5) The sample shown in figure 12-43 indicates the type of letter to be written. This example will be used as a guide and not as a form letter.

(6) A copy of each letter sent to the family of a deceased or missing Marine will be mailed to the Commandant of the Marine Corps (Code DNA).

(7) Condolence letters will be reviewed at the highest level of command prior to release for mailing.

b. The division/wing commander may also write a personal letter of condolence to the next of kin of a member of his command. It is desirable that such letter not relate the circumstances of death or missing since the initial telegram of notification and the commanding officer's letter of condolence included pertinent details.

12157 REPORTS OF DEATH OF INACTIVE MARINES, PERSONS DEEMED TO HAVE BEEN ON ACTIVE DUTY, FORMER MARINES, AND DECLARED DESERTERS

1. Inactive Marines Receiving Retainer or Retired Pay

a. When any Marine Corps organization or activity receives information indicating the death in its locality of an inactive member of the Marine Corps, Fleet Marine Corps Reserve, or Marine Corps Reserve receiving retainer or retired pay, the report will be verified promptly. If it is found that death did not occur in a U.S. Armed Forces medical facility and that the Secretary of the Navy has not been notified, a message report of the death will be sent to the Secretary of the Navy with the Commandant of the Marine Corps; the Chief, Bureau of Medicine and Surgery; the Director of the Marine Corps District in which death occurred; the Commanding Officer, Marine Corps Reserve Data Services Center; and the commandant of the naval district in which death occurred as information addressees. When such death occurs in a foreign country the local State Department representative will be included as an information addressee also. The message will include such items of information required by paragraph 12154 as are applicable and will contain a statement that a certified copy of the civil death certificate is being sent to the custodian of the decedent's service and health records for the purpose of termination and disposition of these records. The death certificate will be forwarded promptly.

(1) When the Commanding Officer, Marine Corps Reserve Data Services Center; obtains a copy of the civil death certificate, or is an information addressee on a message report of death to the Secretary of the Navy in the case of a member of the Fleet Marine Corps Reserve, inactive, the service record of the deceased will be closed and forwarded to the Commandant of the Marine Corps (Code DNA). The health record will be closed and forwarded to the Bureau of Medicine and Surgery, Department of the Navy, Washington, D.C. 20390.

b. The authority for expenditure of funds for procurement of civil death certificates, when required, is contained in the Navy Comptroller Manual, paragraph 046377.

2. Inactive Marine Reservist Not Receiving Retainer or Retired Pay. Any Marine Corps organization or activity receiving information indicating that the death of an inactive member of the Marine Corps Reserve not receiving retainer or retired pay has occurred in its locality will, upon verification of the information, submit a speedletter report of death to the Commandant of the Marine Corps (Code DNA). The speedletter will contain such items of information required by paragraph 12154 as are applicable and include the individual's date and place of birth. Two copies of the speedletter will be sent to the Director of the Marine Corps District or the Commanding Officer, Marine Corps Reserve Data Services Center, as applicable. The custodian will close and forward the service record of the deceased to the Commandant of the Marine Corps (Code DNA); and will cause his health record to be terminated and forwarded, accompanied by one copy of the speedletter, to the Bureau of Medicine and Surgery, Department of the Navy, Washington, D.C. 20390.

3. Persons Who May Be Deemed to Be in a Pay and/or Duty Status for the Purpose of Entitlement to Survivor Benefits

a. When any Marine Corps organization or activity learns of the death of any person in the categories outlined in subparagraphs (1), (2) and (3), below, the report will be verified promptly. Upon verification, a report of death will be sent by message to the Secretary of the Navy with the Commandant of the Marine Corps, the Chief, Bureau of Medicine and Surgery, and the commandant of the naval districts or river commands in which death occurred and in which the primary next of kin resides listed as information addressees. The message

will include such items of information required by paragraph 12154 as are applicable and known.

(1) Any person who dies while en route to or from, or at a place for final acceptance or for entry upon active duty in the naval service (a) who has been provisionally accepted for such duty, or (b) who under the Universal Military Training and Service Act has been selected for active naval service; and has been ordered or directed to proceed to such a place.

(2) Any member of a Reserve component of the naval service (a) who, when authorized or required by competent authority, assumes an obligation to perform active duty for training or inactive duty training, and (b) who dies from an injury incurred while proceeding directly to or returning directly from such active duty for training or inactive duty training. (Note: A member who dies while performing authorized travel to or from active duty for training may come under subpar. 12150.1a.)

(3) Any member or former member of the Marine Corps or Marine Corps Reserve who dies during the 120-day period which begins on the day following the date of his discharge or release from active duty, active duty for training, or inactive duty training, from disease or injury incurred or aggravated while on such active duty or active duty for training, or from injury incurred or aggravated while on such inactive duty training.

b. The determinations regarding entitlement to death gratuity for persons in the above categories are made by the Commandant of the Marine Corps and/or by the Veterans' Administration as appropriate. No commitment as to obligation of the Government will be made pending adjudication.

4. Persons Who Have Been Officially Declared Deserters. When any Marine Corps organization or activity receives information indicating that a person who deserted from the Marine Corps is deceased, the report will be verified promptly. If correct, a message report of death will be sent immediately to the Secretary of the Navy with the Commandant of the Marine Corps, the Chief, Bureau of Medicine and Surgery, Director of the Marine Corps District in which the next of kin resides, and the commandants of the naval districts or river commands in which death occurred and in which the primary next of kin resides as information addressees. The report will include such items of information required by paragraph 12154 as are known and available (see fig. 12-37).

12158 MEMBER OF ANOTHER SERVICE AND/OR A FOREIGN NATIONAL IN CASUALTY STATUS

1. U.S. Navy. When a member of the Navy or Naval Reserve becomes a casualty while serving with the Marine Corps (or in the vicinity of a Marine Corps organization or activity while away from his parent unit), action will be in accordance with Bureau of Naval Personnel Manual, articles C-9801 and C-9802. Subparagraph 12156.1i will apply when appropriate.

2. U.S. Army, Air Force or Coast Guard. When a member of the Army, Air Force or Coast Guard becomes a casualty while serving with the Marine Corps or in the vicinity of a Marine Corps activity and it appears that the nearest activity of the service concerned has not been officially notified, a message similar to that required in the case of a Marine casualty (see pars. 12154 and 12155) will be sent to the nearest activity of the service concerned with information copies to the Secretary of the Navy, the parent unit if known, the Secretary of the department concerned, the Commandant of the Marine Corps, and the commandants of the naval districts or river commands in which the casualty occurred and in which the next of kin resides. Subparagraph 12156.1i will apply when appropriate.

3. Foreign Nationals in Continental United States

a. When a foreign national (military or civilian) becomes a casualty

while assigned to or undergoing training under written orders with a Marine Corps organization in the continental United States, a message similar to that required in the case of a Marine casualty (see pars. 12154 and 12155) will be sent to the Secretary of the Navy, with information copies to the Commandant of the Marine Corps, the Chief, Bureau of Medicine and Surgery, the Chief of Naval Operations, the Chief of Bureau of Supplies and Accounts, and the commandant of the naval district or river command in which the casualty occurred. The Chief of Naval Operations will notify the individual's military representative in the United States in accordance with OPNAV INSTRUCTION 4950.1B, paragraph 367. This notification will be considered notification to the next of kin except when the next of kin resides in the immediate vicinity of the reporting command. When the individual is attached to the reporting unit, the commander will notify the next of kin verbally and the report to the Secretary of the Navy will so state and give date of notification.

b. When such an individual, not assigned to or undergoing training with a Marine Corps organization, becomes a casualty while in the vicinity of a Marine Corps activity and it appears that the proper authorities have not been notified, the action required by subparagraph a, above, will be accomplished except that the Commandant of the Marine Corps will notify the individual's military representative in the United States.

c. If the individual is deceased and his remains are available for shipment, in the absence of instructions from the recognized next of kin, the individual's military or diplomatic representative will be requested by the Chief of Naval Operations and/or the Commandant of the Marine Corps, as appropriate, to furnish instructions for disposition of remains and personal effects when notification is made. Such services as are required to care for the remains will be furnished when authorized in the Decedent Affairs Manual. Subparagraph 12156.1i will apply when appropriate.

12159 DEATH AND DISABILITY OF MARINE RESERVISTS

1. Death reports in the case of Marine reservists will be in accordance with paragraphs 12154 and 12157. Reporting requirements in the case of disability of Marine reservists are contained in chapter 11.

12160 ADMINISTRATIVE INSTRUCTIONS PERTAINING TO CASUALTIES IN OTHER THAN COMBAT COMMITTED ORGANIZATIONS

1. Personnel in a Missing Status (Not Unauthorized Absence)

a. Policy. A person reported as missing in accordance with subparagraph 12154.2 will be carried in that status until reported or officially determined to be in another status.

(1) If after submission of the initial report it is determined that conclusive evidence exists that such person is in fact dead, the cognizant commander will immediately change the person's status from missing to dead and take other appropriate action (see subpar. 5, below). The date on which the individual became missing will be considered the date of his death except when circumstances definitely indicate subsequent survival.

(a) Conclusive evidence of death will be considered to exist when available information indicates beyond a reasonable doubt that the missing person could not have survived; e.g., he was the pilot of an aircraft which crashed at sea, or he was accidentally washed overboard during a storm at sea, and his remains were not recovered. In other words, conclusive evidence of death will be considered to exist, even though the individual's remains are not recoverable, when circumstances attending his disappearance, statements of witnesses, results of search operations, or local conditions such as terrain, depth of water,

temperature and other climatic conditions indicate that the possibility of the individual's survival is too remote to be logically considered.

(2) Not later than 15 days after submission of the initial report of missing, if the individual has not returned to military control or conclusive evidence of death has not been received or established, a written report will be submitted by airmail to the Commandant of the Marine Corps (Code DNA), furnishing complete information for review and official determination of the individual's status by the Head, Personal Affairs Branch, under the Missing Persons Act, as amended.

(a) The report shall include full details of the circumstances surrounding the individual's disappearance, such as the place of disappearance (latitude and longitude, distance from nearest land, or nearby town and grid coordinates), date, time, and place where last seen or contacted, statements of witnesses, climatic conditions, local terrain, information concerning duration and extent of search operations and results thereof. The report will also include the opinion and recommendations of the cognizant commander as to whether a change in casualty status is warranted, and detailed reasons to substantiate his opinion regarding the possibility of continued survival of the missing person(s).

(b) The report to the Secretary of the Navy, the above report, the service record, and any correspondence relating the status of an individual in a nonbattle status who is missing from an area adjacent to unfriendly areas will be identified with the legend FOR OFFICIAL USE ONLY (this legend is not to be used in lieu of an appropriate security classification if the information requires protection in the interest of national defense).

(c) In any case in which the cognizant commander recommends that a person who is missing be retained in that status, the individual's records will be held pending determination of his status and receipt of instructions by message from the Commandant of the Marine Corps.

b. Missing Dependents of Marines in Active Service

(1) The Missing Persons Act, as amended, provides in part that the Secretary of the Navy or his designee (Head, Personal Affairs Branch) may determine when appropriate the status of missing dependents of Marines in active service. The Act further provides that such determination shall be conclusive on all agencies of the Federal Government in connection with the payment of various benefits, but that no right to pay, allowances or other compensation shall be conferred upon the dependent to which such person was not otherwise entitled.

(2) In addition to the initial report required by subparagraph 12154.8 and progress reports, a report similar to that required by subparagraph a(2), above, will be submitted to the Commandant of the Marine Corps for review and determination of status when appropriate under the Missing Persons Act.

2. Investigation in Case of Death or Injury. When an individual dies of injuries or under peculiar or doubtful circumstances an investigation will be conducted and a report submitted in accordance with the provisions of Manual of the Judge Advocate General, chapter 8. In the case of injuries (except from enemy action) resulting in the individual's physical inability to perform his duties for a period in excess of 24 hours, or where payment of disability benefits may be claimed, the injury will be investigated and reported as appropriate in accordance with the Manual of the Judge Advocate General, chapter 7 and/or chapter 8.

3. Emergency Data to Be Recorded for Notification Purposes Upon Transfer. When an individual is transferred outside the immediate vicinity of the command, the transferring activity will

record the name, relationship, and address of persons to be notified in the event the person becomes a casualty. This information should agree with the data on his current Record of Emergency Data. The record will be retained for 60 days and then destroyed.

4. Record Data Required for Purposes of Notification When Records Are Not Readily Available. When a Marine becomes a casualty, the data needed for notification purposes may be requested from his last duty station or from the Commandant of the Marine Corps, depending upon which is located closer to the place at which the casualty occurred.

5. Service Records of Deceased Personnel. The service record of a deceased Marine will be closed and sent promptly to the Commandant of the Marine Corps (Code DNA) (see par. 15100). The health record will be sent directly to the Bureau of Medicine and Surgery, Department of the Navy, Washington, D.C. 20390

6. Public Release of Information Pertaining to Casualties

a. Release of information to news media regarding military personnel and/or foreign nationals who are in a casualty status will be in accordance with footnote ** of figure 12-25, and MCO P5720.44, Marine Corps Informational Services Manual.

b. To permit the prompt release of information to news media in death and missing cases that occur outside the continental United States, the Commandant of the Marine Corps will notify reporting commands outside the continental United States promptly by message as soon as official notification is released for transmission to the next of kin.

7. Classification of Casualty Reports (Pars. 12154 and 12155)

a. Initial message reports will normally be unclassified to permit notification of the next of kin.

b. If necessary a supplementary report will be forwarded giving additional circumstances which require security classification in the interests of national defense or which are of a sensitive nature and require special handling.

c. When the initial report cannot be submitted without including classified or sensitive information, the message will be appropriately classified or handled.

*NOTIFICATION TELEGRAM TO PRIMARY NEXT OF KIN (see subpars. 12055.1c and d) WHEN DEATH OCCURS AWAY FROM HOME OR WHEN NEXT OF KIN IS NOT PRESENT AT PLACE OF DEATH AND IS NOT AWARE OF THE DEATH (REMAINS PRESENT FOR BURIAL)

I DEEPLY REGRET TO INFORM YOU THAT YOUR (relationship, grade, name, branch of service) DIED ON (date) AT (place of death) (**brief statement of cause and circumstances of death such as: OF FRACTURED SKULL RECEIVED WHEN A PRIVATELY-OWNED AUTOMOBILE IN WHICH HE WAS A PASSENGER CRASHED INTO A MOVING TRAIN or OF ENCEPHALITIS). A TELEGRAM REQUESTING YOUR WISHES CONCERNING DISPOSITION OF THE REMAINS AND OTHER DETAILS FOLLOWS. PLEASE ACCEPT ON BEHALF OF THE UNITED STATES MARINE CORPS AND MYSELF OUR HEARTFELT SYMPATHY IN YOUR GREAT LOSS.

(Name, grade, and title of senior officer present)

Note:

*A report of delivery of this telegram will be requested by the originating activity. In the event the report of delivery is not received within 8 hours, the second telegram (fig. 12-26) will be released. These provisions are not to be construed as governing the time of public release of names and addresses of casualties to news media.

**Initial telegraphic notifications will include a brief explanatory statement of cause and circumstances. In case of apparent suicide, qualify cause of death as follows: DIED ON (date) AT (place of death) OF (gunshot wound of the head under circumstances indicating self-inflicted), (carbon monoxide poisoning under circumstances indicating self-administered) or (strangulation under conditions indicating self-destruction). Because of sensitivity of the subject matter, cases of death which resulted from suicide, homicide, training accidents, or which occurred under other unnatural or peculiar circumstances will be coordinated closely with the officer responsible for the release of public information so that the families receive in the initial notifications substantially the same information that is initially released to news media. The information will be limited to established facts.

1. If the facts cannot be determined promptly, the initial telegrams of notification may be modified to state that the cause or circumstances of death have not yet been determined and that additional information will be sent as soon as possible. When the facts have been determined, and prior to or simultaneous with any news release, a supplementary telegram will be sent promptly to each person initially notified.

2. Notification telegrams will be sympathetically and carefully worded in view of the impact such notifications may have on the families. Statements that reflect unfavorably on the deceased and ghastly descriptions of the details will be avoided. When appropriate, such notification messages may state that an investigation is being made. Responsibility for any act or acts involved will not be fixed and no information will be included regarding line of duty and misconduct status or disciplinary action.

Figure 12-25

*TELEGRAM TO PRIMARY NEXT OF KIN (see subpars. 12055.1c and d) REQUESTING INSTRUCTIONS FOR DISPOSITION OF REMAINS

THIS INFORMATION IS INTENDED TO ASSIST YOU IN MAKING FUNERAL ARRANGEMENTS FOR YOUR (relationship, grade, name, branch of service). HIS REMAINS WILL BE PREPARED, ENCASED, AND SHIPPED AT NO EXPENSE TO YOU. ACCOMPANIED BY AN ESCORT, EITHER TO A FUNERAL HOME OR TO A NATIONAL CEMETERY SELECTED BY YOU. IN ADDITION YOU WILL BE REIMBURSED AN AMOUNT NOT TO EXCEED TWO HUNDRED DOLLARS TOWARD FUNERAL AND INTERMENT EXPENSES IF INTERMENT IS IN A PRIVATE CEMETERY, ONE HUNDRED TWENTY-FIVE DOLLARS IF REMAINS ARE CONSIGNED TO A FUNERAL HOME PRIOR TO INTERMENT IN A NATIONAL CEMETERY, OR SEVENTY-FIVE DOLLARS IF REMAINS ARE CONSIGNED DIRECTLY TO A NATIONAL CEMETERY. PLEASE WIRE COLLECT (title, address of officer to receive burial instructions, or if not known, commandant of the naval district or river command in which death occurred) YOUR DESIRES IN THIS RESPECT, INDICATING THE NAME AND ADDRESS OF THE FUNERAL HOME OR NATIONAL CEMETERY TO WHICH YOU WISH THE REMAINS SENT AND WHETHER OR NOT YOU DESIRE AN ESCORT. **THE (name of national cemetery and location) IS NEAREST YOUR HOME. LETTER WILL FOLLOW CONCERNING CIRCUMSTANCES OF YOUR (relationship's) DEATH. I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE AND TO EXTEND THE HEARTFELT CONDOLENCES OF THE MARINE CORPS IN YOUR BEREAVEMENT.

(Name, grade, and title of senior officer present)

Note:

*A report of delivery of this telegram will be requested by the originating activity.

**See par. 12205 for information regarding national cemeteries.

Figure 12-26

*NOTIFICATION TELEGRAM TO PERSONS OTHER THAN THE PRIMARY NEXT OF KIN

I DEEPLY REGRET TO INFORM YOU YOUR (relationship,grade, name, branch of service) DIED ON (date) AT (place of death) (**brief statement of cause and circumstances of death). (***I AM SORRY TO ADVISE YOU THAT A THOROUGH SEARCH OF THE AREA WAS MADE BUT HIS REMAINS WERE NOT RECOVERED.) HIS (relationship of primary next of kin) HAS BEEN NOTIFIED. PLEASE ACCEPT ON BEHALF OF THE UNITED STATES MARINE CORPS OUR MOST HEARTFELT SYMPATHY IN YOUR BEREAVEMENT.

(Name,grade, and title of senior officer present)

Note:

*No report of delivery will be requested.

**In cases of death which resulted from suicide, homicide, training accidents, or occurred under other unnatural or peculiar circumstances, see footnote ** of figure 12-25.

***The text of this message may be modified as necessary to fit each specific case. For example, the statement regarding nonrecovery of remains will be included only when appropriate.

Figure 12-27

*CONFIRMATION OR NOTIFICATION TELEGRAM TO PRIMARY NEXT OF KIN (see subpars. 12055.1c and d) WHEN DEATH OCCURS AT OR NEAR THE HOME OF THE NEXT OF KIN OR THE NEXT OF KIN IS PRESENT AT THE PLACE OF DEATH AND/OR AWARE OF DEATH (REMAINS PRESENT FOR BURIAL)

I DEEPLY REGRET TO OFFICIALLY CONFIRM (OR INFORM YOU OF) THE DEATH OF YOUR (relationship, grade, name, branch of service) ON (date) AT (place) (**brief statement of cause and circumstances of death such as: OF INJURIES RECEIVED IN AN AUTOMOBILE ACCIDENT (OR OF BRONCHO-PNEUMONIA)). PLEASE ACCEPT ON BEHALF OF THE UNITED STATES MARINE CORPS AND MYSELF OUR HEARTFELT SYMPATHY IN YOUR BEREAVEMENT. THE FOLLOWING INFORMATION IS FURNISHED TO ASSIST YOU IN MAKING FUNERAL ARRANGEMENTS. IF YOU SO DESIRE, ARRANGEMENTS WILL BE MADE FOR THE PREPARATION, ENCASEMENT AND TRANSPORTATION OF HIS REMAINS ACCOMPANIED BY AN ESCORT, TO ANY PLACE YOU DESIGNATE AT NO COST TO YOU. IF NOT, YOU WILL BE ALLOWED THE AMOUNT THE PREPARATION AND ENCASEMENT OF HIS REMAINS WOULD HAVE COST IF PROVIDED BY FUNERAL DIRECTOR UNDER ARMED FORCES CONTRACT OR IF SUCH CONTRACT SERVICES ARE NOT AVAILABLE YOU WILL BE REIMBURSED FOR NECESSARY EXPENSES NOT TO EXCEED FOUR HUNDRED DOLLARS. THE NAVY WILL PAY FOR TRANSPORTATION OF HIS REMAINS TO ANY PLACE YOU DESIGNATE. ALSO YOU WILL BE REIMBURSED AN AMOUNT NOT TO EXCEED TWO HUNDRED DOLLARS TOWARD FUNERAL AND INTERMENT EXPENSES IF INTERMENT IS IN A PRIVATE CEMETERY, ONE HUNDRED TWENTY-FIVE DOLLARS IF REMAINS ARE CONSIGNED TO A FUNERAL HOME PRIOR TO INTERMENT IN A NATIONAL CEMETERY, OR SEVENTY-FIVE DOLLARS IF REMAINS ARE CONSIGNED DIRECTLY TO A NATIONAL CEMETERY. PLEASE WIRE COLLECT (title and address of officer to receive burial instructions, or if not known, commandant of the naval district or river command in which death occurred) YOUR DESIRES IN THIS RESPECT, INDICATING WHETHER OR NOT YOU PREFER TO MAKE NECESSARY ARRANGEMENTS, THE NAME AND ADDRESS OF THE FUNERAL DIRECTOR OR NATIONAL CEMETERY TO WHICH YOU WISH THE REMAINS SENT, AND WHETHER OR NOT YOU DESIRE AN ESCORT. ***THE (name of national cemetery and location) IS NEAREST YOUR HOME.

(Name, grade and title of senior officer present)

Note:

*A report of delivery of this telegram will be requested by the originating activity.

**In cases of death which resulted from suicide, homicide, training accidents, or occurred under other unnatural or peculiar circumstances, see footnote ** of figure 12-25.

***See paragraph 12205 for information regarding national cemeteries.

Figure 12-28

*NOTIFICATION TELEGRAM TO PRIMARY NEXT OF KIN WHEN DEATH OCCURS UNDER CIRCUMSTANCES WHICH PRECLUDE RECOVERY OF REMAINS

I DEEPLY REGRET TO INFORM YOU THAT YOUR (relationship, grade, name, branch of service) DIED ON (date) AT (place of death) (**brief statement of cause and circumstances of death). I AM SORRY TO ADVISE YOU THAT ALTHOUGH AN EXTENSIVE SEARCH OF THE AREA WAS MADE HIS REMAINS WERE NOT RECOVERED. LETTER FOLLOWS CONCERNING CIRCUMSTANCES OF DEATH. PLEASE ACCEPT ON BEHALF OF THE UNITED STATES MARINE CORPS HEARTFELT SYMPATHY IN YOUR GREAT LOSS.

(Name, grade, and title of senior officer present)

Note:

*A report of delivery of this telegram will be requested by the originating activity.

In cases of death which resulted from suicide, homicide, training accidents or occurred under other unnatural or peculiar circumstances, see footnote of figure 12-25.

Figure 12-29

*NOTIFICATION TELEGRAM TO PRIMARY NEXT OF KIN IN CASE OF DEATH OF **RETIRED OR RESERVE PERSONNEL NOT ON ACTIVE OR TRAINING DUTY OR INACTIVE TRAINING DUTY, PERSONS DEEMED TO BE ON ACTIVE DUTY AND DECLARED DESERTERS

I DEEPLY REGRET TO INFORM YOU YOUR (relationship,grade, name, branch of service) DIED ON (date) AT (place of death) (***brief statement of cause and circumstances of death). HIS REMAINS ARE AT (name and address of funeral director) AWAITING YOUR INSTRUCTIONS. UNDER THE LAW THE DEPARTMENT OF THE NAVY IS NOT AUTHORIZED TO PAY ANY EXPENSES IN CONNECTION WITH THE PREPARATION, ENCASEMENT AND DISPOSITION OF THE REMAINS OF YOUR (relationship) SINCE HE WAS NOT ON ACTIVE DUTY AT TIME OF DEATH. PLEASE ACCEPT MY MOST HEARTFELT SYMPATHY IN YOUR GREAT LOSS.

(Name,grade, and title of senior officer present)

Note:

*Notification will be made only when the initial report is received immediately after death and it appears that the primary next of kin is not aware of death. A report of delivery will be requested by the originating activity.

**To be used for captioned categories of personnel, but not applicable in the case of a retired member of the Marine Corps or Marine Corps Reserve who was hospitalized during a period of active duty or extended active duty and continued as a patient in a U. S. Government hospital to the date of death.

***In case of death which resulted from suicide, homicide, training accidents, or occurred under other unnatural or peculiar circumstances, see footnote ** of figure 12-25.

Figure 12-30

*NOTIFICATION TELEGRAM TO PRIMARY NEXT OF KIN AND OTHER PERSONS IN CASE OF PERSONNEL WHO BECOME MISSING (NOT IN UNAUTHORIZED ABSENTEE STATUS)

I DEEPLY REGRET TO INFORM YOU THAT YOUR (relationship, grade, name, branch of service) IS MISSING. (**Brief statement of circumstances, date, and place at which he became missing such as: HE WAS A PASSENGER ON A GOVERNMENT AIRPLANE WHICH LEFT NEW ORLEANS LOUISIANA AT 10:00 PM 6 MAY 1958 FOR BREMERTON WASHINGTON BUT FAILED TO ARRIVE AT DESTINATION. PLANE WAS IN MOUNT RAINIER AREA AT TIME OF LAST REPORT 6:00 AM 7 MAY 1958. EXTENSIVE SEARCH OPERATIONS ARE IN PROGRESS AND EVERY EFFORT IS BEING MADE TO LOCATE THE PLANE.) YOU WILL BE KEPT INFORMED OF DEVELOPMENTS. (***HIS ALLOTMENTS IF ANY AND PAY WILL CONTINUE IN FORCE PENDING DETERMINATION OF HIS STATUS.) I EXTEND TO YOU ON BEHALF OF THE UNITED STATES MARINE CORPS AND MYSELF OUR DEEPEST SYMPATHY DURING THIS PERIOD OF GREAT ANXIETY.

(Name, grade, and title of senior officer present)

Note:

*A report of delivery of the telegram to the primary next of kin will be requested by the originating activity.

**In those cases in which persons are "missing" under peculiar circumstances, see footnote ** of figure 12-25.

***Statement regarding allotments and pay to be included when appropriate in the telegram to primary next of kin only.

Figure 12-31

*NOTIFICATION TELEGRAM TO PRIMARY NEXT OF KIN (see subpars. 12055.1c and d) WHEN STATUS IS CHANGED FROM MISSING TO DEAD (REMAINS RECOVERED); NEXT OF KIN IS NOT PRESENT AT PLACE OF DEATH

I DEEPLY REGRET TO INFORM YOU THAT THE STATUS OF YOUR (relationship, grade, name, branch of service) HAS BEEN CHANGED. (**Brief statement of cause, circumstances, date and place of death such as: HE DIED ON 7 MAY 1958 OF INJURIES RECEIVED WHEN A GOVERNMENT PLANE ON WHICH HE WAS A PASSENGER CRASHED NEAR MOUNT RAINIER WASHINGTON. THE PLANE HAS BEEN LOCATED AND HIS REMAINS HAVE BEEN RECOVERED.) THE FOLLOWING INFORMATION IS FURNISHED TO ASSIST YOU IN MAKING FUNERAL ARRANGEMENTS. HIS REMAINS WILL BE PREPARED, ENCASED, AND SHIPPED AT NO EXPENSE TO YOU, ACCOMPANIED BY AN ESCORT, EITHER TO A FUNERAL HOME OR TO A NATIONAL CEMETERY SELECTED BY YOU. IN ADDITION YOU WILL BE REIMBURSED AN AMOUNT NOT TO EXCEED TWO HUNDRED DOLLARS TOWARD FUNERAL AND INTERMENT EXPENSES IF INTERMENT IS IN A PRIVATE CEMETERY, ONE HUNDRED TWENTY-FIVE DOLLARS IF REMAINS ARE CONSIGNED TO A FUNERAL HOME PRIOR TO INTERMENT IN A NATIONAL CEMETERY, OR SEVENTY-FIVE DOLLARS IF REMAINS ARE CONSIGNED DIRECTLY TO A NATIONAL CEMETERY. PLEASE WIRE COLLECT (title, address of officer to receive burial instructions, or if not known, commandant of the naval district or river command in which death occurred) YOUR DESIRES IN THIS RESPECT, INDICATING THE NAME AND ADDRESS OF THE FUNERAL HOME OR NATIONAL CEMETERY TO WHICH YOU WISH THE REMAINS SENT AND WHETHER OR NOT YOU DESIRE AN ESCORT. ***THE (name of national cemetery and location) IS NEAREST YOUR HOME. LETTER WILL FOLLOW CONCERNING CIRCUMSTANCES OF YOUR (relationship's) DEATH. I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE AND TO EXTEND THE HEARTFELT CONDOLENCES OF THE MARINE CORPS IN YOUR BEREAVEMENT.

(Name, grade, and title of senior officer present)

Note:

*A report of delivery of this telegram will be requested by the originating activity.

**In cases of death which resulted from suicide, homicide, training accidents, or occurred under other unnatural or peculiar circumstances, see footnote ** of figure 12-25.

***See par. 12205 for information regarding national cemeteries.

Figure 12-32

NOTIFICATION TELEGRAM TO PRIMARY NEXT OF KIN AND OTHER PERSONS IN THE CASE OF PERSONNEL IN CRITICAL OR SERIOUS CONDITION FROM ILLNESS OR INJURY

I REGRET TO INFORM YOU YOUR (relationship,grade, name, branch of service) IS (critically/seriously) (ill/injured). HIS (illness/injury) HAS BEEN DIAGNOSED AS (type of illness/injury) (if injured state parts of body affected; include date and place of occurrence and statement of circumstances). HIS PROGNOSIS IS (good, fair, poor, guarded). HE IS IN (name and location of hospital). YOU ARE ASSURED THAT HE IS RECEIVING THE BEST OF CARE. (Mail should be addressed to him in care of (mailing address).) (You may visit him at any time you wish.) (It is suggested that you visit him as soon as possible.) YOUR GREAT ANXIETY IS REALIZED AND YOU WILL BE KEPT INFORMED OF SIGNIFICANT CHANGES IN HIS CONDITION.

(Name,grade, and title of senior officer present)

Figure 12-33

NOTIFICATION TELEGRAM TO PRIMARY NEXT OF KIN AND OTHER PERSONS IN THE CASE OF PERSONNEL WHO ARE *INCAPACITATED AS THE RESULT OF INJURY OR ILLNESS AND WHOSE CONDITION IS NEITHER SERIOUS NOR CRITICAL

**I REGRET TO INFORM YOU YOUR (relationship, grade, name, branch of service) RECEIVED (describe type of injury, parts of body affected, date, and place of occurrence and statement regarding circumstances which caused injury). (Example: CONCUSSION OF HEAD WHICH RESULTED IN PARTIAL LOSS VISION RIGHT EYE AND COMPOUND COMMINUTED FRACTURE OF RIGHT LEG WHICH NECESSITATED AMPUTATION FOOT AND LOWER LEG, FOUR INCHES ABOVE ANKLE. HE WAS ACCIDENTALLY INJURED 15 FEBRUARY AT NEW RIVER, NORTH CAROLINA, WHEN A GRENADE EXPLODED PREMATURELY DURING A TRAINING PROBLEM.) HE IS RECEIVING BEST POSSIBLE CARE AT (activity, ship or civilian hospital) (location). HIS GENERAL CONDITION IS (good, fair). HIS PROGNOSIS IS (good, fair). (Your presence is not required; however, you may visit him at any time you desire.) (Mail should be addressed to him in care of (mailing address).) YOUR CONCERN IS REALIZED AND YOU WILL BE KEPT INFORMED PERIODICALLY BY MAIL OF HIS PROGRESS UNTIL HE IS ABLE TO COMMUNICATE WITH YOU.

(Name, grade, and title of senior officer present)

Note:

*When INCAPACITATION results in serious or critical condition use figure 12-33.

**Modify first sentence when INCAPACITATION is the result of illness.

Figure 12-34

MESSAGE REPORT OF DEATH - RECORDS NOT AVAILABLE

PRIORITY

FROM: CG SECOND MAW

TO: SECNAV

INFO: CMC
BUMED
MARBKS NAS PNCLA
COMDTS OF NAVDIST OR RIVER COMMANDS IN WHICH DEATH OCCURRED AND IN WHICH NEXT OF KIN RESIDES
DIR MARCORDIST IN WHICH NEXT OF KIN RESIDES
OTHER ADDRESSEES AS APPROPRIATE

UNCLAS

REPORT OF DEATH - NONBATTLE

A. MARCORPERSMAN, PAR 12154

1. IAW REF A FOLLOWING ITEMS ARE REPORTED:

A. MAJOR JOHN HENRY DOE 03579/7333 USMC MARBKS NAS PNCLA.

B. ACDU. TRANSIENT STATUS.

C. DEAD.

D. 15 OCT 1960 AT 2000R NEAR JACKSONVILLE NC OF MULTIPLE INJURIES. EN ROUTE JOIN THIS COMD. PASSENGER ON GOVT AIRPLANE WHICH CRASHED. CAUSE ACDT UNKNOWN.

E. BROWN FUNERAL HOME JACKSONVILLE. TO BE TR JONES FUNERAL HOME NEW BERN NC FOR CONT SERV 16 OCT 60. REMAINS TO BE SHIPPED JONES MORTUARY 25 GRAND ST LOSA CALIF.

F. MRS MARY AGNES DOE WIFE 123 GRAND COURT LOSA.

G. OFFICIALLY NOTIFIED:

1. YES, PERSONALLY. COPY OF FIGURE 12-28.

2. NO UNKNOWN. MARBKS NAS PNCLA NOTIFY IF APPROP.

H. UNKNOWN.

I. SECOND MAW WILL SUBMIT INVESTIGATIVE RPT.

J. UNKNOWN.

K. UNKNOWN.

L. DIRTWELFTH MARCORDIST COMPLY SUBPAR 12156.1. ON RETURN WIFE. PLANS INCOMPLETE. MSG FOL REGARDING HER WISHES.

M. COL A. B. SEE 03060 USMC NAS PNCLA PILOT. MINOR INJURIES.

Figure 12-35

MESSAGE REPORT OF DEATH - UNIT ON DETACHED DUTY AWAY FROM PERMANENT DUTY STATION

PRIORITY

FROM: MARALWEAFITRON ONE ONE FOUR

TO: SECNAV

INFO: CMC
BUMED
MAG TWO FOUR
CG SECOND MAW
COMDT OF NAVDIST OR RIVER COMD IN WHICH NEXT OF KIN RESIDES
DIR MARCORDIST IN WHICH NEXT OF KIN RESIDES
OTHER ADDRESSEES AS APPROPRIATE

UNCLAS

REPORT OF DEATH - NONBATTLE

A. MARCORPERSMAN, PAR 12154

1. IAW REF A FOLLOWING ITEMS ARE REPORTED:

A. 1STLT WALTER GEORGE DOE 069273/7333 USMCR MARALWEAFITRON 114 MAG 24.

B. EXTENDED ACDU.

C. DEAD.

D. 24 JUL 1960 AT 1600A MEDITERRANEAN SEA OF DROWNING. WAS PILOT OF AIRCRAFT WHICH WAS LOST IMMEDIATELY FOLLOWING LAUNCHING FROM USS FRANKLIN D. ROOSEVELT. CAUSE OF ACDT UNKNOWN.

E. BODY NOT RECOVERABLE. SEARCH DISCONTINUED.

F. MRS LOLA DOE WIFE 10 PIKE LANE HAVELOCK NC.

G. NO.

H. 2 MAY 60.

I. INVESTIGATIVE RPT WILL BE SUBMITTED.

J. PAY DATA:

1. 0-2.
2. $380, $160, NONE, NONE, CREW.
3. 6 YRS 4 MOS 8 DAYS.
4. 478-34-8473.
5. SAME AS ITEM FOXTROT.
6. DISBURSING OFFICER SECOND MAW IS REQUESTED PAY DEATH GRATUITY TO WIDOW.
7. SAME AS ITEM FOXTROT.

K. ROMAN CATHOLIC. NO.

L. CG SECOND MAW COMPLY SUBPAR 12156.1 WHEN ADVISED BY CMC NEXT OF KIN HAS BEEN NOTIFIED.

Figure 12-36

MESSAGE REPORT OF DEATH - DECLARED DESERTER

PRIORITY

FROM: CG MARCRUITDEP PARRIS ISC

TO: SECNAV

INFO: CMC
BUMED
COMDTS OF NAVDIST OR RIVER COMMANDS IN WHICH DEATH OCCURRED AND IN WHICH NEXT OF KIN RESIDES
DIR MARCORDIST IN WHICH NEXT OF KIN RESIDES
OTHER ADDRESSEES AS APPROPRIATE

UNCLAS

REPORT OF DEATH - NONBATTLE

A. MARCORPERSMAN, PAR 12154

1. IAW REF A FOLLOWING ITEMS ARE REPORTED:

A. PFC WILLIAM JOHN DOE 1234567/0100 USMCR.

B. EXTENDED ACDU. UNABS THIS COMD SINCE 12 OCT 60 AT 0800. DECLARED DESERTER AND DROPPED FROM ROLLS 10 NOV 60.

C. DEAD.

D. 16 NOV 1960 AT 1340R AT JACKSON HOTEL BEAUFORT SC. GSW LEFT CHEST. APPARENTLY INTENTIONALLY SELF-INFLICTED. CIRCUMSTANCES NOT YET DETERMINED.

E. JOHNSON FUNERAL HOME BEAUFORT SC. NEXT OF KIN, CIVIL AUTH AND FUNERAL DIRECTOR ADVISED NO GOVT LIABILITY FOR EXP OF PREPARATION OR DISPOSITION REMAINS.

F. MRS MARY DOE WIFE 3618 GRANT ROAD YUMA ARIZ.

G. WIFE OFFICIALLY NOTIFIED FIGURE 12-30.

H. 8 MAR 60.

I. INVESTIGATIVE RPT WILL BE SUBMITTED.

J. PAY DATA:

1. E-2.
2. NONE.
3. 1 YR 7 MOS 28 DAYS.
4. 123-45-6780.
5. SAME AS ITEM FOXTROT.
6. NO.
7. SAME AS ITEM FOXTROT.

K. NONE.

L. NO, SUBPAR 12156.1b(1)(e) APPLIES.

Figure 12-37

MESSAGE REPORT OF DEATH RESERVIST ON ACTIVE DUTY FOR TRAINING (OR INACTIVE DUTY TRAINING) - PLANE CRASH AT SEA

PRIORITY

FROM: CG MCAS CHERPT

TO: SECNAV

INFO: CMC
BUMED
COMDTS OF NAVDIST OR RIVER COMMANDS IN WHICH DEATH OCCURRED AND IN WHICH NEXT OF KIN RESIDES
DIR MARCORDIST IN WHICH NEXT OF KIN RESIDES
OTHER ADDRESSEES AS APPROPRIATE

UNCLAS

REPORT OF DEATH - NONBATTLE

A. MARCORPERSMAN, PAR 12154

1. IAW REF A FOLLOWING ITEMS ARE REPORTED:

A. SGT PHILIP SAMUEL COE 473956/6400 USMCR HQRON MCAS CHERPT.

B. ACDUTRA (OR INACDUTRA) PERIOD 0800 JAN 14 TO 2400 JAN 28.

C. DEAD.

D. 27 JAN 1960 AT 1432R VICINITY NEW RIVER NC OF DROWNING. GOVT AIRPLANE ON WHICH HE WAS A PASSENGER CRASHED INTO ONSLOW BAY. TRAINING FLIGHT.

E. BODY NOT RECOVERED. SEARCH CONTINUING. PROGRESS RPT FOLLOWS.

F. MRS MARY COE MOTHER 123 EYE ST PERU IND.

G. OFFICIALLY NOTIFIED:

1. NO. EN ROUTE TO CALIF. TRYING TO LOCATE.
2. YES. FIGURE 12-27 MODIFIED.

H. 10 JAN 60.

I. INVESTIGATIVE RPT WILL BE SUBMITTED.

J. PAY DATA:

1. E-4.
2. $160, NONE, NONE, NONE, NONCREW.
3. 3 YRS 10 MOS 25 DAYS.
4. 234-56-7890.
5. SAME AS ITEM FOXTROT 50 PERCENT. FRANK JOHN COE BROTHER TELLCITY IND 50 PERCENT.
6. NO.
7. SAME AS ITEM FOXTROT.

K. EPISCOPALIAN. NO.

L. WILL ADVISE DIRTWELFTH MARCORDIST ADDRESS OF MOTHER ASAP TO PERMIT COMPLIANCE SUBPAR 12156.1.

M. CAPT ROY E DOE 048528 USMC MCAS CHERPT PILOT. MINOR WOUNDS.

Figure 12-38

MESSAGE REPORT OF CRITICAL, SERIOUS OR INCAPACITATED CONDITION ON PERSONNEL STATIONED OUTSIDE CONTINENTAL UNITED STATES AND THOSE STATIONED WITHIN WHOSE NEXT OF KIN ARE LOCATED OUTSIDE CONTINENTAL UNITED STATES

PRIORITY

FROM: CG THIRD MARDIV

TO: CMC

INFO: BUMED
OTHER ADDRESSEES AS APPROPRIATE

UNCLAS

REPORT OF INJURY

A. PAR 12155 MARCORPERSMAN

1. IAW REF A FOLLOWING ITEMS ARE REPORTED:

A CPL JOHN ALFRED WELLINGTON 1234567 USMC.

B. ACDU.

C. CONCUSSION HEAD AND COMPOUND FRACTURE LEFT ARM WITH NERVE AND ARTERY INVOLVEMENT ARM. AMPUTATION NOT CONTEMPLATED.

D. INJURED 11 JUN 1960 ON BASE OKINAWA WHILE CHANGING TIRE ON GOVT VEHICLE. INNERTUBE EXPLODED RIM STRUCK HEAD AND ARM.

E. CONDITION SERIOUS. PROGNOSIS GOOD. U S ARMY HOSPITAL OKINAWA RYUKYU ISLANDS. APO SAN FRANCISCO 96670.

F. MRS MARY J WELLINGTON WIFE 1234 DENT AVENUE NEW YORK NY.

G. NO.

Figure 12-39

MESSAGE REPORT OF PROGRESS ON PERSONNEL LOCATED OUTSIDE CONTINENTAL UNITED STATES WHO ARE IN CRITICAL, SERIOUS, OR INCAPACITATED CONDITION AND THOSE WITHIN WHOSE NEXT OF KIN ARE LOCATED OUTSIDE CONTINENTAL UNITED STATES

FROM: CG THIRD MARDIV

TO: CMC

INFO: BUMED
OTHER ADDRESSEES AS APPROPRIATE

UNCLAS

REPORT OF PROGRESS CASE CPL JOHN A WELLINGTON USMC. CONDITION REMAINS SERIOUS. PROGNOSIS GOOD. FORCED AMPUTATE LEFT HAND AND LOWER ARM FOUR INCHES ABOVE WRIST. HAD RESTFUL NIGHT. WILL EVACUATE AIR TO CONUS. ETD 26 JUN 60.

Figure 12-40

MESSAGE FURNISHING SUPPLEMENTARY DATA REQUIRED FOR CONDOLENCE CALL

FROM: CG SECOND MAW

TO: DIR TWELFTH MARCORDIST

INFO: CMC
MARBKS NAS PNCLA
COMDTS OF NAVDIST OR RIVER COMMANDS IN WHICH BURIAL IS TO BE MADE AND IN WHICH NEXT OF KIN RESIDES
UNIT DESIGNATED TO MAKE CONDOLENCE CALL IF KNOWN

UNCLAS

MY 092115Z. MRS MARY A DOE WILL ARR 10 JULY. PHONE NO. SUNSET 70951. DESIRES BURIAL FORTROSECRANS NATIONAL CEM SANDIEGO WITH FULL MIL HONORS. ETA WILL BE FURN EARLIEST. LN WITH JONES MORTUARY. PROVIDE HONORS IAW PAR 5060 MARCORMAN AND CHAP 3 LANDING PARTY MANUAL. NO EXP OTHER THAN GOVT VEHTRANS AUTH

Note:

Call was made on next of kin who was at place of death. Desires of next of kin in connection with burial arrangements were not complete when referenced message to SECNAV was released. Message should contain all information required and/or that would be of assistance to person making condolence call and other arrangements.

Figure 12-42

MESSAGE REPORTING DEATH TO DIRECTOR, MARINE CORPS DISTRICT FOR PURPOSE OF ASSIGNING CONDOLENCE CALL

FROM: COMDT MCS QUANT

TO: DIRFIRST DIRFIRST MARCORDIST

INFO: MARBKS NAVB BKLYN
CMC
COMDT NAVDIST OR RIVER COMMANDS IN WHICH BURIAL IS TO BE MADE AND IN WHICH NEXT OF KIN RESIDES

UNCLAS

CONDOLENCE CALL

A. PAR 12156 MARCORPERSMAN

1. IAW REF A FOLLOWING DATA IS FURNISHED:

A. SGT CARL J MACK 1234567 USMC CAU CATHOLIC ACDU MEMBER THIS COMD *DIED 25 APR 1960 AT NORTH HUDSON HOSP WEEHAWKEN NJ OF INJURIES RECD 24 APR 60 WHEN A CAR WHICH HE WAS DRIVING WAS STRUCK BY MOTORCYCLE ON NEW JERSEY TURNPIKE.

**B. PFC JOHN A MACK 1357689 USMC BROTHER OF DECEASED AND MEMBER THIS COMD IS HOSPITALIZED FOR INJURIES RECD IN THE ACCIDENT. WILL BE RELEASED 25 APR 60 AND GO TO BRAINTREE BY AIR.

***C. REMAINS WILL BE CONSIGNED BROCK FUNERAL HOME BRAINTREE. ETA REMAINS WILL BE FURNISHED EARLIEST.

D. MR AND MRS H C MACK PARENTS 25 HALLY AVENUE BRAINTREE MASS.

E. DESIGNATE UNIT TO MAKE CONDOLENCE CALL AND FURNISH HONORS IF DESIRED IAW 5060.4 MARCORMAN AND CHAPTER 3 LANDING PARTY MANUAL. NO EXPENSE OTHER THAN GOVT VEHTRANS AUTH.

Note:

*Details of death should agree with circumstances furnished next of kin, so that the representative designated to call on the next of kin will be familiar with the circumstances of death. If death occurred under discreditable circumstances, before taking further action see subparagraph 12156.1b(1)(e).

**If any special circumstances prevail, such as dependents or relatives were in same accident, brief statement of details should be included.

***To be included when known.

Figure 12-42

CONDOLENCE LETTER

My Dear (Mrs. Doe):

*The untimely death of your (husband), (Sergeant John J. DOE, U. S. Marine Corps) on (2 February 1958) at (Rhodes, Greece) is a source of sorrow to me and to his friends in this (company, battalion, post or other organization). Please accept our deepest sympathy in your bereavement.

*John was assigned to patrol the area immediately adjacent to the Rhodes River. Late in the evening a heavy rain storm developed. About 8:30 p.m., during a heavy downpour, he appeared to lose control of the car in which he was cruising the area. The car crashed through a concrete block guard railing and rolled down the embankment. John was thrown from the car and critically injured. He was immediately removed to the Rhodes Hospital. Everything possible was done to care for him, but he failed to rally and died of multiple injuries at 11:30 p.m., shortly after receiving the last rites of his faith.

*It may comfort you to know that a Mass was said for John (or memorial service was held for John) at the Chapel on 3 February and that his many friends attended.

*John's cheerful disposition, uprightness, and devotion to duty won for him the respect of all who knew him. Although I realize that words can do little to console you, I do hope the knowledge that your husband is keenly missed and that we share your sorrow will in some measure alleviate the suffering caused you by your great loss.

*If you feel that I can be of any help to you, please do not hesitate to write me.

Sincerely yours,

*This sample letter is intended only as a guide. Under no circumstances will it be used as a FORM LETTER. Each letter will be written to describe the specific individual concerned and to relate the circumstances accurately (see subpar. 12156.2).

Figure 12-43

CHECKLIST IN CASE OF DEATH OF ACTIVE DUTY PERSONNEL IN CONTINENTAL UNITED STATES

ACTION TAKEN BY COMMANDER

(CIRCUMSTANCES.)

1. Member of command dies at or near duty station (remains present for burial).

a. Verify report of death at once. Establish by appropriate means Marine's identity and duty status.

b. If eligible arrange for protection of remains and/or for preparation and encasement (par. 12200.1).

c. Prepare appropriate* telegram to primary next of kin and other persons designated on NAVMC 10526-PD (pars. 12153 and 12160). If notification was made by figure 12-25, prepare telegram to primary next of kin requesting instructions for remains (fig. 12-26).

d. Submit death report (par. 12154 and subpar. e, below).

e. Make condolence call if primary next of kin lives in vicinity and/or request Director, Marine Corps District in

1. Member of command dies at or near duty station (remains not recovered).

a. Verify report of death at once. Establish by appropriate means Marine's identity and duty status. Initiate search for remains if appropriate (BUMEDINST 5360.1A, part B, chap. 5).

b. Prepare appropriate* notification telegram to primary next of kin and other persons designated on NAVMC 10526-PD (pars. 12153 and 12160).

c. Keep next of kin and other persons advised of progress of search for remains and when terminated.

d. Submit death report (par. 12154 and subpar. e, below).

e. Make condolence call if primary next of kin lives in vicinity and/or request Director, Marine Corps District in which next of kin lives to make

1. Member of command dies away from duty station.

a. When notified of death, request the commandant of the naval district or river command in which death occurred to assume cognizance unless it is apparent that he has done so. Advise any administrative action taken. (BUMEDINST 5360.1A, part B, chaps. 1 and 2.)

b. Notify* the primary next of kin and others, if available information indicates they have not been officially notified (pars. 12153 and 12160).

c. Supplement incomplete death report as required (par. 12154 and subpar. d, below).

d. Make condolence call if primary next of kin lives in vicinity. If call not requested by reporting command, request Director, Marine Corps District in which next of kin resides to make call. Indicate action taken or required when appropriate (pars. 12154.2*l* and 12156.1).

ACTION TAKEN BY COMMANDER OF NEAREST MARINE CORPS ORGANIZATION OR ACTIVITY

(CIRCUMSTANCES.)

1. Marine temporarily in or passing through area dies while away from parent activity (remains present for burial).

a. Verify report of death at once. Establish by appropriate means the identity, parent activity, and duty status of deceased.

b. Notify naval district or river command in which death occurred and parent activity of the deceased of the details of death, whether or not next of kin is present or aware of death, of any administrative action taken. Request instructions if required.

c. If eligible arrange for protection of remains and/or for preparation and encasement (par. 12200 and BUMEDINST 5360.1A, part B, chap. 2).

d. If record data is available, prepare appropriate *telegram to primary next of kin and other persons designated on

1. Marine temporarily in or passing through area dies while away from parent activity (remains not recovered).

a. Verify report of death at once. Establish by appropriate means the identity, parent activity, and duty status of the deceased.

b. Notify naval district or river command in which death occurred and parent activity of the deceased of the details of death, whether or not next of kin is present or aware of death, of any administrative action taken. Request instructions if necessary regarding search operations for remains, etc. (BUMEDINST 5360.1A, part B, chap. 5).

c. If record data is available, prepare appropriate* notification telegram to primary next of kin and other persons designated on NAVMC 10526-PD (pars. 12153 and 12160).

Figure 12-44

which next of kin lives to make call. Indicate action taken or required (pars. 12154.2*l* and 12156.1).

f. Collect, inventory and dispose of personal effects (par. 12210).

g. Effect disposition of remains in accordance with instructions of primary next of kin (pars. 12152 and part E).

h. Provide burial flag (BUMEDINST 5360.1A).

i. Provide escort if requested (part E and BUMEDINST 5360.1A, part B, chap. 8).

j. Conduct **investigation if death resulted from injuries or occurred under peculiar circumstances (par. 12160).

k. Prepare and forward commanding officer's condolence letter(s) (par. 12156).

l. Forward records (par. 12160).

call. Indicate action taken or required (pars. 12154.2*l* and 12156.1).

f. Collect, inventory and dispose of personal effects (par. 12210 and BUMEDINST 5360.1A, part B, chap. 5).

g. Conduct **investigation if death resulted from injuries or occurred under peculiar circumstances (par. 12160).

h. Prepare and forward commanding officer's condolence letter(s) (par. 12156).

i. Forward records (par. 12160).

e. Prepare and forward commanding officer's condolence letter(s) (par. 12156).

f. Collect, inventory and dispose of personal effects (par. 12210).

g. Forward records (par. 12160).

NAVMC 10526-PD (pars. 12153 and 12160). If notification was made by figure 12-25 also prepare telegram to primary next of kin requesting instructions for the remains (fig. 12-26).

e. Submit death report (par. 12154 and subpar. f, below). Parent activity of deceased will supplement as required.

f. Make condolence call if primary next of kin lives in vicinity and/or request Director, Marine Corps District in which next of kin lives to make call. Indicate action taken or required (pars. 12154.2 and 12156.1).

g. Collect, inventory and dispose of personal effects (par. 12210 and BUMEDINST 5360.1A, part B, chap. 5).

h. Effect disposition of remains in accordance with instructions of primary next of kin (pars. 12152 and part E).

i. Provide burial flag (BUMEDINST 5360.1A).

j. Provide escort if requested (part E and BUMEDINST 5360.1A, part B, chap. 8).

k. Upon request, conduct **investigation when death resulted from injuries or occurred under peculiar circumstances (par. 12160).

d. Keep next of kin and other persons advised of progress of search for remains and when terminated.

e. Submit death report (par. 12154 and subpar. f, below). Parent activity of deceased will supplement as required.

f. Make condolence call if primary next of kin lives in vicinity and/or request Director, Marine Corps District in which next of kin lives to make call. Indicate action taken or required (pars. 12154.2*l* and 12156.1).

g. Collect, inventory and dispose of personal effects (par. 12210 and BUMEDINST 5360.1A, part B, chap. 5).

h. Upon request, conduct **investigation when death resulted from injuries or occurred under peculiar circumstances (par. 12160).

*CMC will notify persons who reside outside of CONUS.

**Investigations will be in accordance with the Manual of the Judge Advocate General.

Figure 12-44.--Continued.

PART E: GRAVES REGISTRATION, DISPOSITION OF REMAINS OF CURRENT DEAD, AND PERSONAL EFFECTS

12200 CARE OF THE REMAINS OF DECEASED PERSONNEL

1. Responsibilities of commanders of Marine Corps organizations and activities for the accomplishment of decedent affairs functions during time of peace or war or in support of major military operations are set forth in BUMEDINST 5360.1A, Decedent Affairs Manual.

2. At the outbreak of hostilities or upon a formal declaration of war, it can be anticipated that the Secretary of Defense or the Secretary of the Navy will direct termination of peacetime procedures for the disposition of the dead and place into effect appropriate wartime procedures. The circumstances attendant upon the outbreak of such hostilities may, prior to the promulgation of such a directive, preclude the continuation of peacetime procedures. In such circumstances, local commanders are authorized, at their own discretion, to place such wartime procedures into effect as may be contained in permanent directives. Notification of this action will be made by local commands by message to the Secretary of the Navy, with information copies to cognizant Marine, naval and unified commands.

3. Except as noted below, the principles and procedures set forth in the current Department of the Army, Navy, Air Force, and Marine Corps Manual "Handling of Deceased Personnel in Theaters of Operations" (FM 10-63, NAVMED P-5016, AFM 143-3, NAVMC 2509-A) are applicable for the Marine Corps in time of war, and will be placed into effect as set forth in the preceding subparagraphs.

4. The instructions contained in NAVMC 2509-A will be interpreted as necessary to conform to the organization, equipment and administrative procedures otherwise established for the Marine Corps.

5. A DD Form 551, Report of Interment, will be prepared in the case of each death, including personnel of other branches of the Armed Forces when serving with the Marine Corps. The original will be forwarded to the head of the service to which the individual belonged, with a copy to the Bureau of Medicine and Surgery. Distribution of other copies will be made as directed by the theater or unified commander.

12201 DISPOSITION OF REMAINS OF DECEASED PERSONNEL

1. When the remains of the deceased have been released by the investigating officer, if any, arrangements will be made for prompt shipment and/or disposition in accordance with the wishes of the next of kin (see par. 12205).

12202 RETURN OF PROPERLY PREPARED REMAINS

1. The return of properly prepared remains is essential to the Marine Corps and to the family of the deceased.

2. When distance and time involved are not prohibitive, a Marine officer shall inspect the remains of every deceased Marine, except combat dead, prior to shipment within the United States. Inspection will be made to determine that the remains present a natural and neat appearance, that the uniform is appropriate, and that the casket is suitable if other than military casket. Encasement should never be in other than a metal casket. The inspecting officer will be guided by the provisions of the Decedent Affairs Manual, article B606.

12203 UNIFORMS AND ACCOUTERMENTS FOR BURIAL PURPOSES

1. Authority. The authority for providing articles of uniform for dressing the remains of uniformed members of the Navy and Marine Corps, with regulations pertaining thereto, are contained in BUMEDINST 5360.1A, part B, chapter 2 and MCO P4400.20, paragraph 203103.

2. Uniforms for Officers, and Accouterments for Officers and Enlisted Personnel

a. Upon receipt of a request signed by the commander of any Navy or Marine Corps activity, exchanges shall

furnish authorized items in stock of uniforms and accessories (including medals, awards, insignia, etc.) for the burial of deceased Navy or Marine Corps personnel, officer or enlisted.

b. In order that collection may be effected, exchanges will prepare and submit to the local disbursing officer a SF 1034, Public Voucher for Purchases and Services Other Than Personal; together with an itemized invoice indicating individual unit cost prices plus 5 percent handling charges for items furnished, with appropriate totals, name, grade, service number, and component of the deceased, for settlement. A copy of the voucher and invoice will be furnished the commanding officer of the activity ordering the items of uniform.

3. Uniforms for Enlisted Personnel. Instructions for requisitioning and accounting for authorized clothing are contained in the Individual Clothing Regulations.

12204 FLOWERS FOR FUNERALS

1. When a funeral ceremony for an officer or enlisted person is held at a post, the commander is authorized to furnish a floral tribute, the cost not to exceed $20, directing that the invoice be forwarded by the vendor to the Commandant of the Marine Corps (Code CHX), for settlement.

2. When the interment of an officer or enlisted person is to be made in the Arlington National Cemetary or the immediate vicinity of Washington, D. C., the floral tribute shall be furnished by the Officer in Charge, Marine Corps Exchange Service, upon request by the Casualty Section, Personal Affairs Branch, Headquarters Marine Corps.

3. When the interment of an officer or enlisted person is not made in the immediate vicinity of a post, or is not made in the Arlington National Cemetery or immediate vicinity of Washington, D. C., the commander is authorized, in addition to the floral tribute for the post ceremony, to furnish the escort with an order to purchase a floral tribute at the place of interment, the cost not to exceed $20, directing that the invoice be forwarded by the vendor to the Commandant of the Marine Corps (Code CHX), Headquarters, U. S. Marine Corps, Washington D.C. 20380, for settlement and that the card attached to the floral tribute be worded "United States Marine Corps."

4. The floral tributes authorized herein shall not be paid from personal funds nor from funds advanced by disbursing officers.

5. Under no circumstances shall local Marine Corps Exchange funds be used to purchase floral tributes for deceased persons.

12205 BURIAL IN NATIONAL CEMETERY

1. Persons Eligible for Interment. The remains of persons in the following classes may be buried in national cemeteries:

a. Any member or former member of the Marine Corps or Marine Corps Reserve who served on active duty other than for training (see subpar. b(5), below) and whose last such service terminated honorably.

b. Any member of the Marine Corps Reserve whose death occurs under honorable conditions while he is:

(1) On active duty for training;

(2) Performing authorized travel to or from that duty;

(3) On authorized inactive duty training; or

(4) Hospitalized or undergoing treatment, at the expense of the United States, for injury or disease contracted or incurred under honorable conditions while he is:

(a) On that duty or service;

(b) Performing that travel or inactive duty training; or

(c) Undergoing that hospitalization or treatment at the expense of the United States.

(5) Note: A member of the Marine Corps Reserve -

(a) traveling to or from authorized inactive duty training at the time of death is not eligible for burial in a national cemetery by reason of that circumstance.

(b) does not acquire permanent eligibility for interment in a national cemetery by reason of completed period(s) of active duty for training, even though such training may have extended over a period of months.

c. The spouse, widow, widower, minor child, and, in the discretion of the Secretary of the Army, the unmarried adult child of an eligible member of the Marine Corps or Reserve (see subpars. a, and b, above).

(1) Under the current assignment policy of the Department of the Army not more than one gravesite may be used for the interment or future interment of the persons involved in the spouse-parent-child relationship; namely the service-connected person, his/her spouse (widow, widower) and eligible children of such service-connected person.

(2) If the death of a person indicated in subparagraph c, above, occurs before that of the eligible Marine, the person may be buried in a national cemetery provided that prior to burial the eligible Marine executes an agreement that upon his/her death, he/she elects to be buried in the same grave in the national cemetery concerned to the exclusion of any other national cemetery. The superintendent of the cemetery will provide the forms for such agreement.

(3) The remains of any person indicated in subparagraph c, above, may in the discretion of the Secretary of the Army, be removed from a national cemetery proper and interred in the post section of a national cemetery or in a post cemetery if, upon death, the eligible Marine is not buried in the same or an adjoining gravesite. However, the remains of a person indicated in subparagraph c, above, may not be removed from a national cemetery proper if the related person is:

(a) Lost or buried at sea, or his or her remains have not been recovered;

(b) Officially determined to be permanently absent in a status of missing or missing in action; or

(c) Officially determined to be dead for the purpose of terminating his or her missing or missing in action status.

2. Memorial Plots and Memorial Markers (Remains Not Available for Interment)

a. Memorial Plots in National Cemeteries. When available space permits a suitable plot will be set aside to honor the memory of any member of the Marine Corps dying in service whose remains have not been recovered or identified or were buried at sea.

b. Memorial Markers to Be Placed in National Cemeteries. The Government will furnish and erect on a memorial plot, free of cost, an appropriate marker to commemorate the memory of any member of the Marine Corps dying in service whose remains have not been recovered or identified or were buried at sea.

c. Application. Request for a memorial plot in a national cemetery should be made by the next of kin in writing. The request should be accompanied by a completed DD Form 1330, Application for Headstone or Marker, when a memorial marker is desired.

The request should be submitted to the Chief of Support Services, Department of the Army, ATTN: Memorial Division, Washington, D.C. 20315.

d. Memorial Markers to Be Placed in Private Cemeteries. For information see paragraph 12276.

3. Request for Burial in National Cemetery

a. When the primary next of kin advises that burial in a specific national cemetery is desired, the commander will communicate by message with the superintendent of the cemetery, furnishing the following information concerning the military record of the deceased and requesting authority for interment of the remains in the cemetery:

(1) Full name of decedent.

(2) Service number.

(3) Component.

(4) Grade held at time of death and highest grade held during service.

(5) Date of entry on active duty and present duty status.

(6) Place and date of birth.

(7) Place and date of death.

(8) Personal decorations.

(9) Name, address, and relationship of next of kin requesting authority for burial.

(10) Date and time interment service requested.

(11) Type of funeral service requested, graveside or chapel, and religious preference.

(12) Type of honors desired, simple or full military honors.

(13) State to be inscribed on government headstone.

4. Funeral Arrangements. The remains should not be shipped nor should final time of funeral service be set until the interment has been authorized by the superintendent of the national cemetery and all arrangements with the superintendent have been completed.

5. Transportation of Remains to National Cemeteries and Related Information. See BUMEDINST 5360.1A, part B, chapter 7.

6. List of National Cemeteries. The following cemeteries have grave space available, but those indicated by asterisks have only limited space. See subparagraph a, below, for information regarding suggested modification of text of telegrams when the cemetery has only limited space.

ALASKA

Sitka National Cemetery
Sitka, Alaska

ARKANSAS

Fayetteville National Cemetery
Fayetteville, Arkansas

Fort Smith National Cemetery
Garland Avenue & South 6th Street
Fort Smith, Arkansas

Little Rock National Cemetery
26th & College Streets
Little Rock, Arkansas

CALIFORNIA

Fort Rosecrans National Cemetery
Point Loma Post Office, Box 6237
San Diego, California

Golden Gate National Cemetery
San Bruno, California

COLORADO

Fort Logan National Cemetery
3698 So. Sheridan Boulevard
Denver 14, Colorado

DISTRICT OF COLUMBIA

Soldiers' Home National Cemetery
21 Harewood Road, N. E.
Washington, D. C.

Arlington National Cemetery
SEE -- "VIRGINIA"

FLORIDA

Barrancas National Cemetery
Pensacola, Florida

GEORGIA

Andersonville National Cemetery
Andersonville, Georgia

*Marietta National Cemetery
Marietta, Georgia

HAWAII

National Memorial Cemetery of the Pacific
2177 Puowaina Drive
Honolulu, Hawaii

ILLINOIS

Camp Butler National Cemetery
R. F. D. 1
Springfield, Illinois

Mound City National Cemetery
Mound City, Illinois

Quincy National Cemetery
Quincy, Illinois

Rock Island National Cemetery
Rock Island, Illinois

IOWA

Keokuk National Cemetery
18th & Ridge Streets
Keokuk, Iowa

KANSAS

Fort Leavenworth National Cemetery
Fort Leavenworth, Kansas

Fort Scott National Cemetery
Fort Scott, Kansas

KENTUCKY

Camp Nelson National Cemetery
Star Route
Nicholasville, Kentucky

Lebanon National Cemetery
Lebanon, Kentucky

Mill Springs National Cemetery
West Somerset, Kentucky

LOUISIANA

Alexandria National Cemetery
Pineville, Louisiana

Port Hudson National Cemetery
R. F. D. 1
Zachary, Louisiana

MARYLAND

Baltimore National Cemetery
5501 Frederick Avenue
Baltimore 28, Maryland

Loudon Park National Cemetery
3445 Frederick Avenue
Baltimore 29, Maryland

MINNESOTA

Fort Snelling National Cemetery
Saint Paul 11, Minnesota

MISSISSIPPI

Corinth National Cemetery
Corinth, Mississippi

Natchez National Cemetery
61 Cemetery Road
Natchez, Mississippi

MISSOURI

Jefferson Barracks National Cemetery
101 Memorial Drive
St. Louis 23, Missouri

Jefferson City National Cemetery
1042 East McCarty Street
Jefferson City, Missouri

Springfield National Cemetery
1702 East Seminole Street
Springfield, Missouri

MONTANA

Custer Battlefield National Monument
Crow Agency, Montana

NEBRASKA

Fort McPherson National Cemetery
Maxwell, Nebraska

NEW JERSEY

Beverly National Cemetery
Beverly, New Jersey

NEW MEXICO

Santa Fe National Cemetery
Box 946
Santa Fe, New Mexico

NEW YORK

Long Island National Cemetery
Farmingdale, New York

Woodlawn National Cemetery
1825 Davis Street
Elmira, New York

NORTH CAROLINA

New Bern National Cemetery
1711 National Avenue
New Bern, North Carolina

Raleigh National Cemetery
East Davie & So. Pettigrew Sts.
Raleigh, North Carolina

Salisbury National Cemetery
Salisbury, North Carolina

Wilmington National Cemetery
2011 Market Street
Wilmington, North Carolina

OKLAHOMA

Fort Gibson National Cemetery
Fort Gibson, Oklahoma

OREGON

Willamette National Cemetery
11800 - S. E. Mt. Scott Blvd.
P. O. Box 6747
Portland 66, Oregon

PENNSYLVANIA

Gettysburg National Military Park and Cemetery
Gettysburg, Pennsylvania

PUERTO RICO

Puerto Rico National Cemetery,
Box 1298
Bayamon, Puerto Rico

SOUTH CAROLINA

Beaufort National Cemetery
1601 Boundary Street
Beaufort, South Carolina

Florence National Cemetery
Florence, South Carolina

SOUTH DAKOTA

Black Hills National Cemetery
Sturgis, South Dakota

TENNESSEE

Andrew Johnson National Monument
Greenville, Tennessee

Chattanooga National Cemetery
Chattanooga, Tennessee

Fort Donelson National Military Park and Cemetery
Dover, Tennessee

Knoxville National Cemetery
Tyson Street
Knoxville, Tennessee

Memphis National Cemetery
3601 Jackson Avenue
Memphis, Tennessee

Nashville National Cemetery
Madison, Tennessee

Shiloh National Military Park and Cemetery
Pittsburg Landing, Tennessee

Stones River National Military Park and Cemetery
Murfreesboro, Tennessee

TEXAS

Fort Bliss National Cemetery
Fort Bliss, Texas

Fort Sam Houston National Cemetery
1520 Harry Wurzback Road
San Antonio 9, Texas

VIRGINIA

Alexandria National Cemetery
Alexandria, Virginia

Arlington National Cemetery
Arlington 11, Virginia

City Point National Cemetery
500 N. 10th Avenue
Hopewell, Virginia

Culpeper National Cemetery
Culpeper, Virginia

Danville National Cemetery
721 Lee Street
Danville, Virginia

Fort Harrison National Cemetery
Varianna Road
Richmond, Virginia

Glendale National Cemetery
R. F. D. 5
Richmond, Virginia

Hampton National Cemetery
P. O. Box 38
Hampton, Virginia

Staunton National Cemetery
Staunton, Virginia

Winchester National Cemetery
401 National Avenue
Winchester, Virginia

a. Suggested Modification of Text of Telegrams When the Cemetery Has Only Limited Space:

***DIRECT TO A NATIONAL CEMETERY. THE CEMETERIES NEAREST TO YOUR HOME ARE (names of national cemeteries and locations). (Name of cemetery) IS NEARER, BUT AT LAST REPORT HAD ONLY A FEW GRAVESITES AVAILABLE. PLEASE WIRE COLLECT (title, address of officer to receive burial instructions, or if not known, commandant of the naval district or river command in which death occurred) YOUR DESIRES IN THIS RESPECT, INDICATING THE NAME AND ADDRESS OF THE FUNERAL HOME OR NATIONAL CEMETERY (NAME FIRST AND SECOND CHOICE) TO WHICH YOU WISH THE REMAINS SENT AND WHETHER OR NOT YOU DESIRE AN ESCORT. LETTER WILL FOLLOW CONCERNING CIRCUMSTANCES OF YOUR (relationship's) DEATH. I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE AND TO EXTEND THE HEARTFELT CONDOLENCES OF THE MARINE CORPS IN YOUR BEREAVEMENT.

12206 REQUEST FOR PERSON (MILITARY OF CIVILIAN) TO ACT AS ESCORT

1. Escort in the Continental United States

a. When the next of kin requests an escort by name who is a member of the same command as the deceased, the request for such special escort will be complied with if the Marine is available and desires the duty.

b. When the next of kin requests an escort by name who is a member of a command other than that with which the deceased was serving, the command responsible for escort arrangements is authorized to communicate directly with the Marine's command, and such commanders will be responsible for coordinating all arrangements including reporting dates. Problems that cannot be resolved by the responsible commands will be referred to the Commandant of the Marine Corps.

c. When the next of kin requests a special escort who is a member of another branch of the service and/or a civilian, if all arrangements cannot be completed locally the request will be referred to the Commandant of the Marine Corps (Code DNA), for the required action.

2. Escort Outside the Continental United States. When the next of kin requests a Marine and/or a member of another branch of the Armed Forces by name, who is stationed outside the continental United States to act as escort, the request will be referred immediately by message to the Commandant of the Marine Corps. The request normally will be approved provided the requested escort is a member of the immediate family of the deceased (such as a husband, wife, parent, son, daughter, brother or sister) or will be eligible for rotation to the continental United States within 3 months after the date the escort duty commences.

3. Person to Escort Dependent While Traveling

a. Marine Corps is authorized to furnish transportation and travel allowances to a travel escort, who may be a member of the military service, a civilian employee, or other person, for travel performed under competent orders as an escort for a Marine dependent, provided:

(1) That such travel is performed not later than 1 year after the Marine dies, is missing, or is otherwise unable to accompany his dependents.

(2) That the cognizant commander has determined that travel by the dependent(s) is necessary; and that such dependent is incapable of traveling without an escort because of age, mental or physical incapacity, or otherwise extraordinary circumstances which would result in undue hardship to the dependent(s) or public criticism of the Marine Corps or Navy.

b. When there is a critical shortage of travel funds, if practicable, consideration should be given to the assignment of a casualty assistance calls officer to accompany the dependent to a transportation point, or to meet the dependent at destination, and provide any feasible assistance.

c. When it is determined that a travel escort is necessary and feasible, for instructions see Marine Corps Manual, paragraph 1320 and Joint Travel Regulations, chapter 6, part I.

d. The travel escort should be a relative, friend or acquaintance of the dependent(s); of the same race and religious faith, when practicable; and should be an officer if dependent(s) is that of an officer.

(1) The escort should be a person who will accept responsibility, who is tactful, and who will assist the dependent(s) intelligently and sympathetically. The escort will arrange details

of travel with transportation personnel, ensure that reservations are made, and perform other services as required. Marine escorts for dependents will wear appropriate service uniform.

12207 INSTRUCTIONS FOR ESCORTS

1. NAVPERS 15955, the Manual for Escorts of Deceased Naval Personnel (Instructions for Naval Escorts), will be issued to personnel assigned to escort duty for guidance in escorting the remains of deceased Marines.

12208 ORDERS FOR ESCORTS

1. All commanders authorized to issue competent orders (see par. 12204, above and MARCORMAN, par. 1320) are also authorized to issue temporary additional duty orders for personnel performing escort duty.

12209 MILITARY HONORS AT FUNERALS AND/OR MEMORIAL SERVICES

1. For information relative to furnishing military honors at funerals, see the Marine Corps Manual subparagraph 5060.4, and Landing Party Manual, chapter 3.

12210 PERSONAL EFFECTS

1. The personal effects of a Marine who is in a casualty status (see par. 12150) will be handled in accordance with part G, chapter 11.

a. The personal effects of a deceased Marine will be delivered personally or shipped to his next of kin, heir(s), or other proper recipient as set forth in subparagraph 11301.2d. When an escort accompanies remains that are to be interred in a private or national cemetery which is near to the home of the next of kin, he will carry the personal effects of the deceased with him for delivery to the next of kin prior to the funeral. When no escort accompanies the remains or burial is to be in a cemetery that is not near the home of the next of kin, the effects should be shipped direct to the next of kin.

b. If for any reason it is not practicable to deliver or ship the effects, instructions for disposition will be requested by letter from the Commandant of the Marine Corps (Code DNB).

2. The personal effects of Navy personnel in a casualty status will be handled in accordance with the Bureau of Naval Personnel Manual, article C-9810.

12211 GROUP BURIALS

1. In cases where the condition of a group of remains precludes individual identification, the Commandant of the Marine Corps will be notified immediately by message of the name, grade, and service number of each individual involved, and of the number of caskets in which the remains are contained. The commander (or commanders) if known, of the Marines concerned, the commandant of the naval district or river command in which deaths occurred, and the Bureau of Medicine and Surgery will be made information addressees. The message will also contain a brief summary of all pertinent details. The Commandant of the Marine Corps will make arrangements for interment in a national cemetery as centrally located to the homes of the next of kin as available grave space and cemetery facilities will permit, and will notify the next of kin of the circumstances necessitating a group burial and of the cemetery selected for interment of the remains.

2. If remains of personnel of the Marine Corps and of other services are involved, the message report to the Commandant of the Marine Corps will include each individual's name, grade, service number, and branch of service, and each service department concerned shall be an information addressee on the message. The Commandant of the Marine Corps will coordinate necessary

action, including selection of the cemetery, with the service or services concerned. Each service will notify the next of kin of its own personnel of the circumstances necessitating a group burial and of the cemetery selected for interment of the remains, and will conduct all other necessary correspondence with them. In cases where a Marine Corps or a Navy activity has custody of the remains of personnel of other armed services, the remains will be held awaiting instructions from the service or services concerned.

3. The policies and responsibilities for care and disposition of remains when multiple deaths of members of two or more services occur within or outside the continental United States as a result of a disaster or major accident in time of peace, are set forth in Bureau of Medicine and Surgery Instruction 5360.19 (NAVMC 1129), and the Decedent Affairs Manual.

SECTION 1: INTRODUCTION

12250 CASUALTY ASSISTANCE CALLS

1. This part contains procedures for use in making casualty assistance calls on the next of kin of Marines who die on active duty. (These procedures are not applicable to members of the U. S. Navy.) Experience indicates that the next of kin are seldom able to properly cope with the numerous problems created by the sudden death of the service member. The casualty assistance calls program has been established to alleviate these difficulties as much as possible and represents the fulfillment of a tacit obligation on the part of the Marine Corps.

12251 PURPOSE

1. The purpose of the casualty assistance calls program is to provide information and counsel to the next of kin of deceased Marines (see subpars. 12055.1c and d) regarding the rights and benefits for which they may be eligible by reason of the military service of the deceased, and to render all assistance feasible in procuring these benefits.

12252 POLICY

1. The casualty assistance calls program is assigned to the Director of Personnel, Headquarters, U. S. Marine Corps (Personal Affairs Branch (Code DN)).

2. Casualty assistance calls will be made only when the next of kin expresses a desire to receive such a call.

3. Normally calls are not assigned in the following instances:

a. When death occurs while the member is in an inactive status (see subpar. 12156.1h for information regarding retired personnel).

b. When death occurs while the member is a "declared deserter."

c. When the deceased's records indicate the parents are living apart because of marital discord. Such cases usually involve legal determination by the government agency concerned in the apportionment of benefits for which the next of kin might be eligible. In all such cases a letter from the Commandant of the Marine Corps is addressed to each parent furnishing information relative to the benefits for which they appear to be eligible (see fig. 12-50).

d. When the deceased is survived by other than a widow, minor child, or parent(s); for example, brother, sister, grandparent(s).

12253 ASSIGNMENT AND RESPONSIBILITIES OF CASUALTY ASSISTANCE CALLS OFFICERS

1. The Commandant's letter directing that the call be made will be addressed to the commander of the Marine Corps organization or activity located in the proximity of the residence of the next of kin. Selection of the officer to make the call is left to the discretion of the commander; selection to be made from officers under his administrative control. Although all officers on active duty are considered eligible to make casualty assistance calls, it is desirable that officers selected have the experience, maturity, and tact required to deal with the unusual and difficult circumstances occasionally encountered. It is imperative that officers making casualty assistance calls have a thorough and current knowledge of all benefits, monetary and otherwise, to which beneficiaries or dependents may be entitled. This part contains brief information on these matters.

2. The need for sympathy, courtesy, precise information, and service are the four cornerstones on which the casualty assistance calls program is built.

3. Under no circumstances will officers specify or make definite promises or in any way obligate the Marine Corps or any other government agency as to benefits or amounts which may be due dependents or beneficiaries, or when such amounts as may be due will be

paid. Extreme care should be taken to avoid fostering false hopes in the minds of dependents.

4. All commands are authorized to issue temporary additional duty travel orders incident to the program, citing the Marine Corps Manual, paragraph 1320, as authority for issuing the orders and charging the costs thereto to the command operation and maintenance allotment provided by the Marine Corps.

12254 ACTION BY COMMANDANT OF THE MARINE CORPS

1. The Personal Affairs Branch through liaison at Headquarters Marine Corps and with welfare agencies will make every effort, especially in hardship cases, to expedite the payment of such benefits as may be due the deceased's dependents. Casualty Assistance Calls Reports (NAVMC HQ 362-PD), indicating that a definite hardship is being experience by the dependents will be referred promptly to Headquarters Navy Relief Society.

2. Upon receipt of report of death of a Marine on active duty, the Personal Affairs Branch, Headquarters, U. S. Marine Corps will:

a. Prepare and distribute a Report of Casualty (DD Form 1300) (see fig. 12-51) to various government agencies having jurisdiction over payment of benefits accruing to survivors of deceased military personnel.

b. Prepare a letter (see fig. 12-52) to the next of kin as shown on the Record of Emergency Data, advising that an officer of the Marine Corps representing the Commandant of the Marine Corps will call if they desire to receive his visit. A card (see fig. 12-53) with preaddressed envelope (attached by Headquarters Marine Corps and/or the Director of the cognizant Marine Corps District) is enclosed for their convenience in replying. In addition, the following informational literature is enclosed with the letter:

(1) Information sheet (fig. 12-54 or fig. 12-55).

(2) Application for Dependency and Indemnity Compensation (fig. 12-56 or fig. 12-57).

(3) Application for Uniformed Services Identification and Privilege Card (widows and minor children only) (fig. 12-58).

(4) Request for Payment of Interment Allowances (fig. 12-59).

(5) Application for Headstone or Marker (fig. 12-60). (Not enclosed when the deceased was buried in a national cemetery.)

c. Prepare a letter to the commander of the Marine Corps organization or activity to which the call is assigned, directing that the call be made if the next of kin so desires. This letter contains pertinent information concerning the casualty. With the letter is enclosed a copy of the casualty report, with the deceased Marine's allotment record noted thereon, a copy and/or the original and one copy of the letter to the next of kin, and four (4) Casualty Assistance Calls Report forms (fig. 12-61).

12255 ACTION BY OFFICER MAKING A CASUALTY ASSISTANCE CALL

1. When the Appointment Card (NAVMC 10091-PD), is received from the next of kin, confirm at once or make the appointment for a specified time and place. Make any necessary or feasible preliminary inquiries to anticipate the circumstances that may be encountered.

2. Study the casualty report and know the facts that it contains. Discussion of details pertaining to a death which may have occurred under discreditable circumstances should be avoided if possible (see subpar. 12156.1e(2)).

3. The officer making the call should familiarize himself with the State

benefits for dependents of deceased servicemen provided by the State of which the decedent was a legal resident, and advise the next of kin of these benefits.

4. Make the call and give sympathetic advice and counsel on as many of the following as are applicable:

a. Interment allowance; reimbursement for burial expenses; government headstone; memorial flag;

b. Death gratuity;

c. Arrears of pay; discontinuance of allotments;

d. Personal effects;

e. Transportation of household effects;

f. Transportation of dependents;

g. U. S. Government or National Service Life Insurance;

h. Dependency and Indemnity Compensation;

i. Commercial Life Insurance (act in liaison capacity between insurance company and dependent);

j. Social Security;

k. Income tax;

l. Will, nontechnical assistance only;

m. Special requests made by beneficiary;

n. Hospital and medical care;

o. Exchange and commissary privileges;

p. Employment;

q. Navy Relief Society, information as applicable;

r. Scholarships;

s. Change of address of next of kin; and

t. Liaison for dependents with local agencies; Red Cross, Veterans' Administration, American Legion, etc.

5. Before concluding the call, request the assistance of some local agency (Red Cross, American Legion or other similar agencies) which would be helpful in assisting the next of kin. Prior to leaving the locality, establish liaison with the local agency selected to assist the next of kin and inform them of the steps taken and ensure their sympathetic cooperation.

6. Complete Casualty Assistance Report Form, NAVMC HQ 362-PD, in quadruplicate (fig. 12-61), and forward the original and one copy to the Commandant of the Marine Corps (Code DNA), Washington 25, D. C. The triplicate and quadruplicate copies will be retained for record purposes by the commander of the organization to which the call was assigned and the officer who was designated to make the call. This report should show whether additional assistance will be required from the Personal Affairs Branch through liaision with other offices at Headquarters, U. S. Marine Corps or with Navy Relief Society, American Red Cross, and similar agencies. Additional comments, observations and recommendations are also desired and should accompany the report as an enclosure thereto. Statements in answer to the various items in the report form will be clear and concise, but not to the exclusion of detailed descriptions when warranted.

12256 ACTION BY OFFICER WHEN CALL IS NOT DESIRED

1. Casualty assistance calls will not be made unless the next of kin indicates a desire for such a call.

2. If the Appointment Card, NAVMC 10091-PD, is not received within 10 working days after receipt of the letter assigning the call, a follow-up letter (fig. 12-62) will be sent. If the follow-up letter is not acknowledged within 10 days, the case is considered closed and all correspondence and material shall be returned promptly to the Commandant of the Marine Corps (Code DNA), Washington 25, D. C., with a report of the action taken.

12275 BURIAL ALLOWANCE

1. Entitlement. Officers and enlisted men of the Marine Corps, including reservists and certain others, who die during the performance of duty (see part B, chapter 2, Decedent Affairs Manual, BUMEDINST 5360.1A) are entitled to burial benefits. These benefits, as they relate to the next of kin (see subpars. 12055.1c and d), are as follows:

a. Where the Government arranged for preparation and encasement of the remains, burial expenses incurred by the next of kin after delivery of the remains will be paid as follows:

(1) When remains are consigned directly to a national cemetery for interment, the maximum allowance toward funeral and interment expenses is $75.

(2) When remains are consigned to a funeral home prior to interment in a national cemetery, the maximum allowance toward funeral and interment expenses is $125.

(3) When remains are consigned to a funeral home prior to interment in a private cemetery, the maximum allowance toward funeral and interment expenses is $200.

b. Where the next of kin arranged for care and disposition of the remains prior to receipt of notification of death by the Marine Corps or Navy, or declined to use the services provided by the Department of Defense, the amounts allowable for primary expenses for authorized services and supplies are:

(1) Where Armed Forces contract or mortuary was available and not utilized, an amount not to exceed what "procurement" would have cost the Navy. In computing the amount payable, "procurement" should not be limited to items of the contract alone. All costs over and above the contract expenses which would have been incurred by the Navy are allowable.

(2) Where Armed Forces contract or mortuary was not available, an amount not to exceed $400.

(3) The above allowances will be supplemented by the appropriate allowance payable toward funeral and interment expenses as described in subparagraph a, above.

c. When burial is in the United States, application for reimbursement for burial expenses should be made on Form NAVMED-1347 and submitted in triplicate to the commandant of the naval district in which burial is made.

d. When burial is made outside the continental United States, an application on Form NAVMED-1347 should be submitted in triplicate to the Chief, Bureau of Medicine and Surgery (Code 454), Department of the Navy, Washington 25, D. C.

12276 HEADSTONE OR MARKER AND MEMORIAL PLOT

1. Marker to Be Placed on Unmarked Grave. A government headstone or marker will be furnished upon request to be placed on the unmarked grave of a member of the Marine Corps who died in service or whose last discharge was honorable.

2. Marker to Be Placed on Memorial Plot. A government headstone (general type only) or flat marker will be furnished on request of a close relative of the deceased (widow, child, parent, grandparent, brother or sister) to be placed on a memorial plot to commemorate a member of the Marine Corps dying in service, whose remains have not been recovered or identified or were buried at sea.

3. Memorial Plot in National Cemetery. The Government will furnish a memorial plot in a national cemetery with space available and erect thereon without cost to the applicant an appropriate marker to commemorate a member of the Marine Corps who died in service and whose remains have not been recovered or identified or were buried at sea.

4. Memorial Marker to Be Placed in Private Cemetery. A marker as described in subparagraph 2, above, will be furnished by the Government. Shipping charges for delivery of the marker to the consignee will be prepaid by the Government. Costs for transporting the marker to the cemetery, and erection must be paid by the applicant.

5. Application. Requests for markers and memorial plots will be made by completing DD Form 1330, Application for Headstone or Marker and submitting to the Chief of Support Services, Headquarters, Department of the Army, Memorial Division, Washington 25, D. C. Exception: A headstone is provided without application when remains are buried in a national cemetery.

12277 MEMORIAL FLAG

1. Eligibility. An interment or memorial flag will be issued:

a. To drape the casket of a Marine who died on active duty and becomes the property of his next of kin.

b. To the next of kin upon request, when the remains of a Marine who died on active duty are buried at sea or are nonrecoverable.

2. Procurement. Flags for interment and/or memorial purposes may be obtained through normal Marine Corps or Navy supply channels. Veterans' Administration regional offices, first, second, and third class post offices, and fourth class post offices located at county seats stock flags furnished by the Veterans' Administration which may be used if the naval stock flag is not readily available.

3. Presentation. When a memorial flag is requested by the next of kin and a naval stock flag is not readily available, the casualty assistance calls officer will obtain a flag from the closest source of supply. He will present the flag to the next of kin with appropriate comment, and include in his report the information that the presentation has been made.

12278 DEATH GRATUITY

1. Upon receipt of an official report of a Marine's death, a gratuity shall be paid to the proper beneficiary(ies). The amount shall equal 6 months basic pay, plus special and incentive pays, at the rate to which the Marine was entitled on the date of his death, but shall not be less than $800 or more than $3,000. Payment is exempt from taxation.

2. The death gratuity will be paid to or for the living survivor or survivors of the deceased Marine first listed below:

a. The spouse.

b. The children, without regard to their age or marital status, in equal shares.

c. The parents or his brothers or sisters, including those of half blood and those through adoption, when designated by him.

d. The parents in equal shares.

e. The brothers and sisters, including those of half blood and those through adoption, in equal shares.

f. If a survivor dies before receiving the amount to which he is entitled, such amount shall be paid to the then living survivor or survivors first listed above.

3. When the beneficiary is a minor(s), payment of the death gratuity will not normally be made to other than the legally appointed guardian.

4. Definition of Child. The term "child" (children) includes a legitimate child; a child legally adopted; a stepchild, if a member of the Marine's household; and an illegitimate child only if acknowledged in writing, signed by the Marine, or if the Marine has been judicially ordered or decreed to contribute to the child's support or has been prior to his death judicially decreed to be the father of such child, or

if the Marine is otherwise shown by satisfactory evidence to be the father of such child.

5. Definition of Parent. The term "parent" means a father, mother, father and mother through adoption and persons who have stood in loco parentis to the Marine for a period of not less than 1 year at any time prior to his entry into active service; provided, that not more than one father and one mother as defined, shall be recognized in any case, and preference shall be given to such father and mother who actually exercised parental relationship at the time of or most nearly prior to the date of entry into active service by the Marine.

6. Gratuity Paid by Local Commander. In those cases wherein field payment is authorized, the cognizant commander will effect payment of the death gratuity to the legal beneficiary, within 24 hours, if at all possible.

7. Gratuity Paid by Headquarters Marine Corps. The Commandant of the Marine Corps (Code DN), shall automatically forward to the proper beneficiary(ies) the necessary application

blanks with instructions for completion in all cases not paid by the local commander.

8. Payment May Not Be Transferred, Waived or Assigned. The payment is a pure gratuity, and the right of the beneficiary to receive payment, being personal, may not be transferred, assigned, or waived in favor of another. An overpayment made to an officer or enlisted man during his lifetime, or any other debts due the United States by the deceased, cannot be charged against the gratuity.

12279 BASIC ALLOWANCE FOR QUARTERS

1. Termination Upon Death

a. Dependents who are receiving an allotment based on the military service of a Marine are entitled to receive the allotment to include the month prior to the month in which the Marine dies.

b. That portion of the basic allowance for quarters due for part of a month, to and including the date of death of the Marine, will be included in the arrears of pay and paid to the beneficiary designated to receive the arrears of pay.

12280 PAY AND ALLOWANCES AND VOLUNTARY ALLOTMENTS OF MISSING PERSONNEL

1. Any person who is missing, or missing in action, shall be entitled to have credited to his account the same pay and allowances to which he was entitled at the beginning of such period of absence or to which he may become entitled thereafter.

2. Entitlement to pay and allowances of missing personnel shall terminate upon the date of receipt by the Commandant of the Marine Corps of evidence that the person is dead or upon the date of death as established by the Secretary of the Navy, or his designated subordinate.

3. Pay accounts of personnel who have been carried in a missing status for more than 30 days are under the cognizance of the Commandant of the Marine Corps (Code CDB).

4. For the period that any person is entitled to be credited with pay and allowances, as set forth above, such allotments as may have been executed prior to commencement of the missing status of the individual concerned shall be continued during such absence.

5. Allotments include those made for support of dependents, payment of insurance premiums, purchases of U. S. Savings Bonds, and for other purposes deemed proper by the Secretary of the Navy, or his designated subordinate.

6. Direct all inquiries concerning allotments to the Commandant of the Marine Corps (Code CDC), Washington 25, D. C.

12281 ARREARS OF PAY

1. Any unpaid balance of pay and allowances due a Marine on the date of his death will be paid to the beneficiary(ies) previously designated by him on the Record of Emergency Data. An application form, Claim of Designated Beneficiary for Unpaid Pay and Allowances of Deceased Member of the Uniformed Service, will be furnished promptly to the designated beneficiary(ies) by Headquarters, U. S. Marine Corps. Upon completion of a post audit of the deceased's pay record, any amount due will be paid to the claimant(s).

2. If there is no designated beneficiary(ies), the amount due will be paid to the survivors in the following order of priority:

a. Widow or widower.

b. Child or children and descendants of deceased child or children by representation.

c. Parents or the survivor of them.

d. Duly appointed legal representative of the estate of the Marine.

e. Person(s) determined to be entitled thereto under the laws of the domicile of the Marine.

3. Where the Marine failed to designate a beneficiary, the Commandant of the Marine Corps will send an application form, Claim for Unpaid Pay and Allowances of Deceased Member of the Uniformed Service, without request to the closest survivor(s) shown in the records. Claims of this nature are forwarded, upon completion of the audit, to the General Accounting Office, Claims Division, for settlement of the claims of undesignated claimants.

12282 PERSONAL EFFECTS

1. The law permits the forwarding, at government expense, of the personal effects of deceased personnel to the next of kin of record, except motor vehicles located within the continental United States. The law recognizes the widow as next of kin until remarriage, after which any descendants of the deceased are recognized as next of kin. In the event there is no issue, the parents of the deceased are recognized as next of kin.

2. Upon the death of any person in the Marine Corps, the personal effects of the deceased are collected and inventoried as soon as possible. All valuables such as watches, jewelry, marriage certificates, insurance policies, money, etc., and other personal property are forwarded to the next of kin and should accompany the remains whenever practicable. When an escort accompanies the remains, he shall assure safe delivery of the effects to the next of kin.

3. Personal effects of a deceased Marine which may be shipped to the next of kin at government expense may include not to exceed one motor vehicle if it is located outside the continental United States. Application should be made to the deceased Marine's commander.

4. The Marine Corps will not assume any responsibility for the disposition of motor vehicles of deceased Marines located within the continental limits of the United States. However, the next of kin should be informed by the decedent's commander that if some member of the command or other person known to the next of kin desires to assume their responsibility, a power of attorney to act in their behalf in disposing of the vehicle should be given. This will be a private transaction between the next of kin and the person appointed and the Marine Corps has no jurisdiction over it.

12283 TRANSPORTATION OF HOUSEHOLD GOODS

1. Shipment at Government Expense

a. Upon death, the personal effects and household goods of all members, regardless of rank or grade, including Academy cadets and persons inducted for training, who die while on active duty, may be shipped at government expense from their last duty station, or place to which such goods were last shipped at government expense, or both, to the home of the person legally entitled thereto.

b. The phrase "die while on active duty" as used in this paragraph includes also death within 1 year after effective date of discharge or resignation, relief from active duty, or any other type of separation under honorable conditions.

c. If a member dies in the vicinity of his last permanent duty station, upon certification by the commander of such permanent duty station as to the member's next of kin, shipment of household goods or personal effects may be made to the home of the next of kin, if in the continental United States, without referral to Headquarters Marine Corps for authority. In all other instances, the Commandant of the Marine Corps (Code DN), will be requested to approve shipment otherwise authorized by Joint Travel Regulations.

d. Time limitation for shipment is 1 year from the date of official report of death, unless an extension is approved

blanks with instructions for completion in all cases not paid by the local commander.

8. Payment May Not Be Transferred, Waived or Assigned. The payment is a pure gratuity, and the right of the beneficiary to receive payment, being personal, may not be transferred, assigned, or waived in favor of another. An overpayment made to an officer or enlisted man during his lifetime, or any other debts due the United States by the deceased, cannot be charged against the gratuity.

12279 BASIC ALLOWANCE FOR QUARTERS

1. Termination Upon Death

a. Dependents who are receiving an allotment based on the military service of a Marine are entitled to receive the allotment to include the month prior to the month in which the Marine dies.

b. That portion of the basic allowance for quarters due for part of a month, to and including the date of death of the Marine, will be included in the arrears of pay and paid to the beneficiary designated to receive the arrears of pay.

12280 PAY AND ALLOWANCES AND VOLUNTARY ALLOTMENTS OF MISSING PERSONNEL

1. Any person who is missing, or missing in action, shall be entitled to have credited to his account the same pay and allowances to which he was entitled at the beginning of such period of absence or to which he may become entitled thereafter.

2. Entitlement to pay allowances of missing personnel shall terminate upon the date of receipt by the Commandant of the Marine Corps of evidence that the person is dead or upon the date of death as established by the Secretary of the Navy.

3. Pay accounts of personnel who have been carried in a missing status for more than 30 days are under the cognizance of the Commandant of the Marine Corps (Code CDB).

4. For the period that any person is entitled to be credited with pay and allowances, as set forth above, such allotments as may have been executed prior to commencement of the missing status of the individual concerned shall be continued during such absence.

5. Allotments include those made for support of dependents, payment of insurance premiums, purchases of U. S. Savings Bonds, and for other purposes deemed proper by the Secretary of the Navy, or his designated subordinate.

6. Direct all inquiries concerning allotments to the Commandant of the Marine Corps (Code CDC), Washington 25, D. C.

12281 ARREARS OF PAY

1. Any unpaid balance of pay and allowances due a Marine on the date of his death will be paid to the beneficiary(ies) previously designated by him on the Record of Emergency Data, NAVMC 10526-PD. An application form, Claim of Designated Beneficiary for Unpaid Pay and Allowances of Deceased Member of the Uniformed Service, will be furnished promptly to the designated beneficiary(ies) by Headquarters, U. S. Marine Corps. Upon completion of a post audit of the deceased's pay record, any amount due will be paid to the claimant(s).

2. If there is no designated beneficiary(ies), the amount due will be paid to the survivors in the following order of priority:

a. Widow or widower.

b. Child or children and descendants of deceased child or children by representation.

c. Parents or the survivor of them.

d. Duly appointed legal representative of the estate of the Marine.

e. Person(s) determined to be entitled thereto under the laws of the domicile of the Marine.

3. Where the Marine failed to designate a beneficiary, the Commandant of the Marine Corps will send an application form, Claim for Unpaid Pay and Allowances of Deceased Member of the Uniformed Service, without request to the closest survivor(s) shown in the records. Claims of this nature are forwarded, upon completion of the audit, to the General Accounting Office, Claims Division, for settlement of the claims of undesignated claimants.

12282 PERSONAL EFFECTS

1. The law permits the forwarding, at government expense, of the personal effects of deceased personnel to the next of kin of record, except motor vehicles located within the continental United States. The law recognizes the widow as next of kin until remarriage, after which any descendants of the deceased are recognized as next of kin. In the event there is no issue, the parents of the deceased are recognized as next of kin.

2. Upon the death of any person in the Marine Corps, the personal effects of the deceased are collected and inventoried as soon as possible. All valuables such as watches, jewelry, marriage certificates, insurance policies, money, etc., and other personal property are forwarded to the next of kin and should accompany the remains whenever practicable. When an escort accompanies the remains, he shall assure safe delivery of the effects to the next of kin.

3. Personal effects of a deceased Marine which may be shipped to the next of kin at government expense may include not to exceed one motor vehicle if it is located outside the continental United States. Application should be made to the deceased Marine's commander.

4. The Marine Corps will not assume any responsibility for the disposition of motor vehicles of deceased Marines located within the continental limits of the United States. However, the next of kin should be informed by the decedent's commander that if some member of the command or other person known to the next of kin desires to assume their responsibility, a power of attorney to act in their behalf in disposing of the vehicle should be given. This will be a private transaction between the next of kin and the person appointed and the Marine Corps has no jurisdiction over it.

12283 TRANSPORTATION OF HOUSEHOLD GOODS

1. Shipment at Government Expense

a. Upon death, the personal effects and household goods of all members, regardless of rank or grade, including Academy cadets and persons inducted for training, who die while on active duty, may be shipped at government expense from their last duty station, or place to which such goods were last shipped at government expense, or both, to the home of the person legally entitled thereto.

b. The phrase "die while on active duty" as used in this paragraph includes also death within 1 year after effective date of discharge or resignation, relief from active duty, or any other type of separation under honorable conditions.

c. If a member dies in the vicinity of his last permanent duty station, upon certification by the commander of such permanent duty station as to the member's next of kin, shipment of household goods or personal effects may be made to the home of the next of kin, if in the continental United States, without referral to Headquarters Marine Corps for authority. In all other instances, the Commandant of the Marine Corps (Code DN), will be requested to approve shipment otherwise authorized by Joint Travel Regulations.

d. Time limitation for shipment is 1 year from the date of official report of death, unless an extension is approved

by the Commandant of the Marine Corps (Code DN). Approval of requests for extension will be granted only when substantiated by bona fide proof of unavoidable hardship.

2. Storage. Storage is authorized, when necessary, not to exceed 1 year and must be in a facility of the Marine Corps upon approval of that command. If the goods are in commercial storage under appropriate orders when death occurs, the authorized period of such commercial storage may be utilized.

3. Application for Shipment and/or Authorized Temporary Storage of Household Goods. Application should be submitted to the commander at the post or station where the goods are located. If the goods are located at a point where there is no representative of the Armed Forces, the owner will submit application by writing to the Commandant of the Marine Corps (Code DN).

12284 TRANSPORTATION OF DEPENDENTS

1. When Authorized at Government Expense. Transportation is authorized for the dependents of Marine Corps personnel at government expense without regard to pay grade when such personnel have been officially reported as dead. The Secretary of the Navy has approved authorization of such transportation regardless of place or cause of death. The transportation authorized is from the place at which official notification of death of the Marine is first received by the dependents concerned to such other place, as designated by the dependents. Application for transportation may be made by the senior dependent to the nearest Marine Corps activity, or to the Commandant of the Marine Corps (Code DN), Washington 25, D. C.; or travel may be performed at personal expense and claim for reimbursement submitted to the Commandant of the Marine Corps (Code CDB), after completion of travel.

12285 DECORATIONS AND AWARDS

1. Recommendations. No information should be volunteered regarding recommendations for or entitlement to any decorations and/or awards even though the records of the deceased show that he was recommended. The recommendation could be disapproved and knowledge of such disapproval might result in disappointment to the family of the deceased.

2. Delayed Presentations. Decorations and awards to which the deceased may be entitled may not be ready for presentation for some time after the actual deed for which it is to be presented. If any questions arise, the next of kin should be advised that there may be a lapse of time before anything is heard concerning the award.

3. Correspondence Concerning Awards. Correspondence in regard to awards should be addressed to the Commandant of the Marine Corps (Code DL).

12286 UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD

1. Reissue of Cards. Upon the death of a Marine, the Uniformed Services Identification and Privilege Cards, DD Form 1172, held by his survivors become void and should be forwarded to the Commandant of the Marine Corps (Code DN), for cancellation. New cards will be authorized for all eligible dependents.

2. Application for Cards

a. A certified application form, DD Form 1172, is automatically sent to widows and children, by the Commandant of the Marine Corps, along with the letter offering assistance.

b. Parents or parents-in-law who actually reside in the household of the deceased, or a household provided or maintained by him, at the time of death and were in fact, dependent upon the deceased for over one-half of their

support are eligible for this card. DD Form 1173 will be authorized for them upon receipt of application on DD Form 1172 and establishment of entitlement by the Commandant of the Marine Corps (Code DN).

12287 HOSPITAL AND MEDICAL CARE

1. Eligibility. Unremarried widows, dependent children, parents and parents-in-law if dependent on the deceased member at time of death for over one-half of their support and actually residing in his household or a household provided or maintained by him at time of death, are eligible for medical care in the facilities of the uniformed services, subject to the availability of space and facilities and the capabilities of the professional staff. Determinations made by the medical officer in charge of the medical facility, as to the availability of space and facilities and the capabilities of the professional staff are conclusive.

2. Medical Services Authorized. Medical services are limited to the following:

a. Diagnosis, including physical examinations and the utilization of medically accepted diagnostic procedures such as laboratory tests, pathology and x-ray examinations.

b. Treatment of acute medical conditions or acute complications of chronic diseases.

c. Treatment of surgical conditions.

d. Treatment of contagious diseases.

e. Immunization.

f. Obstetrical and infant care, including prenatal and post-natal care of the infant and mother.

g. Treatment for acute emergencies of any nature.

3. Medical Services Not Authorized. Medical services are not authorized for the following:

a. Chronic diseases.

b. Nervous and mental disorders.

c. Elective medical or surgical treatment.

d. Hospitalization for domiciliary care (such as given in a nursing home).

e. Furnishing of artificial limbs, artificial eyes, hearing aids, orthopedic footwear, spectacles, and ambulance service or home calls except in emergency or special cases.

4. Daily Charge for Hospitalization. For each day in the hospital, a charge of $1.75 is made, which includes cost of subsistence.

5. Care in Civilian Facilities. Care of dependents in civilian facilities is not authorized after death of Marine sponsor except under the following conditions:

a. The spouse and children of a member of the uniformed services receiving treatment in a civilian medical facility at government expense at the time of death of the member, or such spouse and children requiring care in a civilian facility as a result of being in the same accident or the same episode (e.g., disaster type situation) which proved fatal to the member, if continued hospitalization is required, shall be transferred to a uniformed services medical facility as soon as the physical condition of the patient permits. If such a transfer is made, it will be accomplished at government expense and transportation is authorized. The cost of medical and hospital care authorized from civilian sources which was furnished to the dependent during the period of hospitalization in the civilian facility shall be borne by the Government subject to limited charges which must be borne by the patient.

b. A dependent wife who is eligible for civilian medical care, whose husband dies while on active duty, who is pregnant at the time of his death and is delivered on or after 28 July 1959, may be provided from civilian sources, at government expense, authorized obstetrical and maternity care. This includes authorized prenatal care obtained before, on, or after 28 July 1959 and authorized neonatal care for the child. The widow will pay certain limited charges in connection with hospitalization as prescribed by regulations.

c. Detailed information concerning dependents' medical care is contained in SECNAV INSTRUCTION SERIES 6320.

12288 THEATER, COMMISSARY AND EXCHANGE PRIVILEGES

1. Theater, exchange, commissary and post privileges are extended to unremarried widows and certain other dependents of deceased Marine Corps personnel when specifically authorized by the Commandant of the Marine Corps. The Uniformed Services Identification and Privilege Card, DD Form 1173, is used for the purpose of identification at these facilities. Detailed information regarding issuance of this card is contained in paragraph 11051.

12300 GENERAL

1. Legal Assistance. It is not necessary to hire a lawyer or claim agent to assist in obtaining benefits provided by laws administered by the Veterans' Administration or the Social Security Administration. These agencies will ensure that claimants receive the benefits to which they are entitled.

2. Photostats. The Veterans' Administration will accept photostats of documents to establish marriage, age, or relationship provided the original document was acceptable and certified. For example, normally a photostat of the certificate presented to the couple by the person who performed the marriage would not be acceptable unless it was accompanied by the original of the record of marriage furnished the couple by the Office of Vital Statistics at the place of marriage. However, if the claimant preferred to keep this original record in her possession, then the Veterans' Administration would accept a photostat of the original provided it was certified as a true copy. If the claimant no longer had in her possession the original record furnished her by the Office of Vital Statistics, then the Veterans' Administration would accept a photostat of the original as recorded and certified by the Office of Vital Statistics at the place of marriage.

12301 BENEFICIARY(IES)

1. Marines may change the beneficiary(ies) for an effective policy of National Service Life Insurance (NSLI) or U. S. Government Life Insurance (USGLI) by direct communication with the Veterans' Administration without the knowledge of the next of kin and without a copy of the communication being made a part of his records. Generally, the VA does not release specific information concerning the beneficiary(ies) designated; however, following the death of the serviceman, the VA will, upon request, furnish information regarding beneficiary designations for insurance.

2. The payment of death benefits to minors who are widows of servicemen, without the appointment of a guardian, is authorized by law.

12302 PROCEDURE TO BE USED IN FILING CLAIMS

1. Proof of Death. The Commandant of the Marine Corps (Code DNA) forwards an official notice of death (fig. 12-51) to the VA which is acceptable to that agency as proof of death. In all cases when the deceased was insured by either NSLI or USGLI, or both, the VA mails claim forms to the principal beneficiary as indicated by the records of the VA, without awaiting inquiry from the next of kin or beneficiary(ies).

2. Claims. The claim for NSLI is made by the principal beneficiary on VB Form 8-4125. Proof of relationship is not required. Proof of age is required only where insurance is payable under option 3 or 4.

12303 U. S. GOVERNMENT LIFE INSURANCE

1. The VA has complete jurisdiction over USGLI and will send notice in writing to the beneficiary. It should be kept in mind that the insured may designate any person, firm, corporation, or legal entity as the beneficiary, either individually or as trustee, and may also change the beneficiary at any time by a signed request to the VA without notice to the former beneficiary.

2. Options of Payment. The insured may have selected one of the four options of payment which are as follows:

a. Option 1 -- Insurance payable in one sum.

b. Option 2 -- Insurance payable in limited monthly installments -- not less than 36 or more than 240 in multiples of 12.

c. Option 3 -- Insurance payable in continuous monthly installments

throughout the lifetime of the beneficiary with 240 months certain. Proof of the beneficiary's age is required.

d. Option 4 -- Insurance payable in continuous monthly installments throughout the lifetime of the beneficiary with 120 months certain. Proof of the beneficiary's age is required.

3. Other Electives. The beneficiary, with certain exceptions, may also elect to receive payment under option settlement 2, 3, or 4, or to receive the proceeds of insurance in installments over a greater period than that selected by the insured.

4. Taxation and Claims. The proceeds of a policy are subject to Federal Estate tax, and are also subject to levy by the United States for recovery of Federal Income tax; however, they are not subject to claims of private creditors of the insured or of the beneficiary.

5. Assignability. The designated beneficiary may assign all or any part of his or her interest to a widow, widower, child, father, mother, grandfather, grandmother, brother, or sister of the insured, provided the designated contingent beneficiary, if any, joins in the assignment. However, the assignment must be delivered to the Veterans' Administration before payments begin to the designated beneficiary.

6. Correspondence Concerning U. S. Government Life Insurance. Correspondence should be addressed to Veterans' Benefits Office, Munitions Building, Washington 25, D. C. Inquiries should contain the full name, service number and branch of service of the policyholder and the policy number or numbers, if known.

12304 NATIONAL SERVICE LIFE INSURANCE

1. This insurance is under the jurisdiction of the Veterans' Administration and all notices and payments emanate from that organization. After the Veterans' Administration receives the original notification of death from Headquarters Marine Corps, the beneficiary is notified that he or she has been designated.

2. Designated Beneficiaries. The insured may designate as beneficiary any person or persons, firm, corporation, or other legal entity (including his estate), either individually or as trustee. The Veterans' Administration will not administer any trust. The insured may change the beneficiary or beneficiaries, without their knowledge or consent, by a signed request to the Veterans' Administration. An original designation, but not a change in beneficiary, may be made by last will and testament duly probated. It is necessary for the insured to name beneficiary(ies) or the insurance will go to his estate and will be subject to administration under the local laws of his residence.

3. Assignability. The designated beneficiary may assign all or any part of his or her interest to a widow, widower, child, father, mother, grandfather, grandmother, brother, or sister of the insured, provided the designated contingent beneficiary, if any, joins in the assignment. The assignment must be delivered to the Veterans' Administration before payments begin to designated beneficiary.

4. Insurance Payable Under Optional Modes of Settlement

a. Insurance shall be payable in accordance with one of four optional modes of settlement. Any of the four optional modes of settlement listed below, or a combination thereof, may be designated by the insured. Option 1 may be elected only by the insured. However, even though the insured made a selection of any of the four options for payment of the proceeds of his policy, upon his death, the designated first beneficiary may elect, under certain conditions to receive payment under any installment option (2, 3, or 4) provided the number of installments so selected are payable over a longer period than the selection made by the insured. If the insured has made no selection of a mode of settlement, the insurance is payable

in 36 equal monthly installments under option 2, but the designated first beneficiary has the right to elect to receive settlement under any installment option (2, 3, or 4). Options 3 and 4 shall not be available if the beneficiary is a firm, corporation, legal entity (including the insured's estate), or trustee, or where an endowment contract matures by reason of the endowment period. Tables showing amounts payable under the various options may be found in VA Pamphlet 90-3.

b. Upon the death of the insured, complete information is presented by the VA to the designated beneficiary as to his or her right to make selection of options before any payment is made on the policy.

(1) Option 1 -- Under this option, the insurance proceeds will be payable in one sum at the maturity of the policy by death. Selection of this option can be made only by the insured.

(2) Option 2 -- Under this option, the insurance proceeds will be payable to the designated first beneficiary in a specified number of equal monthly installments of from 36 to 240 in number, in multiples of 12 (3 to 20 years). However, should the first beneficiary die before the specified number of installments have been paid, the remaining unpaid installments will be payable in accordance with the provisions of subparagraph (5), below.

(3) Option 3 -- Under this option, the monthly installments will be payable throughout the remaining lifetime of the designated first beneficiary, no matter how long he or she may live. However, should the first beneficiary die before 120 such installments have been paid, the remaining unpaid installments (120 less the number paid) will be payable in accordance with the provisions of subparagraph (5), below.

(4) Option 4 -- Under this option, the monthly installments will be payable throughout the remaining lifetime of the designated first beneficiary, no matter how long she or he may live. However, should the first beneficiary die before receiving the number of monthly installments guaranteed, the sum of which shall equal the face amount of the policy less any indebtedness, the remaining installments will be payable in accordance with the provisions of subparagraph (5), below.

(5) Should the beneficiary who is receiving insurance proceeds under an installment option die before all the installments guaranteed have been paid, the remaining unpaid installments will be paid as follows:

(a) If the insured had selected Option 1, but the beneficiary elected to receive payment under any other installment option, the present value of the remaining unpaid installments guaranteed will be paid in one sum to the beneficiary's estate.

(b) If the insured had selected Option 2, 3, or 4, or had made no selection, the remaining unpaid installments guaranteed will continue to be paid to any living contingent beneficiary, or if no contingent beneficiary is living, the present value of such unpaid installments will be paid in one sum to the insured's estate.

(c) Election for minors. On insurance heretofore or hereafter maturing, if the beneficiary is a minor or incompetent, the election of the mode of payment may be made by:

1. A fiduciary.

2. A person recognized by the administrator as having custody of the person or estate of such beneficiary.

5. Correspondence should be addressed to the Veterans' Benefits Office, Munitions Building, Washington 25, D.C. Inquiries should contain the full name, service number, branch of service of the policy holder and the policy number, if known.

12305 DEPENDENCY AND INDEMNITY COMPENSATION

1. Servicemen's and Veterans' Survivor Benefits Act

a. Effective 1 January 1957, this Act established an improved uniform system of benefits in the form of monthly dependency and indemnity compensation (DIC) payments for survivors of military personnel who die on active duty or after separation, if death results from service-connected causes.

b. Effective 1 October 1963, Public Law 134, 88th Congress, increased the monthly rate of DIC payments for eligible widows. The DIC payment for children and eligible parents was also increased, effective 1 July 1963, by Public Law 21, 88th Congress.

c. One category of personnel not eligible for DIC is the survivors of a member who had his government insurance under waiver of payment of premiums at the time of his death. These survivors may be entitled to VA payments of death compensation or pension.

2. Additional Payments. When either USGLI or NSLI is in effect at the time of death, the proceeds of such insurance are payable in addition to the payment of dependency and indemnity compensation.

3. Dependency and Indemnity Compensation (DIC) for Widows. Payment for widows is related to the pay of the serviceman, and is computed at the rate of $120 plus 12 percent of the basic pay of the grade held by the member at the time of his death. The following chart shows the basic monthly rate of dependency and indemnity compensation payable. This amount is payable regardless of whether the widow is employed or has income from any other source. The compensation payments continue for the remainder of her life or until she remarries. If claim is filed within 1 year from date of death, dependency and indemnity compensation is payable from date of death, but if filed later, payment is effective as of the date of the claim.

4. Definition of a Widow

a. A widow is a woman who was married to a service member before the expiration of 15 years after the end of the period of active duty, active duty for training, or inactive duty training, in which the injury or disease causing the death of such a person was incurred or aggravated; or

(1) For 5 or more years; or

(2) For any period of time if a child was born of the marriage.

b. The term "widow" includes a "widower" of a service woman if he is incapable of self-maintenance and was permanently incapable of self-support due to physical or mental disability at the time of his wife's death.

5. Widows With Child or Children. In general, there is no additional allowance of dependency and indemnity compensation for child or children under 18 years of age.

a. In a few cases, where there are two or more children and the deceased serviceman or veteran had no Social Security or Railroad Retirement coverage, or the coverage was on a wage record of less than $160 monthly, a supplemental VA payment may be made to the widow for each child in excess of one.

b. This supplemental payment consists of $28 monthly for each child in excess of one, but the total of such payment may not exceed the difference between the amount of Social Security and Railroad Retirement payments allowable for the family group and $128.

6. Compensation for Children

a. Definition of a child. A child includes a legitimate child, child legally adopted, stepchild, or illegitimate child if acknowledged in writing by the deceased, or if he has been judicially ordered to support the child or decreed to be the putative father of the child, or paternity is otherwise adequately proved.

WIDOW'S BASIC MONTHLY RATE OF DEPENDENCY AND INDEMNITY COMPENSATION, PUBLIC LAW 134 - 88th CONGRESS

TO BE ENTITLED TO THESE PAYMENTS THE SERVICEMAN MUST DIE OF SERVICE-CONNECTED DISABILITY. RATES EFFECTIVE 1 JULY 1963.

Pay Grade	Under 2	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20	Over 22	Over 26	Over 30
COMMISSIONED OFFICERS															
0-10	$264.00	$278.00	$278.00	$278.00	$278.00	$284.00	$284.00	$297.00	$297.00	$309.00	$309.00	$322.00	$322.00	$335.00	$335.00
0-9	248.00	259.00	262.00	262.00	262.00	266.00	266.00	272.00	272.00	284.00	284.00	297.00	297.00	309.00	309.00
0-8	236.00	246.00	249.00	249.00	249.00	259.00	259.00	266.00	266.00	272.00	278.00	284.00	291.00	291.00	291.00
0-7	217.00	229.00	229.00	229.00	234.00	234.00	240.00	240.00	246.00	259.00	269.00	269.00	269.00	269.00	269.00
0-6	192.00	203.00	209.00	209.00	209.00	209.00	209.00	209.00	212.00	226.00	231.00	234.00	240.00	251.00	251.00
0-5	177.00	191.00	196.00	196.00	196.00	196.00	198.00	203.00	208.00	215.00	220.00	223.00	227.00	227.00	227.00
0-4	169.00	182.00	186.00	186.00	188.00	191.00	195.00	200.00	203.00	207.00	209.00	209.00	209.00	209.00	209.00
0-3	160.00	173.00	177.00	183.00	186.00	188.00	192.00	195.00	197.00	197.00	197.00	197.00	197.00	197.00	197.00
0-2	152.00	165.00	174.00	176.00	177.00	177.00	177.00	177.00	177.00	177.00	177.00	177.00	177.00	177.00	177.00
0-1	147.00	156.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00
*0-3	------	------	------	183.00	186.00	188.00	192.00	195.00	198.00	198.00	198.00	198.00	198.00	198.00	198.00
*0-2	------	------	------	176.00	177.00	179.00	182.00	185.00	186.00	186.00	186.00	186.00	186.00	186.00	186.00
*0-1	------	------	------	165.00	168.00	170.00	172.00	174.00	176.00	176.00	176.00	176.00	176.00	176.00	176.00
WARRANT OFFICERS															
W-4	$160.00	$172.00	$172.00	$173.00	$176.00	$178.00	$180.00	$185.00	$188.00	$190.00	$192.00	$194.00	$197.00	$203.00	$203.00
W-3	157.00	168.00	168.00	168.00	169.00	173.00	176.00	177.00	179.00	181.00	183.00	185.00	188.00	190.00	190.00
W-2	152.00	162.00	162.00	163.00	165.00	168.00	170.00	171.00	173.00	175.00	177.00	179.00	181.00	181.00	181.00
W-1	147.00	157.00	157.00	160.00	162.00	164.00	165.00	167.00	169.00	171.00	173.00	174.00	174.00	174.00	174.00
ENLISTED MEN															
E-9	------	------	------	------	------	------	$173.00	$174.00	$175.00	$176.00	$177.00	$179.00	$182.00	$188.00	$188.00
E-8	------	------	------	------	------	164.00	165.00	167.00	168.00	169.00	170.00	171.00	174.00	180.00	180.00
E-7	145.00	153.00	155.00	156.00	157.00	158.00	159.00	161.00	162.00	164.00	165.00	165.00	168.00	174.00	174.00
E-6	142.00	149.00	150.00	152.00	153.00	154.00	155.00	157.00	158.00	159.00	160.00	160.00	160.00	160.00	160.00
E-5	138.00	146.00	147.00	148.00	150.00	151.00	152.00	153.00	154.00	154.00	154.00	154.00	154.00	154.00	154.00
E-4	135.00	142.00	143.00	145.00	146.00	146.00	146.00	146.00	146.00	146.00	146.00	146.00	146.00	146.00	146.00
E-3	132.00	138.00	139.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00
E-2	131.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00
E-1	130.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00
Under 4 months	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

*Rates applicable to Commissioned Officers who have been credited with over 4 years active service as enlisted members.

Note 1. Dependency and indemnity (VA) compensation rates vary as shown on this table according to the grade held by the serviceman and the number of years of active military service. The rate shown would be payable to the widow for her remaining lifetime or as long as she remains unmarried. The table sets out the amount of dependency and indemnity compensation to which widows are entitled in the vast majority of cases in which a Marine dies on or after 1 October 1963. In a very few instances, i.e., those in which a Marine was entitled to a greater amount of basic pay at the time of his death or separation from active service than the rates of basic pay established by Public Law 88-132, effective 1 October 1963, due to "saved pay" provisions of that and or prior pay legislation, his widow may be entitled to slightly higher amounts of DIC than those shown on the above table.

Note 2. The dependency and indemnity compensation rates provided by law are based upon a flat $120 plus 12 percent of the basic pay authorized under Public Law 132, 88th Congress.

732-936 O-64-13

b. Children under 18--no widow entitled. Where there is no widow eligible to receive dependency and indemnity compensation, children under 18 may be eligible to receive this benefit. The request for dependency and indemnity compensation must be signed by the legal guardian or custodian of the child. Rates are as follows:

(1) One child, $77;

(2) Two children, $110;

(3) Three children, $143;

(4) Each additional child, $28;

(5) Total is equally divided.

c. Children over 18 years of age. Payment of dependency and indemnity compensation will be made to or for the child in its own right as follows:

(1) Helpless child, and there is a widow--$77 monthly;

(2) Helpless child, no widow, $28 monthly; added to the rate payable for a child under 18;

(3) Child attending school, and there is a widow--$39 monthly; but not after age 21;

(4) Child attending school, no widow, rate payable for a child under 18; but will not be paid after age 21.

(5) If a child over 18 years of age chooses to receive benefits under the War Orphans Educational Assistance Act of 1956 (Public Law 634, 84th Congress) payments of indemnity compensation or any other form of compensation or pension paid by VA to or for that child by reason of pursuing a course in an educational institution are precluded by law.

d. Application. Application must be signed by the legal guardian or custodian of the child, if he or she has not attained majority.

7. Compensation for Parents. Eligibility and amounts of dependency and indemnity compensation payable to parents depends on several factors.

a. Definition of a parent. A parent includes a father or mother; father or mother by adoption; and persons who stood in loco parentis to the decedent for a period of at least 1 year at any time prior to his entry into active service. Foster relationship must have commenced before deceased's 21st birthday.

b. Status. The amount payable depends on whether there is only one parent; whether two parents are or are not living together; or whether a parent has remarried and is living with his (her) spouse.

c. Income. The eligibility of parents to receive dependency and indemnity compensation is measured by an annual income test rather than by their dependency on the deceased service member or veteran. All income of the parents is counted, including the following:

(1) VA payments for disability pension, death pension, subsistence allowance, lump sum or installments of USGLI or NSLI, income received under the Uniformed Services Contingency Option Act, and Old Age Survivors Insurance income (OASI).

(2) Items of income not included to determine amount of parents' annual income are death gratuity, donations from public or private relief or welfare organizations, payments of death or disability compensation under any other law administered by the VA, lump sum death payments under Title II of the Social Security Act, and payments for dependency and indemnity compensation. In certain cases, the VA may exclude from income the amounts paid by a parent for unusual medical expenses.

d. One parent only. If there is only one parent, monthly payments of dependency and indemnity compensation will be paid at the monthly rate equal to the amount under Column II of the following table opposite the amount of annual income shown in Column I.

COLUMN I		COLUMN II
Total Annual Income		
More than - but -	Equal to or less than	
----------	$750	$83
$750 ----------	1,000	66
1,000 ----------	1,250	50
1,250 ----------	1,500	33
1,500 ----------	1,750	17
1,750 ----------		No amount payable

For example, if only one parent survived the deceased veteran and such parent has an annual income of $1,300, the monthly payment will be $33.

e. Two parents not living together. If there are two parents not living together, monthly payments of dependency and indemnity compensation will be paid to each parent at the monthly rate equal to the amount under Column II of the following table opposite the total annual income of each parent as shown in Column I.

COLUMN I		COLUMN II
Total Annual Income		
More than - but -	Equal to or less than	
----------	$750	$55
$750 ----------	1,000	44
1,000 ----------	1,250	33
1,250 ----------	1,500	22
1,500 ----------	1,750	11
1,750 ----------		No amount payable

For example, if two parents are not living together and one parent has an annual income of $700, monthly payments will be $55 for that parent. If the other parent has an annual income of $1,100, monthly payments, if granted, will be $33 for the other parent.

f. Two parents living together or remarried parent living with spouse. If there are two parents who are living together, or if a parent has remarried and is living with his or her spouse, monthly payments of dependency and indemnity compensation are paid to each parent at the rate equal to the amount under Column II of the following table opposite the total combined annual income of both parents, or of the parent and his or her spouse, as the case may be, as shown in Column I.

COLUMN I		COLUMN II
Total Combined Annual Income		
More than - but -	Equal to or less than	
----------	$1,000	$55
$1,000 ----------	1,350	44
1,350 ----------	1,700	33
1,700 ----------	2,050	22
2,050 ----------	2,400	11
2,400 ----------		No amount payable

For example, if two parents are living together and their total combined annual income amounts to $1,750, monthly payments would be $22 for each parent. If a parent has remarried and the total combined income of the parent and his spouse amounts to $1,750, monthly payments would be $22 for the remarried parent.

g. Special allowances. Under a special provision of the law, survivors of servicemen and veterans who die on or after January 1, 1957 and who are not fully or currently insured for social security purposes at the time of death, may be entitled to a special allowance paid by the VA. This special allowance will be paid to the survivors under conditions applicable if the serviceman or veteran had been fully and currently insured at the time of his death. An application for dependency and indemnity compensation also constitutes a claim for this special allowance.

8. Correspondence should be addressed to the Veterans' Benefits Office, Munitions Building, Washington, D.C. 20421.

12306 SOCIAL SECURITY BENEFITS

1. General. Social Security benefits are payable to the survivors of deceased

members of the Armed Forces if at the time of death the member had the required insured status under the law. Benefits may be paid to some types of survivors only where the veteran was fully insured. Other types of survivors may receive benefits if the veteran was either fully or currently insured.

a. Fully insured. An individual who has worked in covered employment for 10 years is always fully insured. Generally, a person is fully insured if he has one quarter of coverage for each four quarters elapsing after 1950, or after the quarter in which he attains age 21, whichever is later, and prior to the quarter in which retirement age is reached (65 for men, 62 for women), or dies. In no case can the number of quarters be less than 6, and there is never a need for more than 40.

b. Currently insured. A person is currently insured if he has at least 6 quarters of coverage during the 13 quarter period ending with the quarter of death.

c. Quarters of coverage. A quarter of coverage is credited for any calendar quarter in which a person is paid at least $50 for work covered by Social Security, including military service performed after 1956. A quarter of coverage may also be earned for each calendar quarter during which he had active military service prior to 1957, provided gratuitous wage credits can be granted under the conditions mentioned below.

2. Credit for Military Service. A veteran receives credit under Social Security for the actual amount of basic pay received for active duty or active duty for training performed after 1956. In addition, the veteran may under certain circumstances receive gratuitous wage credits of $160 for each month of active service from September 1940 to December 1956. Generally, these gratuitous wage credits are not granted if another Federal benefit is based in part on that service. However, if the veteran had active duty after 1956, he may receive the wage credits for any active service during the years 1951 to 1956 even though his military retired pay is based on service in those years. Usually, veterans who die in service or who have never received military retired pay will receive the wage credits for all active service performed after September 15, 1940. Any credits received for military service are added to any other wages or self-employment income received from covered civilian work in determining eligibility for, and the amount of Social Security benefits.

3. Survivor Benefits. If the veteran was either fully or currently insured at death, benefits may be paid to his unmarried children under age 18 (or disabled child over age 18) and to his widow as long as she has a child in her care who is entitled to benefits. Benefits may also be paid to a widow at age 62 or later even though she does not have a child entitled to benefits, but she cannot receive benefits under these circumstances unless the veteran was fully insured. If the veteran was fully insured, benefits may be paid to the veteran's mother and/or father at age 62 provided they were receiving at least one-half of their support from the veteran when he died. Proof of such support must be filed at the Social Security office not later than the second anniversary of the veteran's death. A lump-sum payment ranging from $120 to $255 may be paid to the widow of a fully or currently insured veteran if she was residing with him at the time of his death (she may be temporarily separated from him due to military service) or to the person who paid the burial expenses. The lump-sum payment is in addition to any monthly benefits that may be payable. The approximate amounts of benefits payable are shown in the chart below:

SURVIVORS INSURANCE PAYMENTS

Average monthly earnings after 1950	Widow, widower, child, or parent (monthly)	Widow and one child (monthly)	Widow and two children (monthly)	Lump-sum death payment
$50.00	$40.00	$60.00	$60.00	$120.00
100.00	44.30	88.50	88.50	177.00
150.00	54.80	109.60	120.00	219.00
200.00	63.00	126.00	161.60	252.00
250.00	71.30	142.60	202.40	255.00
300.00	78.80	157.60	236.40	255.00
350.00	87.00	174.00	254.00	255.00
400.00	95.30	190.60	254.00	255.00

4. Proofs Required

a. Proof of the widow's marriage is required in connection with her claim for monthly benefits. Generally, proof of marriage is not required for a lump-sum payment. If the widow applies for monthly benefits as a 62-year old widow, proof of her age is also required. Proof of age is always needed for children under age 18. See subparagraph 3, above, for circumstances under which a dependent parent should submit proof of support.

b. When the survivor requests the return of proof of marriage or age which was submitted to the Social Security office, a transcript is made and the proof promptly returned to the survivor for use in connection with a claim for veterans' benefits or for other purposes.

c. If proof of military service is needed and the survivor does not have it, the Social Security office will request the necessary information from the Marine Corps.

5. Application for Benefits. The application for Social Security benefits should be filed promptly with the nearest Social Security office to avoid loss of benefits. Monthly benefits may be paid retroactively for no more than 12 months from the date of the application. A claim for a lump-sum payment must be filed within 2 years after the veteran's death. While an application filed by survivors with either the VA or the Social Security Administration will protect the benefit rights with both agencies, the survivors must still file an application on the prescribed form with each agency before benefits can be paid by both agencies. Upon receipt of notice from the VA that a claim was filed with that agency, or upon receipt of an official notice of death from the Marine Corps (fig. 12-51) the Social Security Administration will contact the veteran's survivors. However, the survivors should be encouraged to call at the Social Security office promptly and not wait until requested to do so. Social Security offices are located in all principal cities. Information may be obtained from the post office in the smaller towns as to the location of the nearest Social Security office.

12325 LIAISON WITH COMMERCIAL INSURANCE COMPANIES

1. The officer making a casualty assistance call should act only in a liaison capacity between the beneficiary and any commercial insurance companies with which the deceased held policies, and to this extent only if requested by the beneficiary. As a general rule, the company will automatically apply to the Marine Corps for a copy of the official report of death. Copies may be obtained from the Commandant of the Marine Corps (Code DN).

2. If the next of kin indicates that it would be helpful, the officer making the call might draft a letter to the company or companies concerned (see fig. 12-63). Such notification to the insurance company should give the full name of the insured, name of the beneficiary, number of the policy, and the date and place of death. Do not advise the next of kin to send in the policy. The policy should be held until the insurance is paid in full.

3. The company will send a claim form either by mail or by local agent. Beneficiaries should be advised not to forward commercial insurance claim blanks to Marine Corps Headquarters for completion.

12326 FEDERAL INCOME TAX

1. Compensation for military and naval service is subject to withholding for Federal Income Taxes in the same manner that wages paid to civilian employees are treated.

2. Upon completion of the audit and closing of the deceased's accounts, Headquarters Marine Corps will furnish Treasury Form W-2 to the beneficiary designated to receive the balance of pay and allowances, showing the amount of tax withheld and paid to the Director of Internal Revenue. This report of taxable income will include all payments made to the deceased during the calendar year, irrespective of the year in which such pay was earned. The W-2 form together with the death certificate should be presented to the local office of the Director of Internal Revenue upon filing of income tax.

3. Certain payments and allowances are exempt for tax purposes. These include death gratuity, State bonus, insurance and benefits in general paid by the Government to veterans and their dependents.

12327 STATE INCOME TAX

1. Due to the different procedures in the several States, it is recommended that the next of kin write to the State Tax Commission, usually located at the State capitol, stating the facts and requesting information (see subpar. 12326.3).

12328 WILLS, NONTECHNICAL ASSISTANCE ONLY

1. As each State has its own laws governing wills, the most practical aid which could be offered to the next of kin would be to direct them to a local attorney. If the next of kin indicate that legal services are not within their means or are otherwise not available, they should be referred to the State Bar Association for assistance from a Legal Aid Society.

12329 EMPLOYMENT

1. Preference Benefits

a. Certain Civil Service employment preference benefits have been granted to widows of service personnel, who have not remarried, in connection with examinations, ratings, appointments, reinstatements and reductions in force in the classified service.

b. Unremarried widows of personnel who have served in time of war, are given ten points in addition to their earned passing grade in Civil Service examinations. From this list, the Civil Service Commission certifies to Federal appointing officers the names of

persons who are eligible for appointment; the names highest on the list are certified first.

c. Federal Civil Service secretaries, from whom information about federal jobs may be obtained, are located in all first- and second-class post offices.

d. Many cities and states have followed the federal pattern in providing preference benefits. In such cases, it is recommended that the State Employment Service be consulted for details.

12330 EDUCATIONAL OPPORTUNITIES AND SCHOLARSHIPS

1. Many educational opportunities have been provided for sons and daughters of deceased service personnel. Headquarters, U. S. Marine Corps maintains a listing of schools, colleges and universities which grant educational assistance and scholarships. Further information regarding the schools offering these scholarships and grants may be secured by writing to the Commandant of the Marine Corps (Code DN), Washington 25, D. C.

2. Scholarships and educational aid are also available in many states for war orphans. For particulars, write to the State Board of Education, located in the capital city of the State.

3. The American Legion awards several scholarships annually to sons of deceased veterans, and the American Legion Auxiliary provides ten scholarships for the daughters of deceased veterans who are in need of financial assistance to continue their education after completion of a high school course. Information may be obtained from the Post Commander of the American Legion in the community in which the applicant resides.

4. The War Orphans Educational Assistance Act of 1956

a. This Act establishes a program of financial aid for the education of:

(1) Children of veterans who died of injuries or disease incurred during the performance of active military service in the Spanish American War, World War I, World War II, or the Korean Conflict;

(2) Children of veterans whose deaths resulted directly from the performance of military duties or armed conflict or extra hazardous service during certain periods when the Armed Forces of the United States were not engaged in actual declared hostilities, but when civilians were subject to being drafted into active service, i.e., 16Sep40-6Dec41, 1Jan47-26Jun50, and 1Feb55 through the date after which individuals, generally, are no longer liable for induction for training and service into the Armed Forces under the Universal Military Training and Service Act. The word "veterans" as used in this subparagraph includes persons who die in the active service or in a retired or FMCR retainer status as well as other veterans such as former members of the military services.

b. The educational training authorized by the Act must be necessary to achieve a specified goal, such as:

(1) An educational goal -- college degree

(2) A professional goal -- law or medicine

(3) A vocational goal -- bookkeeper, machinist, etc.

c. In addition to classroom work leading to a college degree, the Act provides opportunity for training in a wide variety of schools below the college level -- technical institutes, business schools, some vocational or trade schools, normal schools, and institutions offering training in medical and related fields.

d. The law does not permit on-the-job, on-the-farm, high school, or correspondence school training. It does, however, provide for courses

given on open circuit television for college credit, so long as the student is working towards a regular college degree and so long as the major portion of his studies require classroom attendance. Training outside the United States, its possessions, Puerto Rico, the Panama Canal Zone, and the Philippine Republic is not authorized.

e. Assistance is available to an eligible person during the period which begins on his 18th birthday or his successful completion of high school, whichever occurs first, and generally ends not later than his 23d birthday. All persons who may possibly be eligible should be advised of their right to submit an application for this benefit. Application forms may be obtained at any Veterans' Administration Office.

12331 NAVY RELIEF SOCIETY

1. The primary responsibility of the Navy Relief Society is to provide relief and aid in time of emergency need for dependent widows, minor orphan children, and dependent mothers of missing and deceased naval personnel, which includes personnel of the Marine Corps.

2. Although assistance is given by the society in a multitude of situations, which may or may not involve an expenditure of funds, financial assistance is given on the basis of emergency, or nonrecurring need which cannot be met from family resources. Recurring or long term needs will be referred to other agencies by the Navy Relief Society.

3. Aid may be rendered in the form of money as a gratuity, or a loan without interest, and by assistance in securing pensions, survivors' indemnity compensation, insurance, and other benefits. No discrimination is made as to rank, rate, or length of service of Navy personnel involved.

4. Auxiliaries of the society have been established at all the larger Navy and Marine Corps stations, and branches of these auxiliaries at some of the smaller stations. Dependents should make application to the local Auxiliary or Branch, or direct to the Navy Relief Society, Navy Department, Washington 25, D. C., when residing in localities not served.

12332 SPECIAL REQUESTS MADE BY THE NEXT OF KIN

1. Such requests will vary greatly in their nature and scope and will depend upon the condition in which the deceased placed his family affairs. Regulations regarding bank accounts, safe deposit boxes, powers of attorney, ownership of real estate and other items pertaining to family financial affairs, are fixed by State law and the best procedure is to advise the next of kin to contact a local social service agency (Red Cross, American Legion, etc.).

2. Requests concerning other matters, if appropriate, should be directed to the Commandant of the Marine Corps (Code DN), for assistance or referral.

12333 LIAISON FOR DEPENDENTS WITH LOCAL AGENCIES

1. When the casualty assistance call is made, very few, if any, of the benefit forms will have been received by the next of kin. It is therefore advisable after making the call and before leaving the community to advise the next of kin to consult with some local agency, Red Cross, American Legion, etc., for future assistance. If an agency is selected, it should be notified to expect a call for assistance, giving the name of the individual who will request assistance.

12334 CHANGE OF ADDRESS OF NEXT OF KIN

1. The importance of the next of kin keeping cognizant agencies such as, Headquarters Marine Corps, Veterans' Administration, parent command of the casualty assistance calls officer, etc., as well as personal addressors, informed of any change in address cannot be over-emphasized.

2. Upon change of address, next of kin should always fill out a regular change of address card which can be secured at any post office and left on file at the post office at the old address.

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C.

IN REPLY REFER TO
DNA-mn
17 Aug 1960

Mr. Ralph E. Doe, Sr.
Route 10, Box 15
Smith, Alabama

My dear Mr. Doe:

It is with regret that I have learned of the death of your son, Corporal Ralph E. Doe, Jr., U. S. Marine Corps.

I am enclosing an Information Sheet which explains certain rights and benefits to which you may be entitled because of your son's service. Also enclosed is a list of offices to which you may write about specific problems. Your son's service number is 2345678 and should be used in correspondence with this Headquarters and other Government agencies.

Should you require assistance in completing any forms you may receive, it is suggested that you consult the nearest office of the Veterans Administration, your county Veterans' Service Officer or the local chapter of the American Red Cross. These agencies normally will have skilled persons available to assist you. However, should you have any questions or problems not covered by the enclosures, please do not hesitate to write me for assistance.

With assurances of sympathy, I am

Sincerely yours,

E. H. Smith

E. H. SMITH
Lieutenant Colonel, U. S. Marine Corps
Head, Personal Affairs Branch
By direction of the Commandant of the Marine Corps

Encl:
(1) Information Sheet and "Where to Write"
(2) VB 8-535
(3) Form 1347 (3)
(4) DD Form 1330
(5) Death Reports (3)

SAMPLE COPY OF BENEFITS LETTER TO THE NEXT OF KIN USED WHEN NO CASUALTY ASSISTANCE CALL IS ASSIGNED

Figure 12-50

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C.

REPORT OF CASUALTY

REPORT NUMBER AND TYPE: 132618 FINAL

DATE PREPARED: 24Aug60

1. SERVICE IDENTIFICATION (Name, Service Number, Grade or Rate, Component, Branch and Organization)

DOE Robert A 1234577/1356 SGT USMC HQCO 3DMARDIV FMF FPO

2. CASUALTY STATUS ☐ BATTLE ☒ NON-BATTLE

DAI

Died 22Aug1960 in Dingalon Bay area Luzon, Philippines of drowning as result of typhoon. Previously reported missing. Remains recovered and identified 23Aug60.

3. DATE AND PLACE OF BIRTH, RACE, RELIGIOUS PREFERENCE

13Nov34 Dallas Tex Cau P NAVMC 10526-PD 8Jan60

4. DATE AND PLACE OF LAST ENTRY ON ACTIVE DUTY IN CURRENT STATUS AND HOME OF RECORD AT TIME

8Jan60 Dallas Tex Norfolk Norfolk Va

5. SOCIAL SECURITY NUMBER, PAY GRADE, LENGTH OF SERVICE FOR PAY, BASIC PAY, INCENTIVE PAY

767-63-7395 E-5 Over 10 [illegible]0.00

CHECK IF APPLICABLE ☐ CREW ☐ NON-CREW

6. DUTY STATUS

Active. On duty.

7. INTERESTED PERSONS (Name, Address, Relationship)

			Footnotes
Mrs Jane E Doe	1234 S[illegible]les St	Norfolk Va	Wife 1-3
Mr and Mrs John E Doe	Rout[illegible] x 89	DeBerry Tex	Prnts

SAMPLE

8. REPORT FOR VA TO FOLLOW ☒ YES ☐ NO

9. REPORTING [illegible]OMMAND AND DATE REPORT RECEIVED IN DEPARTMENT

THIRD MARDIV RCD 23AUG60

10. SELECTIVE SERVICE NUMBER, LOCAL BOARD, AND LOCATION (If unknown, enter date and place of first entry in Armed Services)

21Oct55 Dallas Tex

11. PRIOR SERVICE DATA

☒ YES ☐ NO

12. REMARKS

"S" - $25.00 FP/156 LP 8/60 MCAS Federal Credit Union
"Q" - $137.00 FP 12/55 LP 8/60 to Jane E. Doe

Code:
S - Savings, any bona fide form
Q - Dependents assistance

FOOTNOTES:

[1] Adult next of kin.
[2] Beneficiary for gratuity pay in event there is no surviving wife or child - as designated on record of emergency data.
[3] Beneficiary for unpaid pay and allowances - as designated on record of emergency data.

13. DISTRIBUTION

14. J. F. Routh
J. F. ROUTH, CAPT., USMC
HEAD, CASUALTY SECTION
PERSONAL AFFAIRS BRANCH
BY DIRECTION OF THE COMMANDANT OF THE MARINE CORPS

DD FORM 1 MAR 60 1300

Figure 12-51

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C.

IN REPLY REFER TO
DNA-mn
26 Aug 1960

Mrs. Robert A. Doe
1234 Saint Charles Street
Norfolk, Virginia

My dear Mrs. Doe:

It is with regret that I have learned of the death of your husband, Sergeant Robert A. Doe, U. S. Marine Corps.

I am enclosing an Information Sheet which explains certain rights and benefits to which you may be entitled because of your husband's service. Also enclosed is a list of offices to which you may write about specific problems. Your husband's service number is 1234577 and should be used in correspondence with this Headquarters and other Government agencies.

In the near future an officer of the Marine Corps, representing the Commandant, will call on you, if you so desire, to furnish such additional information and advice as may be feasible. A card and an addressed envelope which requires no postage are enclosed for your convenience in notifying the officer of your wishes in this matter.

With assurances of sympathy, I am

Sincerely yours,

E. H. Smith

E. H. SMITH
Lieutenant Colonel, U. S. Marine Corps
Head, Personal Affairs Branch
By direction of the Commandant of the Marine Corps

Encl:
(1) Request card for officer call, with addressed envelope
(2) Information Sheet and "Where to Write"
(3) VA Form 21-534
(4) DD Form 1172 (Certified)
(5) Form 1347 (3)
(6) Death Reports (3)
(7) DD Form 1330

SAMPLE COPY OF BENEFITS LETTER TO THE NEXT OF KIN USED WHEN A CASUALTY ASSISTANCE CALL IS OFFERED AND ASSIGNED

Figure 12-52

I will be glad to have an Officer of the Marine Corps call on me.
The dates most convenient for me to receive the visit would be:

DATE: 2Sep60 TIME: 2:30 P.M.

NAME: Mrs. Jane Doe

STREET NO. OR RFD: 1234 S Charles Street

CITY AND STATE: No S , Virginia

PHONE NO: Browning 4-2489

SAMPLE

CAC APPOINTMENT CARD NAVMC 10091-SD D35530

Figure 12-53

INFORMATION FOR SURVIVORS OF MARINE CORPS PERSONNEL
WHO DIE WHILE ON ACTIVE DUTY (Rev. Mar 1961)

GENERAL INFORMATION

Headquarters Marine Corps furnishes casualty reports to the governmental offices having cognizance over payment of benefits to survivors of deceased Marine Corps personnel. On this report is listed data regarding death, service and next of kin.

NEXT OF KIN

Next of kin is the nearest living relative of the deceased in the following order: widow, child, father, mother, brother, and sister.

BENEFICIARIES

Beneficiaries are those persons who are entitled by law to certain benefits, such as insurance, dependency and indemnity compensation, arrears of pay, gratuities, etc. The person designated as beneficiary in Marine Corps records to receive the death gratuity may be a different person from the one designated in the records of Veterans' Administration as the beneficiary of Government Insurance.

Certain requirements of the law providing for death benefits must be met before claims can be certified for payment. Therefore, prompt compliance with any request for clarifying information or documents will enable the offices adjudicating the claims to expedite settlement. The services of an attorney or claims agent to secure authorized benefits are not ordinarily necessary.

If assistance is needed in securing any of the benefits mentioned herein, completing forms or initiating inquiries, the next of kin or beneficiary should call on the local chapter of the American Red Cross, Navy Relief, or the County Veterans Service Offices.

REPORT OF DEATH

Upon request of the next of kin or other member of the immediate family of a deceased Marine, a Report of Death will be furnished by the Commandant of the Marine Corps (Code DNA), Washington 25, D. C. This report is usually accepted as satisfactory evidence of death by insurance companies, lodges, banking institutions, etc., to be used in the settlement of claims.

1

Figure 12-54

FUNERAL EXPENSES

When the Naval Service makes necessary arrangements, the remains are prepared, encased, and shipped to the place designated at no expense to the next of kin.

When the next of kin makes arrangements for preparation and encasement of the remains, the sum allowed the next of kin is the amount these services would have cost the Navy if provided by a funeral director under an armed services contract. If such contract services are not available in the area where death occurred, the next of kin will be allowed for necessary expenses an amount not to exceed $400.

Whether the Navy or the next of kin makes arrangements for preparation and encasement of the remains, in the case of deaths occurring on or after 1 July 1959, the Navy will pay an allowance toward funeral and interment expenses as follows:

1. Where remains are consigned directly to a national cemetery, an allowance may be made in an amount not to exceed $75.
2. Where remains are consigned to a funeral director prior to interment in a national cemetery, an allowance may be made in an amount not to exceed $125.
3. Where interment is made in a private cemetery, an allowance may be made in an amount not to exceed $200.

Claim for reimbursement will be made by completing Form NAVMED 1347, Request for Reimbursement or Payment of Interment Expenses, and submitting in triplicate to the Commandant of the Naval District in which burial is made. When burial is made outside of the continental United States, application on Form NAVMED 1347 should be submitted in triplicate to the Chief, Bureau of Medicine and Surgery (Code 454), Department of the Navy, Washington 25, D. C.

Any transportation charges that are necessary to deliver the remains to the place designated by the next of kin will be paid by the Navy. In any case in which transportation charges were incurred by the next of kin or other persons to deliver the remains to the place designated by the next of kin, the Navy will make reimbursement therefor in an amount not to exceed what the transportation would have cost the Government

Application may be made for reimbursement of transportation charges paid to a common carrier by submitting to the Commandant of the Naval District in which death occurred, a receipted bill, in triplicate, from an appropriate official of the carrier which furnished the transportation. Any claim for reimbursement or payment of transportation expenses incurred in an area outside the United States should be forwarded to the Chief, Bureau of Medicine and Surgery (Code 454), Washington 25, D. C.

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Figure 12-54.--Continued.

MEMORIAL FLAG

The flag which drapes the casket of a deceased Marine becomes the property of the next of kin. When remains are buried at sea or are not recoverable, a flag will be furnished to the next of kin on application to the Casualty Assistance Calls Officer and/or to the Commandant of the Marine Corps (Code DNA), Washington 25, D. C.

HEADSTONE

A Government headstone or marker will be furnished for placement on an unmarked grave or on a memorial plot upon request of the next of kin of a Marine who died in service. Application will be made on DA Form 1815 or DD Form 1330 to the Department of the Army, Office of the Quartermaster General, Memorial Division, Washington 25, D. C., when the remains of a deceased Marine have been buried in a private cemetery, at sea, or have been determined to be nonrecoverable. When burial is made in a national cemetery, the headstone is provided without application.

NATIONAL CEMETERY

Any member of the Marine Corps who dies while on active duty is eligible for burial without cost in a National Cemetery. Interment and/or erection of a memorial marker in a national cemetery is dependent upon availability of space in the cemetery selected. National cemeteries are maintained by the United States Government and are located at various points throughout the country.

ALLOTMENTS

All allotments are discontinued upon report of death. If any obligations have been met regularly by the allotment method, different arrangements must be made. Where a basic allowance for quarters allotment is in effect at time of death, and the date of death occurs prior to the 30th day of the month, the apportionment of the regular monthly allotment will be included in the final settlement of arrears of pay, and paid to the beneficiary designated to receive arrears of pay.

ARREARS OF PAY

Any unpaid balance of pay and allowances due the deceased will be paid to the beneficiary or beneficiaries previously designated by the Marine for this purpose. Because of the time lag between the date of death and the receipt of the pay accounts of the deceased for audit by the Office of the Quartermaster General of the Marine Corps (Disbursing Division), an application form is sent promptly to the designated beneficiary(ies) by Marine Corps Headquarters. On completion of the audit, any amount found due is paid to the claimant(s).

Figure 12-54.--Continued.

TRANSPORTATION OF PERSONAL AND HOUSEHOLD EFFECTS

Personal effects of deceased members of the military service will be forwarded to the next of kin as soon as practicable. A delay may be expected if the effects are returned from an overseas duty station.

Household and personal effects of deceased members of the military service who died while on active duty, regardless of rank or grade, may be shipped at Government expense, from the last permanent duty station, from the place of storage, or from the place to which previously shipped at Government expense, to the home of the eligible dependent; or upon approval of the Commandant of the Marine Corps (Code COS), Washington 25, D. C., to such other place as may be designated by the dependent. Except as stated below, shipment must be made prior to expiration of one year from date of death or official report of death. Application for shipment should be submitted to the military service activity where the goods are located, or to the Commandant of the Marine Corps (Code COS). In the event it is impracticable to effect shipment within the one year time limitation, a written request, stating reasons why shipment may not be effected, supported by one or more documents, should be submitted prior to the expiration of the time limitation in order to prevent the entailing of extra expense that would be incurred in the event of disapproval of the request.

STORAGE

Storage of household goods of service members who die while on active duty, regardless of rank or grade, is authorized in a Marine Corps facility upon approval of that command, and if space is available, for one year from date of or official report of death. If the goods are in commercial storage under appropriate orders when death occurs, the authorized period of such commercial storage may be completed.

TRAVEL OF DEPENDENTS

Eligible dependents of any member who dies while on active duty may be moved at Government expense from the place at which they received official notification of death to any place designated by the dependent.

Application for transportation may be made by the senior dependent to the nearest Marine Corps Activity, or the Commandant of the Marine Corps (Code COS), Washington 25, D. C.; or, travel may be performed at personal expense and claim for reimbursement submitted to the Commandant of the Marine Corps (Code CDB) after completion of travel.

BONDS

Inquiries regarding savings bonds should be directed to the Commandant of the Marine Corps (Code CDC), Headquarters, U. S. Marine Corps, Washington 25, D. C.

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Figure 12-54.--Continued.

DEATH GRATUITY PAYMENT

Death gratuity is a lump sum equal to six months' basic pay (plus special and incentive pays), but is not less than $800 nor more than $3000. It is payable to the widow of the deceased, and, if she is residing with the service member on or near the station at the time of the member's death, the Commanding Officer will make every effort to pay the gratuity to her within 24 hours. If there is no widow or child, it may be paid to an eligible beneficiary previously designated by the Marine. If payment is not made by the Commanding Officer, an application form is sent promptly to the eligible survivor by Headquarters Marine Corps.

DEPENDENCY AND INDEMNITY COMPENSATION

This benefit is payable by the Veterans' Administration to eligible survivors of members dying of service-connected deaths. However, dependency and indemnity compensation will not be payable in the event the service member dies on and after 1 May 1957 with a waiver of premium in effect on government insurance. Compensation may be payable in such cases under the law in effect prior to 1 January 1957. Upon receipt of completed forms the Veterans' Administration will communicate with claimants regarding entitlement.

Dependency and indemnity compensation is payable to a widow, with or without children, at the rate of $120 per month plus 12 per cent of the basic pay the decedent was receiving upon date of death. Whenever there is no widow of a deceased person entitled to this benefit, it is payable to the children of the deceased person at the following rates:

(1) One child, $77 per month,
(2) Two children, $110 per month,
(3) Three children, $143 per month, and
(4) More than three children, $143 per month, plus $28 per month for each child in excess of three.

Payment of compensation for support of a child normally stops when the child becomes 18, but may be continued to age 21, if the child is in school, or for so long as a child is incapable of self-support by reason of physical or mental disabilities. Children over 18 are entitled to Indemnity Compensation under conditions as follows:

Helpless child, where there is a widow, $77 monthly
Helpless child, where there is no widow, $28 monthly added to the rate payable for a child under 18.
Child attending school, where there is a widow, $39 monthly,
Child attending school, where there is no widow, rate payable for a child under 18, until age 21.

The rates of dependency indemnity compensation for a parent or parents are contingent upon the income from other sources. Receipt of compensation by a widow or children does not preclude payment to eligible parents. It is payable to parents as follows:

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Figure 12-54.--Continued.

One parent with income of less than $750 yearly - $83 per month. (No compensation payable if income exceeds $1,750.)
Two dependent parents whose annual income is less than $1,000 - $110 per month. (No compensation payable if income exceeds $2,400.)

GOVERNMENT INSURANCE

The designated beneficiary or beneficiaries of Government or National Service Life Insurance, will be notified of the amount of such insurance by the Veterans' Administration. Upon official notification of death from the Marine Corps, the Veterans' Administration sends to the beneficiary the necessary application forms for insurance.

LIFE INSURANCE-COMMERCIAL

Commercial insurance companies should be notified of the death of the insured by letter or by direct contact with a local agent. Headquarters Marine Corps forwards directly to any insurance company listed on the official records of the decedent, or upon receipt of a request from an insurance company, or the next of kin, a copy of Report of Death.

SOCIAL SECURITY BENEFITS

If the deceased was employed in commerce or industry after 1 January 1937 or had 90 days or more active service in the Marine Corps after 15 September 1940 you should communicate directly with the nearest Social Security Office, regarding any benefits which may have accrued under the Social Security Act. The Social Security Board should be advised of his social security number, if available. Application must be made for this benefit as payment is not automatic.

Social Security benefits are payable to survivors of a deceased member if at the time of death the deceased member was either "fully insured" or "currently insured", or both. A currently insured individual is one who had not less than 6 quarters of coverage during the 13-quarter period ending with the quarter in which he died. However, if the service member was serving on active duty for the first time and died prior to obtaining this basic minimum coverage, his survivors may be entitled to payments from the Veterans' Administration computed by Social Security. This is in addition to any other survivor payments. A fully insured individual is one who had 40 quarters of coverage.

Where entitlement is established, Social Security benefits are payable in addition to the Veterans' Administration compensation. Social Security will provide a monthly income for a widow with children less than 18 years of age; for children less than 18 years of age and alone; for a widow of age 62; or for dependent parents in the event no widow or child survives.

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Figure 12-54.--Continued.

The amounts shown in the table below are approximate as the factors would vary for individuals.

SURVIVORS INSURANCE PAYMENTS

average monthly wage*	widow (age 62) child or parent	widow and one child	widow and two children	widow and three children	lump-sum death payment
$ 50	$40.00	$60.00	$60.00	$60.00	$120.00
100	48.70	88.50	88.60	88.80	177.00
150	60.30	109.60	120.00	120.00	219.00
200	69.30	126.00	161.60	161.60	252.00
250	78.40	142.60	202.40	202.40	255.00
300	86.70	157.60	236.40	240.00	255.00
350	95.70	174.00	254.00	254.10	255.00
400	104.80	190.60	254.00	254.10	255.00

*Average monthly earnings after 1950 after dropping out as many as 5 years of lowest earnings or of no earnings.

Application for benefits filed by survivors with either the Veterans' Administration or with the Social Security Administration will constitute an application for benefits from both agencies. In addition, proofs of relationship filed with either agency will be made available to the other agency.

UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD

Upon death of a Marine, the Uniformed Services Identification and Privilege Cards (DD Form 1173) held by his survivors become void and should be forwarded to the Commandant of the Marine Corps (Code DN) for cancellation. New cards will be authorized for all eligible survivors.

Application forms, DD 1172, will be automatically mailed to widows and children.

Upon request to the Commandant of the Marine Corps (Code DN), application forms will be furnished to parents and parents-in-law, if they actually resided in the household of the deceased at the time of death, and were, in fact, dependent upon him for over one-half of their support.

When entitlement has been established, the application forms will be certified. The application with the certification will then be returned to the applicant, for presentation to any Army, Navy, Marine Corps or Air Force facility for issuance of the card.

The Uniformed Services Identification and Privilege Card is not normally issued to minor children under ten years of age. Certification of such

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Figure 12-54.--Continued.

minor children for medical care will be the responsibility of an adult dependent, accompanying parent or acting guardian.

The Uniformed Services Identification and Privilege Card will identify the holder as an authorized patron for the benefits and privileges indicated on the card, which include medical care, commissary, exchange and theater privileges.

MEDICAL CARE

Unremarried widows of deceased members of the Marine Corps, unmarried dependent children under 21 years of age, parents and parents-in-law, if residing in the home of the deceased at the time of his death and dependent on him for over half of their support, are eligible for medical care in any of the Uniformed Services Hospitals where facilities for dependents' care are available. Eligible dependents are entitled to treatment and hospitalization for diagnosis, immunization, contagious diseases, acute medical and surgical conditions, and maternity and infant care. In cases where hospitalization is required, a charge of $1.75 per day will be made. Dental treatment is administered only as an adjunct to in-patient hospital care and does not include routine filling of teeth, straightening of teeth, or artifical dentures.

THEATER, COMMISSARY AND EXCHANGE PRIVILEGES

Theater, exchange and commissary privileges are extended to widows of deceased Marine Corps personnel. The Uniformed Services Identification and Privilege Card (DD Form 1173) is used for the purpose of identification at these facilities.

PREFERENCE IN FEDERAL EMPLOYMENT

Widows, as long as they do not remarry, and certain mothers of deceased servicemen who served during a war period, are entitled to an addition of 10 points to their earned ratings in civil service examinations. Other benefits with respect to appointment and retention are also available.

Information concerning preference eligibility may be obtained from any United States Civil Service Office, or from the local post office.

LOANS, GUARANTEED, INSURED, OR MADE BY VETERANS' ADMINISTRATION

An unremarried widow of a deceased serviceman with active service between 16 October 1940 and 25 July 1947, or active service between 27 June 1950 and 31 January 1955 may be entitled to a Veterans' Administration loan guaranty on the purchase, construction, or improvement of a home, farm, or business property. In very isolated areas where private capital is not available, a direct loan may be made by the Veterans' Administration. The widow is eligible (1) provided she has no eligibility based on her own service, and (2) in spite of any G. I. Loan benefit her deceased

Figure 12-54.--Continued.

husband may have obtained. Additional information may be obtained from the local office of the Veterans' Administration.

HOMESTEAD PREFERENCE

Preference in the acquisition and establishment of homestead rights to public lands may be available to surviving widows of eligible veterans. Information in this connection may be obtained from the Bureau of Land Management, Department of the Interior, Washington 25, D. C.

SCHOLARSHIP ASSISTANCE

Scholarship assistance for sons and daughters and in some cases, widows, of deceased service persons, is provided by many schools, colleges, special scholarship funds, and by State laws. While such assistance is usually provided only for selected persons needing financial assistance, in some instances the aid is furnished regardless of need. This is particularly true of the State benefit. Additional information on this subject may be obtained by letter from the Commandant of the Marine Corps (Code DN), Washington 25, D. C., setting forth the particular geographical area or schools desired. Information on the special State Scholarships may be obtained from the various State Veterans Commissions.

STATE BENEFITS

Many states provide benefits for survivors of veterans such as educational assistance, land settlement preference, Civil Service preference, tax and license fee exemptions, loans, relief and rehabilitation, employment assistance and bonuses. Most of the States maintain veterans' agencies usually entitled State Veterans Commissions, which supervise the Veterans' program.

NAVY RELIEF SOCIETY

The Navy Relief Society will provide assistance in time of emergency need for dependent widows, minor children and dependent mothers of missing and deceased Naval and Marine Corps personnel. Aid may be rendered in the form of money as a gratuity or as a loan without interest. Assistance is also furnished in applying for pensions, insurance, death gratuity and other benefits accruing to the dependent by reason of the man's military service. The address of the nearest auxiliary is furnished on the "Where to Write Sheet".

HOME ADDRESS

The next of kin or beneficiary should keep Headquarters, U. S. Marine Corps, (Code DN), Washington 25, D. C., informed of any change in home address and should feel free to consult this Headquarters at any time.

Figure 12-54.--Continued.

WHERE TO WRITE
CASE OF PERSONNEL WHO DIED WHILE ON ACTIVE DUTY

For your convenience in directing letters and inquiries in the event additional information is required

1.	Insurance (1) National Service Life (2) U. S. Government Life	Veterans Benefits Office Munitions Building Washington 25, D. C.
2.	Transportation of Dependents and Household Goods	Nearest Marine Corps Supply Officer or Quartermaster General, U. S. Marine Corps Washington 25, D. C.
3.	Personal Effects Decorations and Awards Burial Allowance (U. S. cases only) Six Months Gratuity Arrears of Pay	Commandant U. S. Marine Corps Washington 25, D. C.
4.	Hospital and Medical Care	Commandant U. S. Marine Corps (Code DN) Washington 25, D. C.
5.	Employment	U. S. Employment Service or Nearest Civil Service Commission Office
6.	Social Security	Nearest Social Security Board Office
7.	Dependency and Indemnity Compensation	Claims Service Veterans Benefits Office Munitions Building Washington 25, D. C.
8.	Income Tax (a) Federal	Bureau of Internal Revenue Service, Washington 25, D. C.
	(b) State	State Income Tax Commission Usually at State Capital
9.	Dependents' Pensions	Claims Service Veterans Benefits Office Munitions Building Washington 25, D. C.
10.	Other Requests	Commandant U. S. Marine Corps (Code DN) Washington 25, D. C.
11.	Navy Relief Society	Navy Relief Society Hampton Roads Auxiliary U. S. Naval Base Norfolk 11, Virginia (or nearest Branch)

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Figure 12-54.--Continued.

INFORMATION FOR SURVIVORS OF MARINE CORPS PERSONNEL WHO DIE WHILE ON ACTIVE DUTY FOR TRAINING OR INACTIVE DUTY TRAINING (Rev. Mar 1961)

GENERAL INFORMATION

Headquarters Marine Corps furnishes casualty reports to the governmental offices having cognizance over payment of benefits to survivors of deceased Marine Corps personnel. On this report is listed data regarding death, service and next of kin.

NEXT OF KIN

Next of kin is the nearest living relative of the deceased in the following order: widow, child, father, mother, brother, and sister.

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Beneficiaries are those persons who are entitled by law to certain benefits, such as insurance, dependency and indemnity compensation, arrears of pay, gratuities, etc. The person designated as beneficiary in Marine Corps records to receive the death gratuity may be a different person from the one designated in the records of the Veterans' Administration as the beneficiary of Government Insurance.

Certain requirements of the law providing for death benefits must be met before claims can be certified for payment. Therefore, prompt compliance with any request for clarifying information or documents will enable the offices adjudicating the claims to expedite settlement. The services of an attorney or claims agent to secure authorized benefits are not ordinarily necessary.

If assistance is needed in securing any of the benefits mentioned herein, completing forms or initiating inquiries, the next of kin or beneficiary should call on the local chapter of the American Red Cross, Navy Relief, or the County Veterans Service Offices.

REPORT OF DEATH

Upon request of the next of kin or other member of the immediate family of a deceased Marine, a Report of Death will be furnished by the Commandant of the Marine Corps (Code DNA), Washington 25, D. C. This report is usually accepted as satisfactory evidence of death by insurance companies, lodges, banking institutions, etc., to be used in the settlement of claims.

FUNERAL EXPENSES

When the Naval Service makes necessary arrangements, the remains are prepared, encased, and shipped to the place designated at no expense to the next of kin.

When the next of kin makes arrangements for preparation and encasement of the remains, the sum allowed the next of kin is the amount these services would have cost the Navy if provided by a funeral director under an armed services contract. If such contract services are not available in the area where death

Figure 12-55

occurred, the next of kin will be allowed for necessary expenses an amount not to exceed $400.

Whether the Navy or the next of kin makes arrangements for preparation and encasement of the remains, in the case of deaths occurring on or after 1 July 1959, the Navy will pay an allowance toward funeral and interment expenses as follows:

1. Where remains are consigned directly to a national cemetery, an allowance may be made in an amount not to exceed $75.
2. Where remains are consigned to a funeral director prior to interment in a national cemetery, an allowance may be made in an amount not to exceed $125.00.
3. Where interment is made in a private cemetery, an allowance may be made in an amount not to exceed $200.

Claim for reimbursement will be made by completing Form NAVMED 1347, Request for Reimbursement or Payment of Interment Expenses, and submitting in triplicate to the Commandant of the Naval District in which burial is made. When burial is made outside of the continental United States, application on Form NAVMED 1347 should be submitted in triplicate to the Chief, Bureau of Medicine and Surgery (Code 454), Department of the Navy, Washington 25, D. C.

Any transportation charges that are necessary to deliver the remains to the place designated by the next of kin will be paid by the Navy. In any case in which transportation charges were incurred by the next of kin or other persons to deliver the remains to the place designated by the next of kin, the Navy will make reimbursement therefor in an amount not to exceed what the transportation would have cost the Government.

Application may be made for reimbursement of transportation charges paid to a common carrier by submitting to the Commandant of the Naval District in which death occurred, a receipted bill, in triplicate, from an appropriate official of the carrier which furnished the transportation. Any claim for reimbursement or payment of transportation expenses incurred in an area outside the United States should be forwarded to the Chief, Bureau of Medicine and Surgery (Code 454), Washington 25, D. C.

MEMORIAL FLAG

The flag which drapes the casket of a Marine reservist who died in the service becomes the property of the next of kin. When remains are buried at sea or are not recoverable, a flag will be furnished to the next of kin on application to the Casualty Assistance Calls Officer and/or to the Commandant of the Marine Corps (Code DNA), Washington 25, D. C.

HEADSTONE

A Government headstone or marker will be furnished for placement on an unmarked grave or on a memorial plot upon request of the next of kin of a Marine reservist who died in service. Application will be made on DA Form 1815 or

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Figure 12-55.--Continued.

DD Form 1330 to the Department of the Army, Office of the Quartermaster General, Memorial Division, Washington 25, D. C., when the remains have been buried in a private cemetery, at sea, or have been determined to be nonrecoverable. When burial is made in a national cemetery, the headstone is provided without application.

NATIONAL CEMETERY

Any member of the Marine Corps Reserve who dies in service is eligible for burial without cost in a National Cemetery. Interment and/or erection of a memorial marker in a national cemetery is dependent upon availability of space in the cemetery selected. National cemeteries are maintained by the United States Government and are located at various points throughout the country.

ARREARS OF PAY

Any unpaid balance of pay and allowances due the deceased will be paid to the beneficiary or beneficiaries previously designated by the Marine for this purpose. Because of the time lag between the date of death and the receipt of the pay accounts of the deceased for audit by the Office of the Quartermaster General of the Marine Corps (Disbursing Division), an application form is sent promptly to the designated beneficiary(ies) by Headquarters Marine Corps. On completion of the audit, any amount found due is paid to the claimant(s).

DEATH GRATUITY PAYMENT

Death Gratuity is a lump sum equal to six months' basic pay (plus special and incentive pays), but is not less than $800 nor more than $3000. It is payable to the widow of the deceased, and, if she is residing with the service member on or near the station at the time of the member's death, the Commanding Officer will make every effort to pay the gratuity to her within 24 hours. If there is no widow or child, it may be paid to an eligible beneficiary previously designated by the Marine. If payment is not made by the Commanding Officer, an application form is sent promptly to the eligible survivor by Headquarters Marine Corps.

DEPENDENCY AND INDEMNITY COMPENSATION

Widows, children, and dependent parents of those who die in service, and of veterans who die later of service-connected causes, may be eligible for Indemnity Compensation payments. Application forms will be sent automatically to the survivors of servicemen and veterans if it appears that they are entitled to the benefits.

Eligibility of parents to receive Indemnity Compensation is measured by an annual income test rather than by dependency.

GOVERNMENT INSURANCE

The designated beneficiary or beneficiaries of Government or National Service Life Insurance, will be notified of the amount of such insurance by the Veterans' Administration. Upon official notification of death from the Marine Corps, the Veterans' Administration sends to the beneficiary the necessary application forms for insurance and other benefits. All inquiries relative

Figure 12-55.--Continued.

to insurance and compensation should be addressed to the Dependents and Beneficiaries Claims Service, Veterans' Administration, Washington 25, D. C.

LIFE INSURANCE COMMERCIAL

Commercial insurance companies should be notified of the death of the insured by letter or by direct contact with a local agent. Headquarters Marine Corps forwards directly to any insurance company listed on the official records of the decedent, or upon receipt of a request from an insurance company, or the next of kin, a copy of report of death.

SOCIAL SECURITY BENEFITS

If the deceased was employed in commerce or industry after 1 January 1937 or had 90 days or more active service in the Marine Corps after 15 September 1940 you should communicate directly with the nearest Social Security Office, regarding any benefits which may have accrued under the Social Security Act. The Social Security Board should be advised of his social security number, if available. Application must be made for this benefit as payment is not automatic.

COMMISSARY AND EXCHANGE PRIVILEGES

Unremarried widows of deceased members of the Armed Forces may make purchases and use the services of commissary stores and exchanges. Information may be obtained from the commissary store or exchange office from which you wish to make purchases, relative to obtaining appropriate identification for such facilities.

SCHOLARSHIP ASSISTANCE

Scholarship assistance for sons and daughters and in some cases, widows, of deceased service persons, is provided by many schools, colleges, special scholarship funds, and by State laws. While such assistance is usually provided only for selected persons needing financial assistance, in some instances the aid is furnished regardless of need. This is particularly true of the state benefit. Additional information on this subject may be obtained by letter from the Commandant of the Marine Corps, (Code DN), Washington 25, D. C., setting forth the particular geographical area of schools desired. Information on the special State Scholarships may be obtained from the various State Veterans Commissions.

STATE BENEFITS

Many States provide benefits for survivors of veterans such as educational assistance, land settlement preferences, Civil Service preference, tax and license fee exemptions, loans, relief and rehabilitation, employment assistance and bonuses. Most of the States maintain veterans' agencies usually entitled State Veterans Commissions, which supervise the Veterans' program.

HOME ADDRESS

The next of kin or beneficiary should keep Headquarters, U. S. Marine Corps, (Code DN), Washington 25, D. C., informed of any change in home address and should feel free to consult this Headquarters at any time.

4

Figure 12-55.-- Continued.

INSTRUCTIONS FOR FILING CLAIM FOR DEPENDENCY AND INDEMNITY COMPENSATION OR DEATH PENSION BY WIDOW OR CHILD

READ VERY CAREFULLY, DETACH, AND RETAIN THIS SHEET FOR YOUR FUTURE REFERENCE. ANSWER ALL QUESTIONS FULLY OR ACTION ON YOUR CLAIM MAY BE DELAYED.

A. PAYMENT OF BENEFITS—GENERAL

(1) Dependency and Indemnity Compensation may be payable where the veteran dies:

(a) From disease or injury incurred or aggravated in line of duty while on active duty or active duty for training;

(b) From injury incurred or aggravated in line of duty while on inactive duty training; or

(c) From a disability compensable under laws administered by the Veterans Administration.

(2) Pension may be payable where veteran's death is not due to service provided income is within certain limits. Rates of Pension and income limits are shown in tables below.

WIDOW—WITHOUT CHILD	
ANNUAL INCOME NOT OVER	MONTHLY PAYMENT
$ 600 1200 1800	$60 45 25
OVER 1800	NONE
WIDOW—WITH CHILD	
ANNUAL INCOME NOT OVER (A)	MONTHLY PAYMENT (B)
$1000 2000 3000	$75 60 40
OVER 3000	NONE
Add $15 monthly for each child in excess of one: for example, widow and three children, annual income not over $1000, monthly rate is $105. The income of child or children is not to be included in Column A, above.	
CHILDREN—NO WIDOW	
NUMBER OF CHILDREN	MONTHLY PAYMENT
1 CHILD EACH ADDITIONAL CHILD	$35 15
Where there is more than one child, the amount payable will be equally divided among them. Pension shall not be paid to a child whose annual income, excluding earned income, that is, income from salary, wages and self-employment, exceeds $1800.	

(a) Pension may be payable on behalf of a child or children even though the widow's annual income is in excess of $3000.

(b) The income limitations given above do not apply where the veteran's death was due to service.

B. ORGANIZATIONS AND ATTORNEYS

You may be represented, without charge, by an accredited representative of any organization recognized by the Administrator of Veterans Affairs. You may also be represented by an attorney or agent who has been admitted to practice before the Veterans Administration. The employment of such attorney or agent is unnecessary, as the Veterans Administration is pleased to give all information and assistance that may be reasonably required to establish rights of claimants. An agent or attorney who has been admitted to practice before the Veterans Administration and has filed a power of attorney in a claim may receive for his services from the proceeds of an award a fee not exceeding $10 in an original claim and a fee not exceeding $2 in a claim for increase. No fee is allowable for services in a claim for accrued benefits. The solicitation or receipt of a fee, except as provided by law, constitutes a penal offense.

C. HOW TO FILL IN THE APPLICATION FORM

ALL THE INFORMATION REQUIRED IN THIS APPLICATION MUST BE FURNISHED AND THE QUESTIONS MUST BE ANSWERED FULLY AND CLEARLY. If you do not know the answer to any question say "UNKNOWN." THESE INSTRUCTIONS AND THE APPLICATION FORM ARE CROSS-REFERENCED TO EACH OTHER. YOU WILL FIND IT EASIER TO ANSWER THE APPLICATION FORM IF YOU FIRST READ ANY INSTRUCTIONS TO WHICH IT REFERS.

D. MINORS AND INCOMPETENTS

If the person for whom claim is being made is a minor or is incompetent, the application form should be filled in and filed by the legal guardian or, if no legal guardian has been appointed, it may be filled in and filed by some person acting on behalf of the minor or incompetent.

E. EVIDENCE—GENERAL

If you are unable to furnish with this application form any of the required evidence listed below, state why you are unable on a separate sheet. Evidence filed previously in the Veterans Administration need not be filed in connection with this claim.

If public or church record evidence does not exist, do not establish such record for the purpose of this claim. Instead, the next lower class of evidence listed in paragraphs F, G, and H, as required, should be furnished.

F. PROOF OF DEATH

(See application form, item 11A)

Death of a veteran in active service of the Army, Navy, Air Force, Marine Corps, or Coast Guard, or in a United States Government institution does not need to be proved by a claimant. Otherwise, the claimant should forward a copy of the public record of death, certified by the custodian of such records, or a duly certified copy of a coroner's report of death, or a verdict of a coroner's jury.

G. INFORMATION RELATING TO MARRIAGE

(See application form, Part II)

(1) *Proof of Widowhood.* The marriage of a widow claimant to the veteran should be established by one of the following types of evidence in the order of preference indicated:

(a) A copy of the public or church record of marriage, certified over the signature and seal of the custodian of such records.

(b) Affidavit of the clergyman or magistrate who officiated.

(c) Original certificate of marriage.

(d) Affidavits of two or more eyewitnesses to the ceremony.

(2) *How Marriage Ended.* IMPORTANT—The termination of all marriages entered into by either the widow or the veteran should be shown by furnishing certified copies of the final decrees of divorce or annulment, or by proof of death as provided in paragraph F above.

VA FORM DEC 1959 **21-534**

Figure 12-56

H. INFORMATION CONCERNING CHILDREN
(See application form, Part III)

(1) *Proof of Age and Relationship of Child.* Evidence to establish the fact of birth of a child should consist of a copy of the public record of birth or a copy of the church record of birth or baptism showing date of birth of each child and the names of the parents, certified over the signature of the custodian of such records. If neither of these records is obtainable, there should be forwarded the affidavit of the physician or midwife in attendance at birth, showing the date of birth and the names of the parents. If a child is a legally adopted child, a copy of the court order of adoption, certified to by the custodian of the court record, should also be furnished.

(2) *Helpless Child.* If any child for whom dependency and indemnity compensation or death pension is claimed is insane, idiotic, or otherwise permanently incapable of self-support by reason of mental or physical defect and has never married, it must be shown that such incapacity existed prior to the date the child attained the age of 18 or in some cases the age of 16 years. The nature and extent of the physical or mental impairment should be shown by a statement from the attending physician or other medical evidence, forwarded with the application.

I. ANNUAL INCOME OF WIDOW OR CHILD
(By Calendar Year)
(See application form, Part IV)

NOTE—IF THE VETERAN DIED WHILE IN ACTIVE MILITARY OR NAVAL SERVICE, OR IF HE HAD NO SERVICE AFTER APRIL 5, 1917, DO NOT FURNISH THE INFORMATION REGARDING ANNUAL INCOME DESCRIBED BELOW.

(1) *Minors and Incompetents.* If application is filed "As Guardian" or "As Custodian" of the widow or child, do not report your own income but only the income of the widow, or child named on the application form.

(2) *Widows With Children.* When a widow files application in her own right, she must also show the separate income of each child in her custody.

(3) *Types of Income to be Reported.* Report all income received for services, interest and profit from investment. Also report the "source" of income; for example: "Wages," "Old-Age and Survivors' Insurance," etc. Income includes payments and benefits received from all sources including:

(a) Wages, salaries, commissions, bonuses, tips, gratuities, dividends, earnings, investments, or rents from whatever source derived, or income from a business or profession.

NOTE—In reporting wages, or salary, report GROSS income and not "take home" pay. DO NOT deduct amounts withheld under a retirement act or plan, or amounts withheld for income tax.

If room, board, or goods are received as part of your employment, you should report this fact and give the approximate value thereof.

In computing income from a business or profession, report net income, reducing the gross income by the necessary expenses of carrying on the same, such as cost of goods sold or expenditures for rent, repairs, taxes, upkeep, and other operating expenses. DEPRECIATION IS NOT A DEDUCTIBLE EXPENSE BUT THE AMOUNT PAID TO REPLACE WORN OUT OR OBSOLETE EQUIPMENT IS DEDUCTIBLE ONLY FOR THE YEAR IT WAS REPLACED.

In computing income from rents, report the net income, reducing the gross income by necessary expenses; such as: Taxes, fuel, insurance, interest on mortgage (not payments on principal), normal repairs, water and other operating expenses. DEPRECIATION IS NOT A DEDUCTIBLE EXPENSE BUT THE AMOUNT PAID TO REPLACE WORN OUT OR OBSOLETE EQUIPMENT IS DEDUCTIBLE ONLY FOR THE YEAR IT WAS REPLACED.

(b) Family allowances received by dependents of persons in military or naval service.

(c) Subsistence allowance received from the Veterans Administration.

(d) Commercial insurance consisting of lump sum or installments of life, disability, accident, health, or similar insurance.

(e) Compensation for unemployment, disability, or death, such as that paid by the Bureau of Employees' Compensation, Department of Labor of the United States, or a State compensation or industrial board or commission.

(f) Retirement benefits such as Civil Service retirement benefits, Federal Old-Age and Survivors' Insurance, Railroad Retirement benefits, or benefits paid under retirement plans of private employers.

(g) Proceeds of bequests and inheritances received in the settlement of estates. Property other than money which is received by inheritance or otherwise will be reported in Part VI.

(4) *Types of Payments and Benefits Not to be Reported as Income.* It is not necessary to report compensation, pension, insurance, or other payments received from the Veterans Administration (exclusive of subsistence allowance) as such information is contained in records of that office.

J. DEDUCTIBLE EXPENSES
(See application form, Part V)

Any expenses of last illness, burial or just debts of veteran paid by you and reimbursement received after the filing of your claim should be promptly reported to the office in which your claim is located.

K. NET WORTH

Item 43A—Include market value of corporate stocks, checking accounts, bank deposits, savings and loan accounts, cash and currency.

Item 43B—Do not include the value of the single dwelling unit or that portion of real property used solely as your principal residence. On all other real estate reduce the market value by amount of the indebtedness thereon.

Item 43C—Report the total market value of your rights and interest in all other property not included in 42A and B. Do not include value of ordinary personal effects necessary for your daily living such as clothing and furniture.

Item 43D—Report all debts except mortgage(s) on real estate.

Item 43E—Report the total of items 43A through 43C less 43D. This should be your net worth.

INSTRUCTIONS FOR COMPLETING ATTACHED FORM OA-C24, APPLICATION FOR SURVIVORS BENEFITS (PAYABLE UNDER TITLE II OF THE SOCIAL SECURITY ACT)

Fill in each item on the attached application, Form OA-C24, for survivors benefits under Title II of the Social Security Act (except the items 23 through 25). When signed and dated the form SHOULD BE LEFT ATTACHED to your application for dependency and indemnity compensation or death pension.

U.S. GOVERNMENT PRINTING OFFICE : 1960 OF—536054

Figure 12-56.--Continued.

VETERANS ADMINISTRATION

APPLICATION FOR DEPENDENCY AND INDEMNITY COMPENSATION OR DEATH PENSION BY WIDOW OR CHILD

(INCLUDING ACCRUED BENEFITS AND DEATH COMPENSATION, WHERE APPLICABLE)

IMPORTANT—*Read instructions before filling in form. Answer all items fully. Detach and retain ONLY the instruction sheet. If more space is required, attach additional sheets and identify each answer by item number.*

(DO NO WRITE IN THIS SPACE VA DATE STAMP)

1. LAST NAME—FIRST NAME—MIDDLE NAME OF DECEASED VETERAN *(Type or print)*: DOE, Robert Albert

2A. FIRST NAME—MIDDLE NAME—LAST NAME OF CLAIMANT *(Type or print)*: Jane Elaine Doe

2B. MAILING ADDRESS OF CLAIMANT *(Number and street or rural route, city or P.O., zone number and State)*: 1234 St. Charles St., Norfolk, Va.

2C. RELATIONSHIP TO VETERAN *(Check one)*: [X] WIDOW [ ] CHILD

3. IF VETERAN PREVIOUSLY APPLIED TO THE VETERANS ADMINISTRATION FOR ANY BENEFIT, INSERT CLAIM NUMBER IF KNOWN: C-

4. SOCIAL SECURITY ACCOUNT NO. OF VETERAN: 767-63-7395

5. RAILROAD RETIREMENT NO.:

6. VETERANS ADMINISTRATION CLAIM NO.: XC— 19 220 336

PART I—IDENTIFICATION AND SERVICE INFORMATION OF VETERAN

7. DATE OF BIRTH: 13Nov1934

8. PLACE OF BIRTH: DeBerry, Texas

9. DATE OF DEATH: [illegible]ug1960

10. PLACE OF DEATH: Luzon, Philippine Islands

11A. CAUSE OF DEATH *(See Instructions, paragraph F)*: Drowning

11B. [illegible] CLAIMING THAT THE CAUSE OF DEATH WAS DUE TO SERVICE? [X] YES [ ] NO

SERV[illegible]ORMATION

NOTE—The following information should be furni[illegible] each period of the veteran's active service in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the Unit[illegible] or service as a commissioned officer in the Coast and Geodetic Survey or Public Health Service.

12A. ENTERED ACTIVE SERVICE		12B. S[illegible]	12C. SEPARATED FROM ACTIVE SERVICE		12D. GRADE, RANK OR RATING, ORGANIZATION AND BRANCH OF SERVICE
DATE	PLACE		DATE	PLACE	
21Oct1955	Dallas, Tex	1[illegible].7	22Aug1960	Luzon, Philippine I	Sgt (E-5) HQCO 3DMARDIV FMF USMC

13. IF VETERAN SERVED UNDER A NAME OTHER THAN THAT SHOWN IN ITEM 1, GIVE FULL NAME AND SERVICE RENDERED UNDER THAT NAME:

PART II—INFORMATION RELATING TO MARRIAGE *(See Instructions, paragraph G)*

INFORMATION RELATING TO VETERAN

14. HOW MANY TIMES HAS VETERAN BEEN MARRIED? Once to my knowledge

15A. MARRIAGE		15B. TO WHOM MARRIED	15C. HOW MARRIAGE ENDED *(Death, divorce, etc.)*	15D. MARRIAGE ENDED	
DATE	PLACE			DATE	PLACE
10Dec1955	Norfolk, Va.	Jane Elaine Smith	Death	22Aug1960	Philippine I

INFORMATION RELATING TO WIDOW OR MOTHER OF THE CHILDREN FOR WHOM THIS CLAIM IS BEING MADE

16. HOW MANY TIMES HAS WIDOW BEEN MARRIED? Once

17A. MARRIAGE		17B. TO WHOM MARRIED	17C. HOW MARRIAGE ENDED *(Death, divorce, etc.)*	17D. MARRIAGE ENDED	
DATE	PLACE			DATE	PLACE
10Dec1955	Norfolk, Va.	Robert A. Doe	Death	22Aug1960	Philippine I

VA FORM DEC 1959 **21-534** EXISTING STOCKS OF VA FORM 21-534, JUN 1958, WILL BE USED.

Figure 12-56.--Continued.

PART II—INFORMATION RELATING TO MARRIAGE *(Continued)*

NOTE.—If claimant is not the veteran's widow, omit items 18 to 26, inclusive.

18. MAIDEN NAME OF VETERAN'S WIDOW *(First—middle—last)*	19. DATE OF BIRTH
Jane Elaine Smith	10Dec1934

20. PLACE OF BIRTH	21. WAS A CHILD BORN OF WIDOW'S MARRIAGE TO VETERAN?	22. DID WIDOW LIVE CONTINUOUSLY WITH THE VETERAN FROM DATE OF MARRIAGE TO DATE OF DEATH?
Norfolk, Va.	[X] YES [ ] NO	[X] YES [ ] NO *(If "No," fill in 23)*

23. CAUSE OF SEPARATION *(Explain fully, giving reason, date of separation, a ation, etc. If separation was by court order, attach a certified copy of such order.)*

24. HAS WIDOW REMARRIED SINCE DEATH OF VETERAN?	25. DATE REMARRIED	PLACE REMARRIED
[ ] YES [X] NO *(If "Yes," fill in items 25 and 26)*		

PART III—INFORMATION CONCERNING *(See Instructions, paragraph H)*

IDENTIFICATION OF CHILDREN AN RMATION RELATIVE TO CUSTODY

NOTE.—List below, the name of each unmarried child of the w cluding adopted child or stepchild, under 18 years of age (or under 21 years of age if attending school); or of any age if permanent le of self-support by reason of mental or physical defect. If the birth of a child of the veteran is expected, that fact should be stated

27A. NAME OF CHILD	27B. DATE OF BIRTH	CE OF BIRTH	27D. NAME AND ADDRESS OF PERSON HAVING CUSTODY OF EACH CHILD
Mary Jane Doe	12Jan1958	Norfolk, Va.	Jane E. Doe 1234 St. Charles St. Norfolk, Va.

NOTE.—Item 28 to be answered by widow only if any child listed above is not in her custody.

28. DO YOU ALSO DESIRE THIS APPLICATION TO BE CONSIDERED AS A CLAIM FOR THE VETERAN'S CHILDREN LISTED IN ITEM 27A, WHO ARE NOT IN YOUR CUSTODY? [ ] YES [ ] NO

ADDITIONAL INFORMATION RELATING TO CHILDREN LISTED IN ITEM 27A

29. NAME OF LEGALLY ADOPTED CHILD *(If none, write "NONE")*	30. NAME OF HELPLESS CHILD *(If none, write "NONE")*	31. HAS SUCH CHILD EVER MARRIED?
NONE	NONE	[ ] YES [X] NO

32. NAMES OF CHILDREN OF AGE 18, 19, OR 20, WHO ATTEND SCHOOL REGULARLY *(If none, write "NONE")*

33. NAME OF ILLEGITIMATE CHILD *(If none, write "NONE")*	34. NAME OF STEPCHILD *(If none, write "NONE")*
NONE	NONE

NOTE.—If no children are listed in items 33 and 34, do not fill in item 35.

35. NAMES OF CHILDREN LISTED IN ITEMS 33 AND 34 WHO WERE MEMBERS OF THE VETERAN'S HOUSEHOLD AT TIME OF VETERAN'S DEATH *(If none, write "NONE")*

NONE

Figure 12-56.--Continued.

NOTE—If the veteran died while in active service or if he had no service after April 5, 1917, do not fill in Part IV.

PART IV—ANNUAL INCOME OF WIDOW AND/OR CHILD *(By calendar year)*

IMPORTANT—*Read carefully Instructions, paragraph I, before answering questions. All items required to be filled in must be answered FULLY and COMPLETELY.*

NOTE—If part of your income is from Social Security Annuity based on your own employment as distinguished from the employment of your husband complete the following:

36A. BEGINNING DATE	36B. MONTHLY AMOUNT	36C. SOCIAL SECURITY NUMBER
	$	

NOTE—If part of your income is from any other retirement plan or annuity based upon your employment or purchase complete the following:

37A. BEGINNING DATE	37B. MONTHLY AMOUNT	37C. BY WHOM PAID	37D. AMOUNT YOU PAID INTO PLAN
	$		$

INCOME DURING CALENDAR YEAR IN WHICH VETERAN DIED

NOTE—Fill in only if application is filed within one year from date of veteran's death.

38A. WIDOW AND/OR CHILD OR CHILDREN	38B. AMOUNT OF INCOME FROM JANUARY 1ST TO DATE OF DEATH	38C. SOURCE OF INCOME
NAME OF WIDOW	$	
NAME OF CHILD	$	
NAME OF CHILD	$	
NAME OF CHILD	$	

39A. WIDOW AND/OR CHILD OR CHILDREN	39B. AMT. [illegible] EXP[illegible] T[illegible] [illegible]EIVED AND [illegible]TE OF DEATH [illegible]F SAME YEAR	39C. SOURCE OF INCOME
NAME OF WIDOW		
NAME OF CHILD	$	
NAME OF CHILD	$	
NAME OF CHILD	$	

SAMPLE

INCOME RECEIVED AND EXPECTED THIS CALENDAR YEAR *(Year in which this form is signed by you)*

NOTE—Do not fill in if claim is filed in calendar year in which veteran died.

40A. WIDOW AND/OR CHILD OR CHILDREN	40B. AMOUNT OF INCOME	40C. SOURCE OF INCOME
NAME OF WIDOW	$	
NAME OF CHILD	$	
NAME OF CHILD	$	
NAME OF CHILD	$	

EXPECTED ANNUAL INCOME FOR NEXT CALENDAR YEAR

NOTE—If unable to state exact amounts, give approximate amounts expected.

41A. WIDOW AND/OR CHILD OR CHILDREN	41B. AMOUNT OF INCOME	41C. SOURCE OF INCOME
NAME OF WIDOW	$	
NAME OF CHILD	$	
NAME OF CHILD	$	

Figure 12-56.--Continued.

PART V—DEDUCTIBLE EXPENSES

NOTE—Your income may be reduced by the amount of the just debts, expenses of last illness and burial of the veteran paid by you. Be sure to include as income in items 38B through 41B any reimbursement received on these expenses or debts. See Sec. "J" of instructions for reporting payments and reimbursements made after filing of your claim.

42A. NAME AND ADDRESS OF PERSON TO WHOM PAID	42B. TOTAL AMT. OF EXPENSE OR DEBT	42C. NATURE OF EXPENSE OR DEBT	42D. DATE PAID	42E. AMOUNT PAID BY YOU

PART VI—LIST YOUR NET WORTH *(Read Instructions—item[illegible] through 43E before answering the following):*

43A. STOCKS, BONDS, BANK DEPOSITS, ETC.	43B. REAL ESTATE	43C. OTHER PR[illegible]	43D. TOTAL DEBTS	43E. NET WORTH
$ NONE	$ NONE	$ NO[illegible]	$ 100.00	$ NOTHING

PART VII—MIS[illegible]US INFORMATION

44A. FULL NAME OF VETERAN'S MOTHER	[illegible]SS OF VETERAN'S MOTHER, IF LIVING
Mary Ellen Doe	Route 2, Box 89, DeBerry, Tex.
45A. FULL NAME OF VETERAN'S FATHER	**45B. ADDRESS OF VETERAN'S FATHER, IF LIVING**
John Edward Doe	Route 2, Box 89, DeBerry, Tex.

46A. HAS THE WIDOW OR CHILD PREVIOUSLY FILED CLAIM FOR BENEFITS WITH THE VETERANS ADMINISTRATION? ☐ YES ☒ NO *(If "Yes," fill in 46B through 48, inclusive)*	46B. NAME OF PERSON ON WHOSE SERVICE CLAIM WAS MADE	46C. RELATIONSHIP TO CLAIMANT

47. CLAIM NO.	48. OFFICE WHERE CLAIM WAS FILED *(City and State)*	49. HAS ANY FEE BEEN PAID OR WILL ANY FEE BE PAID TO ANY PERSON FOR ASSISTANCE IN THE PREPARATION OF THIS APPLICATION FORM? ☐ YES ☒ NO *(If "Yes," fill in 50 and 51)*
C-		

50. NAME AND ADDRESS OF PERSON ASSISTING	51. AMOUNT OF FEE
	$

CERTIFICATE AND SIGNATURE OF CLAIMANT

I CERTIFY THAT the foregoing statements are true and correct to the best of my knowledge and belief.

52. DATE SIGNED	53. SIGNATURE OF CLAIMANT
2Sep1960	SIGN HERE ▶ Jane E. Doe

WITNESSES TO SIGNATURE OF CLAIMANT IF MADE BY "X" MARK

NOTE—Signature made by mark must be witnessed by two persons to whom the person making the statement is personally known, and the signatures and addresses of such witnesses must be shown below.

54A. SIGNATURE OF WITNESS	54B. ADDRESS OF WITNESS
55A. SIGNATURE OF WITNESS	**55B. ADDRESS OF WITNESS**

PENALTY—The law provides severe penalties, including fines and imprisonment for the submission of false statements or evidence or fraudulently accepting any payment to which you are not entitled.

SAMPLE

Figure 12-56.--Continued.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
BUREAU OF OLD-AGE AND SURVIVORS INSURANCE

SOCIAL SECURITY ADMINISTRATION
APPLICATION FOR SURVIVORS BENEFITS
(PAYABLE UNDER TITLE II OF THE SOCIAL SECURITY ACT)
IMPORTANT—*Read instructions before filling in form. Detach and retain ONLY the instruction sheet.*

(DO NOT WRITE IN THIS SPACE VA DATE STAMP)

1. FIRST NAME—MIDDLE NAME—LAST NAME OF DECEASED VETERAN *(Type or print)*: Robert Albert Doe
2. DATE OF DEATH: 22Aug1960
3. BRANCH OF SERVICE *(Army, Navy, etc.)*: USMC
4. ORGANIZATION *(Regiment, Ship, Station, etc.)*: HQCO 3DMARDIVFMF
5. DATE OF SEPARATION FROM LAST PERIOD OF ACTIVE SERVICE: 22Aug1960

NOTE—If the veteran's Social Security Account No. is unknown, fill in items 7, 8, 9 and 10 concerning veteran.

6. SOCIAL SECURITY ACCOUNT NO. OF VETERAN: 767-63-7395
7. DATE OF BIRTH: 13Nov1934
8. PLACE OF BIRTH: DeBerry, Texas
9. NAME OF FATHER: John Edward Doe
10. MAIDEN NAME OF MOTHER: Mary Ellen King
11. FIRST NAME—MIDDLE NAME—LAST NAME OF APPLICANT *(Type or print)*: Jane Elaine Doe
12. MAILING ADDRESS OF APPLICANT *(Number and street or rural route, city or P.O., zone number and State)*: 1234 Saint Charles St. Norfolk, Va.
13. TELEPHONE NO.: BR 5-6789
14. RELATIONSHIP TO VETERAN: [X] WIDOW [ ] CHILD [ ] PARENT *(Fill in item 15)*
15. DATE OF BIRTH OF APPLICANT: 10Dec1934
16. VETERANS ADMINISTRATION CLAIM NO.: XC 19 220 336

NAMES OF CHILDREN—NOTE: List below the names of all surviv[illegible]ed children (including stepchildren, adopted, and illegitimate children) of the veteran who were under 18 (or if age 18 or ov[illegible]er a disability) when the veteran died.

17A. Mary Jane Doe

17B.

I hereby apply for all benefits payable to me [illegible]le II of the Social Security Act, as amended and/or to the veteran's children (including stepchildren, adopted, and illegitimate children). [illegible]nowing that anyone who makes a false statement or misrepresents in connection with an application for Federal benefits is committing a cr[illegible]me punishable under Federal law, I certify that the above statements are true.

18. DATE *(Month, day, year)*: 2Sep1960
19. SIGNATURE OF APPLICANT *(Write in ink)*: SIGN HERE ▶ Jane E. Doe

WITNESSES TO SIGNATURE OF APPLICANT IF MADE BY "X" MARK

20A. SIGNATURE OF WITNESS
20B. ADDRESS OF WITNESS *(No. and street, city, zone and State)*
21A. SIGNATURE OF WITNESS
21B. ADDRESS OF WITNESS *(No. and street, city, zone, and State)*

(ITEMS BELOW TO BE COMPLETED BY THE VETERANS ADMINISTRATION. *Use reverse for "Remarks."*)

22. PROOFS RECEIVED *(Check)*: [ ] DEATH [ ] MARRIAGE [ ] AGE _____ (NAME) _____ (NAME) _____ (NAME) [ ] OTHER *(Specify)*
23. PROOFS REQUESTED FROM CLAIMANT OR OTHERS *(Specify)*: [ ] DEATH [ ] MARRIAGE [ ] AGE _____ (NAME) _____ (NAME) _____ (NAME) [ ] OTHER *(Specify)*
24. DATE
25. NAME AND ADDRESS OF TRANSMITTING VA OFFICE

FORM DEC 1959 **OA-C24**

EXISTING STOCKS OF FORM OA-C24, JUN 1958, WILL BE USED.

SAMPLE

Figure 12-56.--Continued.

INSTRUCTIONS FOR FILING CLAIM FOR DEPENDENCY AND INDEMNITY COMPENSATION BY PARENT(S)

READ VERY CAREFULLY, DETACH, AND RETAIN THIS SHEET FOR YOUR FUTURE REFERENCE. ANSWER ALL QUESTIONS FULLY OR ACTION ON YOUR CLAIM MAY BE DELAYED.

The terms "father" and "mother" include a father, mother, father through adoption, mother through adoption, foster father or foster mother (including stepparents who stood in the relationship of parent to the veteran).

A. PAYMENT OF BENEFITS -- GENERAL

(1) DEPENDENCY AND INDEMNITY COMPENSATION. Dependency and indemnity compensation may be payable on or after January 1, 1957 where the veteran dies:

(a) From disease or injury incurred or aggravated in line of duty while on active duty or active duty for training;

(b) From *injury* incurred or aggravated in line of duty while on *inactive* duty training; or

(c) From a disability compensable under laws administered by the Veterans Administration.

(2) AMOUNTS PAYABLE. Dependency and indemnity compensation is payable on a sliding scale, depending upon annual income, as follows:

One parent only		
Total annual income		Monthly Rate Of Indemnity Compensation
More than— but	Equal to or less than—	
	$750	$75
$750	$1,000	$60
$1,000	$1,250	$45
$1,250	$1,500	$30
$1,500	$1,750	$15
$1,750	------	No amount payable

Two parents not living together		
Total annual income of each parent		Monthly Rate of Indemnity Compensation to Each Parent
More than— but	Equal to or less than—	
	$750	$50
$750	$1,000	$40
$1,000	$1,250	$30
$1,250	$1,500	$20
$1,500	$1,750	$10
$1,750	------	No amount payable

Two parents living together or remarried parent living with spouse		
Total combined annual income of parents or of remarried parent and spouse		Monthly Rate of Indemnity Compensation to Each Parent
More than— but	Equal to or less than—	
	$1,000	$50
$1,000	$1,350	$40
$1,350	$1,700	$30
$1,700	$2,050	$20
$2,050	$2,400	$10
$2,400	------	No amount payable

Philippine Service Cases

The rates of dependency and indemnity compensation outlined as well as amounts of annual income of parents will be computed on the basis of one Philippine peso for each dollar specified, in cases involving service in the Commonwealth Army of the Philippines or as a guerrilla or in the Philippine Scouts where the veteran was enlisted under section 14, Public Law 190, 79th Congress.

B. INCOME TO BE REPORTED

Report all income received for services, interest and profit from investment. Also report the "source" of income; for example: "Wages," "Old Age and Survivors Insurance", etc. Income includes payment and benefits from all sources including:

(1) Wages, salaries, commissions, bonuses, tips, gratuities, dividends, earnings, investments, or rents from whatever source derived, or income from a business or profession.

NOTE.- In reporting wages or salary, report GROSS income and not "take home" pay. DO NOT deduct amounts withheld under a retirement act or plan, or amounts withheld for income tax.

If room, board, or goods are received as part of your employment, you should report this fact and give the approximate value thereof.

In computing income from a business or profession, report net income, reducing the gross income by the necessary expenses of carrying on the same, such as cost of goods sold or expenditures for rent, repairs, taxes, upkeep, and other operating expenses.

In computing income from rents, report the net income, reducing the gross income by necessary expenses; such as: Taxes, fuel, insurance, interest on mortgage (not payments on principal), normal repairs, water and other operating expenses. Depreciation is not a deductible expense.

(2) Family allowances received by dependents of persons in military or naval service.

(3) Subsistence allowance received from the Veterans Administration.

(4) Commercial insurance consisting of lump sum or installments of life, disability, accident, health, or similar insurance.

(5) Servicemen's Indemnity, National Service Life Insurance, or U. S. Government Life Insurance paid by the Veterans Administration.

(6) Disability or death pension paid by the Veterans Administration.

(7) Compensation for unemployment, disability, or death, such as that paid by the Bureau of Employees' Compensation, Department of Labor of the United States, or a State compensation or industrial board or commission.

(8) Retirement benefits such as Civil Service retirement benefits, Federal Old-Age and Survivors' Insurance, Railroad Retirement benefits, or benefits paid under retirement plans of private employers.

(9) Annuities consisting of amounts paid to you regularly (yearly, quarterly, or monthly) under the terms of an annuity agreement purchased by you or for you, including payments under the Uniformed Services Contingency Option Act.

(10) Contributions received from members of the family. Report actual contributions. If the contributor is a member of your household and part of the contribution is intended for board and room, the amount thereof may be deducted from the total amount received.

(11) Proceeds of bequests and inheritances received in the settlement of estates. Property other than money which is received by inheritance or otherwise need not be reported until such property is converted into cash. The amount received for any property acquired after the veteran's death should be reported when such property is sold.

(12) Income from any other sources, *EXCEPT* payments listed in Paragraph C below.

C. INCOME NOT TO BE REPORTED

Do not report income from the following sources:

(1) Payments of the six-months death gratuity.

(2) Donations from public or private relief or

V A FORM DEC 1956 **VB 8-535**

Figure 12-57

welfare organizations.

(3) Disability compensation, death compensation, and dependency and indemnity compensation from the Veterans Administration.

(4) Lump sum death payments under Title II of the Social Security Act.

D. UNUSUAL MEDICAL EXPENSES

You may enter under Item 26, Remarks, or on a separate sheet, any unusual medical expenses, such as those involved in chronic invalidism, amounts paid for maintenance in a rest home, or nursing or convalescent home, expenses incurred for surgery or prolonged illness, etc. The items of expense should be listed, together with the date or dates on which incurred or expected and the date or dates of payment or anticipated payment of such expenses. You should also state the name and relationship to you of the person who suffered the illness and explain the circumstances, the duration of the illness, and any other pertinent facts.

E. ORGANIZATIONS AND ATTORNEYS

You may be represented, without charge, by an accredited representative of any organization recognized by the Administrator of Veterans Affairs. You may also be represented by an attorney or agent who has been admitted to practice before the Veterans Administration. The employment of such attorney or agent is unnecessary, as the Veterans Administration is pleased to give all information and assistance that may be reasonably required to establish rights of claimants. An agent or attorney who has been admitted to practice before the Veterans Administration and has filed a power of attorney in a claim may receive for his services from the proceeds of an award a fee not exceeding $10 in an original claim and a fee not exceeding $2 in a claim for increase. No fee is allowable for services in a claim for accrued benefits. The solicitation or receipt of a fee, except as provided by law, constitutes a penal offense.

F. HOW TO FILL IN THE APPLICATION FORM

ALL THE INFORMATION REQUIRED IN THIS APPLICATION MUST BE FURNISHED AND THE QUESTIONS MUST BE ANSWERED FULLY AND CLEARLY. If you do not know the answer to any question say "UNKNOWN." For additional space use Item 47, Remarks, or attach a separate sheet, indicating the item numbers to which the answers apply.

G. INCOMPETENTS

If the person for whom claim is being made is incompetent, the application form should be filled in and filed by the legal guardian or, if no legal guardian has been appointed, it may be filled in and filed by some person acting on behalf of the incompetent.

H. EVIDENCE -- GENERAL

If you are unable to furnish with this application form any of the required evidence listed below, state why you are unable on a separate sheet. Evidence filed previously in the Veterans Administration need not be filed in connection with this claim.

I. PROOF OF RELATIONSHIP OF NATURAL OR ADOPTIVE MOTHER OR FATHER.

A copy of the public record of birth or church record of baptism showing the date of birth of the veteran and names of the parents and certified by the custodian of such records should be furnished. If neither of the records mentioned is obtainable, it is not necessary to establish one for the purpose of this claim. Instead, you should submit the affidavit of the attending physician or midwife or the affidavits of two persons who have personal knowledge of the facts to which he testifies. If the veteran was an adopted child, a copy of the court order of adoption, certified by the custodian of the court record, should be furnished.

J. FOSTER MOTHER OR FATHER -- (Persons, including stepparents, who stood in the relationship of parent to the veteran)

If the claimant is not the natural or adoptive parent of the veteran but was the last person who stood in the relationship of parent to the veteran during his minority for a period of not less than 1 year prior to his entrance into the active military or naval service, the claimant will be required to complete VA Form VB 8-524 which will be furnished upon receipt of this application.

K. PROOF OF DEATH

Death of a veteran in active service of the Army, Navy, Air Force, Marine Corps, or Coast Guard, or in a United States Government institution does not need to be proved by a claimant. Otherwise, the claimant should forward a copy of the public record of death, certified by the custodian of such records, or a duly certified copy of a coroner's report of death, or a verdict of a coroner's jury.

INSTRUCTIONS FOR COMPLETING ATTACHED FORM OA-C24, APPLICATION FOR SURVIVORS BENEFITS (PAYABLE UNDER TITLE II OF THE SOCIAL SECURITY ACT)

Fill in each item on the attached application Form OA-C24 for survivors benefits under Title II of the Social Security Act (except the items 10 through 14). When signed and dated the form SHOULD BE LEFT ATTACHED to your completed application for dependency and indemnity compensation.

Figure 12-57.--Continued.

VETERANS ADMINISTRATION

APPLICATION FOR DEPENDENCY AND INDEMNITY COMPENSATION BY PARENT(S)

(INCLUDING ACCRUED BENEFITS AND DEATH COMPENSATION, WHERE APPLICABLE)

IMPORTANT - Read instructions before filling in form. Answer all items fully. Detach and retain ONLY the Instruction sheet.

(DO NOT WRITE IN THIS SPACE) *(VA DATE STAMP)*

1. LAST NAME-FIRST NAME-MIDDLE NAME OF DECEASED VETERAN *(Type or print)*: DOE, Jr., Ralph Earl

2A. FULL NAME OF CLAIMANT *(Mother or foster mother)*:

2B. DATE OF BIRTH:

3A. FULL NAME OF CLAIMANT *(Father or foster father)*: Ralph Earl Doe, Sr.

3B. DATE OF BIRTH: 10Jan1914

4. RELATIONSHIP TO VETERAN: ☐ MOTHER ☒ FATHER ☐ FOSTER MOTHER ☐ FOSTER FATHER

5. CLAIM NO.: XC.

6. MAILING ADDRESS OF CLAIMANT(S) *(Number and street or rural route, city or post office, zone number and State)*: Route 10, Box 15, Smith, Alabama

7. RAILROAD RETIREMENT NO. OF VETERAN:

8. VETERAN'S SOCIAL SECURITY ACCOUNT NO.: 676-53-6285

9. IF VETERAN PREVIOUSLY APPLIED TO VETERANS ADMINISTRATION FOR ANY BENEFIT, INSERT CLAIM NO., IF KNOWN:

PART I - INFORMATION RELATING TO VETERAN

10. DATE OF BIRTH: 12Dec1939

11. PLACE OF BIRTH: Smith, Ala.

12. DATE OF DEATH: 11Aug1960

13. PLACE OF DEATH: Guam, Mariana Is.

14. CAUSE OF DEATH *(See Instructions, paragraph K)*: Multiple Injuries

NOTE--The following information should be furnished for each period of the veteran's active service in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States or service as a commissioned officer in the Coast and Geodetic Survey or Public Health Service.

15A. ENTERED ACTIVE SERVICE		15B. SERVICE NO.	15C. SEPARATED FROM ACTIVE SERVICE		15D. GRADE, RANK OR RATING, ORGANIZATION AND BRANCH OF SERVICE
DATE	PLACE		DATE	PLACE	
20Aug1957	Jones, Ala.	2345678	11Aug1960	Guam, Mariana Is.	Cpl (E-4) H&SBn 1stMarDivFMF
					USMC

16. IF VETERAN SERVED UNDER A NAME OTHER THAN THAT SHOWN IN ITEM 1, GIVE FULL NAME AND SERVICE RENDERED UNDER THAT NAME:

17. WAS THE VETERAN A MEMBER OF YOUR HOUSEHOLD OR UNDER YOUR PARENTAL CONTROL AT ALL TIMES BEFORE HE REACHED 21 YEARS OF AGE? ☒ YES ☐ NO *(If "No," complete 18, 19 and 20)*

18. DATE PARENTAL CONTROL ENDED:

19. REASON VETERAN WAS NOT A MEMBER OF YOUR HOUSEHOLD OR UNDER YOUR PARENTAL CONTROL AT ALL TIMES BEFORE HE REACHED 21 YEARS OF AGE *(Explain fully)*

He entered the Marine Corps by voluntary enlistment on 20Aug1957 and remained on active duty until death

20. NAME AND ADDRESS OF EACH PERSON WHO ASSUMED PARENTAL CONTROL OVER VETERAN AFTER DATE SHOWN IN ITEM 18:

21. WAS VETERAN SURVIVED BY ☐ WIDOW ☐ CHILD UNDER 18 YEARS OF AGE ☒ NEITHER *(Complete 22 and 23, if applicable)*

22. NAME AND ADDRESS OF WIDOW OR CHILD:

23. HAS WIDOW REMARRIED? ☐ YES ☐ NO

VA FORM DEC 1956 **VB 8-535** SUPERSEDES VA FORM 8-535, JUN 1952, WHICH WILL NOT BE USED.

Figure 12-57.--Continued.

PART II - INFORMATION RELATING TO PARENTS OF VETERAN

24. NAME OF MOTHER Mary Ellen Doe	25. NAME OF FATHER Ralph Earl Doe, Sr.
26. NAME OF FOSTER MOTHER *(If none, write "NONE")* NONE	27. NAME OF FOSTER FATHER *(If none, write "NONE")* NONE
28A. NAME OF ANY DECEASED PERSON NAMED IN ITEMS 24, 25, 26, AND 27 *(Fill in item 28B)*	28B. DATE OF DEATH

PART III - INFORMATION RELATING TO CLAIMANT

29. DATE OF MARRIAGE TO YOUR LAST SPOUSE	30. ARE YOU LIVING WITH YOUR SPOUSE?	31. DATE OF DEATH OF SPOUSE, IF DECEASED	32. DATE OF SEPARATION FROM SPOUSE
10Aug1937	☐ YES ☒ NO *(If "No," fill in 31 or 32)*		15Aug1956

ANNUAL INCOME (BY CALENDAR YEAR)

IMPORTANT - Read carefully paragraphs B and C of Instructions before answering questions. All items required to be filled in must be answered fully and completely.

NOTE -- If income and medical expenses are not shown in dollars, enter name of money unit. ▶ 33. NAME OF MONEY UNIT *(Pesos, francs, pounds, liras, etc.)*

INCOME DURING YEAR IN WHICH VETERAN DIED

NOTE -- Fill in only if application is filed within one year from date of veteran's death.

INCOME OF:	34A. INCOME FROM JANUARY 1ST TO DATE OF DEATH	34B. SOURCE OF INCOME
PARENT NOT LIVING WITH SPOUSE *(Enter parent's income)*	$ 4000.00	Wages - Carpenter Work
PARENTS LIVING TOGETHER *(Enter parents' COMBINED income)*		
PARENT REMARRIED AND LIVING WITH PRESENT SPOUSE *(Enter COMBINED income of parent and spouse)*		

INCOME OF:	35A. INCOME FROM JANUARY 1ST TO DATE EXPECTED OF DEATH AND DECEMBER 31 OF SAME YEAR	35B. SOURCE OF INCOME
PARENT NOT LIVING WITH SPOUSE *(Enter parent's income)*	$ 1000.00	Wages - Carpenter Work
PARENTS LIVING TOGETHER *(Enter parents' COMBINED income)*		
PARENT REMARRIED AND LIVING WITH PRESENT SPOUSE *(Enter COMBINED income of parent and spouse)*		

INCOME RECEIVED AND EXPECTED THIS CALENDAR YEAR *(Year in which this form is signed by you)*

NOTE -- Do not fill in if claim is filed in calendar year in which veteran died.

INCOME OF:	36A. AMOUNT OF INCOME	36B. SOURCE OF INCOME
PARENT NOT LIVING WITH SPOUSE *(Enter parent's income)*	$	
PARENTS LIVING TOGETHER *(Enter parents' COMBINED income)*		
PARENT REMARRIED AND LIVING WITH SPOUSE *(Enter COMBINED income of parent and spouse)*		

SAMPLE

Figure 12-57.--Continued.

PART III - INFORMATION RELATING TO CLAIMANT *(Continued)*

EXPECTED ANNUAL INCOME FOR NEXT CALENDAR YEAR

NOTE--If unable to state exact amounts, enter approximate amounts expected.

INCOME OF:	37A. AMOUNT OF INCOME	37B. SOURCE OF INCOME
PARENT NOT LIVING WITH SPOUSE *(Enter parent's income)*	$ 5,000.00	Wages - Carpenter Work
PARENTS LIVING TOGETHER *(Enter parents' COMBINED income)*		
PARENT REMARRIED AND LIVING WITH SPOUSE *(Enter COMBINED income of parent and spouse)*		

PART IV - MISCELLANEOUS INFORMATION

38. INDICATE WHETHER CLAIMANT(S) HAS FILED CLAIM FOR COMPENSATION FROM UNITED STATES BUREAU OF EMPLOYEES COMPENSATION BECAUSE OF DEATH OF VETERAN ON WHOSE SERVICE THIS CLAIM IS FILED?

FATHER *(Claimant)* ☐ YES ☒ NO

MOTHER *(Claimant)* ☐ YES ☐ NO

39. HAVE YOU PREVIOUSLY FILED A CLAIM WITH THE VETERANS ADMINISTRATION BASED ON YOUR OWN SERVICE OR THE SERVICE OF ANY OTHER VETERAN?

☐ YES ☒ NO *(If "Yes," complete 40, 41, and 42)*

40. NAME OF PERSON WHO SERVED

41. RELATIONSHIP TO CLAIMANT

42. NO.

43. HAS ANY FEE BEEN PAID OR WILL ANY FEE BE PAID TO ANY FOR ASSISTANCE IN THE PREPARATION OF THIS APPLICATION

☐ YES ☒ NO *(If "Yes," complete 44 and 45)*

44. NAME AND ADDRESS OF PERSON ASSISTING

45. AMOUNT OF FEE

$

46. IS THE ADDRESS SHOWN IN ITEM 6 THE ACTUAL HOME ADDRESS OF THE CLAIMANT?

☒ YES ☐ NO *(If "No," explain why another address is used)*

47. REMARKS *(Unusual medical expenses, if any, may be shown here or on reverse of this page of form. See Instructions, paragraph D)*

SAMPLE

CERTIFICATE AND SIGNATURE OF CLAIMANT

I CERTIFY that the foregoing statements are true and correct to the best of my knowledge and belief.

48. DATE	49. SIGNATURE OF MOTHER, FOSTER MOTHER, GUARDIAN, OR NEXT FRIEND
21Aug1960	Ralph E. Doe, Sr.
50. DATE	51. SIGNATURE OF FATHER, FOSTER FATHER, GUARDIAN, OR NEXT FRIEND

WITNESSES TO SIGNATURE OF CLAIMANT IF MADE BY "X" MARK

NOTE- Signature made by mark must be witnessed by two persons to whom the person making the statement is personally known, and the signatures and addresses of such witnesses must be shown below.

52A. SIGNATURE OF WITNESS	52B. ADDRESS OF WITNESS
53A. SIGNATURE OF WITNESS	53B. ADDRESS OF WITNESS

PENALTY - The law provides that whoever makes any statement of a material fact, knowing it to be false, shall be punished by a fine of not more than $1,000 or by imprisonment for not more than 1 year, or both.

Figure 12-57.--Continued.

Department of Health, Education, and Welfare
Bureau of Old-Age and Survivors Insurance

SOCIAL SECURITY ADMINISTRATION
APPLICATION FOR SURVIVORS BENEFITS
(PAYABLE UNDER TITLE II OF THE SOCIAL SECURITY ACT)

IMPORTANT - Read instructions before filling in form. Detach and retain ONLY the instruction sheet.

(DO NOT WRITE IN THIS SPACE)
(VA DATE STAMP)

1. FIRST NAME - MIDDLE NAME - LAST NAME OF DECEASED VETERAN *(Type or print)*
Ralph Earl Doe, Jr.

2A. FIRST NAME - MIDDLE NAME - LAST NAME OF APPLICANT *(Type or print)*
Ralph Earl Doe, Sr.

2B. MAILING ADDRESS OF APPLICANT *(Number and street or rural route, city or P.O., zone number and State)*
Route 10, Box 15, Smith, Alabama

2C. TELEPHONE NO. *(If none, write "NONE")*
NONE

2D. RELATIONSHIP TO VETERAN *(Check one)*
☐ WIDOW ☐ CHILD ☒ PARENT

3. SOCIAL SECURITY ACCOUNT NO. OF VETERAN
676-53-6285

4. VETERANS ADMINISTRATION CLAIM NO.
XC-

5. NAMES OF CHILDREN - *NOTE: List below the names of all surviving unmarried children (including stepchildren, adopted, and illegitimate children) of the veteran who were under 18 (or if age 18 or over, were under a disability) when the veteran died.*

I hereby apply for all benefits payable to me under Titl[illegible] [illegible]e Social Security Act, as amended and or to the veteran's children (including stepchildren, adopted, and illegitimate chi[illegible] Knowing that anyone who makes a false statement or misrepresents in connection with an application for Federal benefit[illegible] [illegible]mitting a crime punishable under Federal law, I certify that the above statements are true.

SAMPLE

6. DATE *(Month, day, year)*
21Aug1960

7. SIGNATU[illegible] [illegible]ICANT *(Write in ink)*
SIGN HE[illegible] Ralph E. Doe, Sr.

WITNE[illegible] TO SIGNATURE OF APPLICANT IF MADE BY "X" MARK

8A. SIGNATURE OF WITNESS

8B. ADDRESS OF WITNESS *(No. and street, city, zone and State)*

9A. SIGNATURE OF WITNESS

9B. ADDRESS OF WITNESS *(No. and street, city, zone and State)*

(ITEMS BELOW TO BE COMPLETED BY THE VETERANS ADMINISTRATION)

10. PROOFS RECEIVED *(Check)*
☐ DEATH ☐ MARRIAGE
☐ AGE _____ (NAME)
_____ (NAME)
_____ (NAME)
☐ OTHER *(Specify)*

11. PROOFS REQUESTED FROM CLAIMANT OR OTHERS *(Specify)*
☐ DEATH ☐ MARRIAGE
☐ AGE _____ (NAME)
_____ (NAME)
_____ (NAME)
☐ OTHER *(Specify)*

12. REMARKS

13. DATE

14. NAME AND ADDRESS OF TRANSMITTING VA OFFICE

FORM DEC 1956 **OA-C24**

Figure 12-57.--Continued.

APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD

Form Approved Budget Bureau No. 22-R174

SECTION I - IDENTIFICATION OF PERSON UPON WHOM ELIGIBILITY FOR DD FORM 1173 IS BASED

1. LAST NAME - FIRST NAME - MIDDLE INITIAL OF SPONSOR *(uniformed services or civilian sponsor, if applicable)*: DOE, Robert A.

2. ADDRESS *(Omit if sponsor is deceased)*:

3. TELEPHONE NUMBER: HOME / OFFICE

4. STATUS: [ ] ACTIVE DUTY [ ] RETIRED [X] DECEASED AD [ ] DECEASED RETIRED [ ] OTHER *(Specify)*

5. GRADE-RATE-RANK: SGT(E-5)

6. BRANCH OF SERVICE: USMC

7. SERVICE NUMBER: 1234577

8. DATE OF *(expiration of service or contract)* OR *(death)* *(if applicable)*: 22Jun62

9. REASON FOR APPLICATION *(Check applicable box.)* [X] ORIGINAL CARD(S) [ ] EXPIRATION OF CARD(S) [ ] REPLACE LOST CARD(S) DAMAGED CARD(S) CORRECT AN ERROR, ETC. *(Explain circumstances surrounding loss or damage in item 18 Remarks)*

SECTION II - PERSONS FOR WHOM AUTHORIZATION IS REQUESTED *(Include yourself when applicable.)*

10a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
DOE, Jane E.	WIDOW	BLUE	BLOND	C, T, EU, MC(US)	
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
1234 Saint Charles Street Norfolk, Virginia	10Dec33	5'4"	125	-N/A	
				l. EXPIRATION DATE: 30Jun64	
11a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
				l. EXPIRATION DATE	
12a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
				l. EXPIRATION DATE	
13a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
				l. EXPIRATION DATE	
14a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
				l. EXPIRATION DATE	
15a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. RELATIONSHIP	c. COLOR EYES	d. COLOR HAIR	e. PRIVILEGE AUTHORIZED[1]	f. CARD NO. ISSUED
g. ADDRESS	h. DATE OF BIRTH	i. HEIGHT	j. WEIGHT	k. MC(C) EFFECTIVE DATE	m. DATE ISSUED
				l. EXPIRATION DATE	

FOR USE OF VERIFYING OFFICER

FOR USE OF ISSUING OFFICER

16. RECEIPT OF CARD(S) IS ACKNOWLEDGED: a. DATE ACKNOWLEDGED: b. SIGNATURE OF RECIPIENT

SECTION III - STATEMENT OF UNIFORMED SERVICES OR CIVILIAN SPONSOR; OTHERWISE THE APPLICANT

17. I STATE: *(Check appropriate box or boxes and complete entries as applicable.)*

a. [ ] Lawful marriage to the spouse named took place at _____ (PLACE) on _____ (DATE)

b. [ ] The lawful husband named is in fact dependent upon me for over one-half of his support.

c. [X] I am the window of the deceased member or retired member named in Section I, that I am not now married and have never remarried since date of death of said member or retired member. Lawful marriage to said member or retired member took place at Norfolk, Virginia (PLACE) on 10Dec55 (DATE)

[1] *Abbreviated Privileges, i.e., C - Commissary; T - Theater; EU - Exchange Unlimited; EL - Exchange Limited; MC(C) - Medical care in Civilian Facilities; MC(US) - Medical Care in Uniformed Services Facilities*

DD FORM 1 MAR 61 1172 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 12-58

d. ☐ I am the widower of the decease member or retired member named in Section I, that I am not now married and have not remarried since date of death of said member or retired member and that at the time of said member's or retired member's death I was dependent upon such member or retired member for over one-half of my support because of a mental or physical incapacity. Lawful marriage to said member or retired member took place at _____ (PLACE) on _____ (DATE)

e. ☐ All children named are my legitimate, legally adopted or step children; that all children are unmarried; that all children named who are over 21 years of age are (1) incapable of self-support because of a mental or physical incapacity that existed prior to their reaching the age of 21 and are in fact dependent upon me for over one-half of their support or (2) have not passed their twenty-third birthday and are enrolled in a full-time course of study in an educational institution above high school level which normally maintains a regular faculty and curriculum and normally has a regularly organized body of students in attendance at the place where the educational activities are carried on and are in fact dependent upon me for over one-half of their support.

f. ☐ All children named are the legitmate, legally adopted or step-children of the deceased member or retired member named in Section I, that all children named are unmarried; that all children named who are over 21 years of age are (1) incapable of self-support because of a mental or physical incapacity that existed prior to their reaching the age of 21 and were in fact dependent upon the deceased member or retired member at the time of the member's or retired member's death for over one-half of their support or (2) have not passed their twenty-third birthday and are enrolled in a full-time course of study in an educational institution above high school level which normally maintains a regular faculty and curriculum and place where the educational activities are carried on and were in fact dependent upon the deceased member or retired member at the time of member's or retired member's death, for over one-half of their support.

NOTE - Section II - In those special circumstances which permit children over 21 entitlement to medical care, indicate after date of birth (INC) for incompetency, or (SCH) for attendance at approved school. Enter under Remarks the name of the institution of higher learning.

g. ☐ I am the parent or parent-in-law of the deceased member or retired member named in Section I and at the time of said member's or retired member's death, I, and all other parents or parents-in-law named herein resided in the household of said member or retired member, and were in fact dependent upon said member or retired member for over one-half of our support.[2]

h. ☐ I am the legal guardian of the dependent or dependents of the deceased member or retired member named in Section I, and further certify that the named dependents meet the criteria for eligibility prescribed by Public Law 569, 84th Congress, as indicated by blocks checked above.

i. ☐ All parents or parents-in-law named are in fact dependent upon me for over one-half of their support and actually reside in my household.[2]

j. ☐ I am entitled to retired, retirement, or retainer pay or equivalent pay as a result of service in a uniformed service, other than by retirement under title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948.

k. ☐ I am entitled to retired or retirement pay under Title 10, U.S.C. Section 1331 - 1337 *(formerly Title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948)* and I have completed eight or more years of active duty as defined in sub-section 101(E) of the Armed Forces Reserve Act of 1952, 66 Stat. 481, 50 U.S.C. 901, periods of active duty were as follows:

[2] *For the purposes of medical care, the requirement of actually residing in the household shall be fulfilled when the parent or parent-in-law actually resides, or was residing at the time of death of a member or retired member, in a dwelling place provided or maintained by said member or retired member.*

18. REMARKS

19. CONDITIONS APPLICABLE TO RECIPIENTS OF CARDS

Recipients of the Uniformed Services Identification and Privilege Card(s) authorized on the basis of this application will be responsible for proper use of the privileges and facilities authorized. Recipients will surrender cards immediately upon call to do so or when appropriate under applicable regulations, and will notify the agencies designated to grant authorizations for privileges and facilities in event of any change in status affecting eligibility therefor. Medical care furnished in uniformed services facilities is subject to the availability of space, facilities, and the capabilities of the medical staff to provide such care. Determinations made by the medical officer or contract surgeon, or his designee, as to availability of space, facilities, and the capabilities of the medical staff shall be conclusive. Reimbursement shall be required for any unauthorized medical care furnished at Government expense. Penalty for presenting false claims or making false statements in connection with claims; fine of not more than $10,000 or imprisonment for not more than five years or both. Act 25 June 1948, 18 U.S.C. 287, 1001.

20. DATE OF APPLICATION	21. SIGNATURE OF APPLICANT
✓ 1 July 1962	Jane E. Doe

SECTION IV - VERIFICATION BY PERSONNEL OFFICER OR OTHER RESPONSIBLE OFFICIAL OF SPONSOR'S SERVICE

THE STATUS OF THE PERSONS NAMED IN SECTION II HAS BEEN VERIFIED. ISSUE OF DD FORM 1173 BY ANY U.S. MILITARY ACTIVITY IS AUTHORIZED. BENEFITS & PRIVILEGES TO WHICH ENTITLED. EFFECTIVE & EXPIRATION DATES OF ELIGIBILITY FOR EACH NAMED PERSON ARE VERIFIED. ISSUING AGENCY REQUESTED TO (A) ISSUE DD FORM 1173 UPON PRESENTATION OF THIS APPLICATION (B) ENTER IN THE APPROPRIATE COLUMN OF SEC II THE CARD NUMBER ISSUED WITH THE DATE ISSUED (C) COMPLETE SECTION V OF THIS APPLICATION FORM AND RETURN IT TO THE ORGANIZATION DESIGNATED IN ITEM 22.

22. ORGANIZATION AND MAILING ADDRESS OF VERIFYING OFFICER	23. TYPED NAME, GRADE AND TITLE	24. SIGNATURE
HEADQUARTERS, USMC WASHINGTON 25, D. C.	J. E. COOK MAJOR, USMC	J. E. Cook

SECTION V - AUTHENTICATION BY ISSUING AGENCY

25. ORGANIZATION OF ISSUING OFFICER	26. TYPED NAME, GRADE AND TITLE	27. SIGNATURE

Figure 12-58--Continued

The attached application for a Uniformed Services Identification and Privilege Card (DD Form 1173) has been completed as far as practicable from the information available at this Headquarters, and certified. Please complete the items indicated by red check marks and then present it to the Commanding Officer of the nearest Armed Forces installation for the issuance of a card that will identify you as being eligible for certain privileges within the facilities of the Uniformed Services including medical care.

NOTE: Medical care for the dependents of deceased members of the Uniformed Services at government expense is authorized ONLY within the facilities of the Uniformed Services which includes the Army, Navy, Air Force and Public Health Service.

Figure 12-58.--Continued.

REQUEST FOR PAYMENT OF INTERMENT ALLOWANCE
NAVMED-1347 (7-59)

Section A to be typed in triplicate by the originating activity.

A. INFORMATION PROVIDED BY MILITARY

1. NAME (Decedent)	2. RANK OR RATE	3. FILE OR SERVICE NO.	4. BRANCH OF SERVICE
DOE, Robert A.	SGT (E-5)	1234577	USMC

5. PLACE OF DEATH	6. DATE OF DEATH
Luzon, Philippine Islands	22Aug1960

7. INITIATING ACTIVITY (Name and address)
Headquarters, U. S. Marine Corps, Washington 25, D. C.

8. MAIL TO (Name and address of activity to which form is to be sent)
Commandant, 5th Naval District, Naval Base, Norfolk, Va.

1. This form is to be used in making claim for an allowance to assist in defraying expenses normally incurred in connection with funeral and interment services. Examples of such expenses are funeral director's services, clergyman's services, grave site, opening and closing grave, vault, obituaries and flowers.
2. The allowance payable may not exceed:
   a. $200 if interment is made in a private cemetery.
   b. $125 if remains are consigned to a funeral director prior to interment in a national cemetery.
   c. $75 if remains are consigned directly to a national cemetery.
3. If you have paid the expenses, complete Sec. B and C. Do not complete Sec. D.
4. If you have not paid the expenses, complete Sec. B and D-2 and have the claimant complete Sec. D-1. Do not complete Sec. C.
5. Complete all copies and mail to the activity designated in box 8 above.

B. DISPOSITION OF REMAINS

1. NAME AND ADDRESS OF CEMETERY	2. DATE OF INTERMENT
Maplelawn Cemetery, Norfolk, Virginia	31Aug1960

3. IF NOT INTERRED DESCRIBE DISPOSITION OF REMAINS

SAMPLE

C. EXPENSES F[illegible]AL HAVE BEEN PAID

I certify that the amount of $ 198.00 was paid by me i[illegible] with the funeral and/or interment services for the above-named decedent and that reimbursement has not been received.

NAME (Please print or type)	SIGNATURE (In ink)
Jane E. Doe	Jane E. Doe
ADDRESS	DATE
1234 Saint Charles Street, Norfolk, Va.	2Sep1960

D. EXPENSES FOR BURIAL HAVE NOT BEEN PAID

1. I certify that services were rendered by me in connection with the funeral and/or interment services for the above named decedent and that payment in the amount of $_____ has not been received.

NAME (Please print or type)	SIGNATURE (In ink)
ADDRESS	DATE

2. I certify that the above named decedent ☐ was ☒ was not interred in a national cemetery and that the services reported above were performed. I request that payment be made directly to the above claimant.

NAME (Please print or type)	SIGNATURE (In ink)
Brown Funeral Home	Frank M. Brown
ADDRESS	DATE
10 Main Street, Norfolk, Virginia	2 Sep 1960

Figure 12-59

ORIGINAL

WW I WW II KOREA

1. NAME OF DECEASED - LAST - FIRST - MIDDLE (Print or Type): DOE, JR., Ralph Earl

2. SERVICE NUMBER: 2345678

3. PENSION OR VA CLAIM NUMBER:

4. ENLISTMENT DATE (Month, day, year): August 20, 1957

5. DISCHARGE DATE (Month, day, year): August 11, 1960

6. STATE: Alabama

7. MEDALS:

8. GRADE OR RANK: CPL

9. BRANCH OF SERVICE, COMPANY, REGIMENT, DIVISION: USMC H&SBN, 1STMARDIV FMF

10. DATE OF BIRTH (Month, day, year): December 12, 1939

11. DATE OF DEATH (Month, day, year): August [illegible] 960

12. RELIGIOUS EMBLEM (Check one)

X	LATIN CROSS (Christian)
	STAR OF DAVID (Hebrew)
	NO EMBLEM

13. CHECK TYPE REQUIRED

	UPRIGHT MARBLE HEADSTONE
	FLAT MARBLE MARKER
	FLAT GRANITE MARKER
	FLAT BRONZE MARKER

DO NOT WRITE HERE

FOR VERIFICATION:

ORDERED:

B/L:

CONTRACTOR:

14. NAME AND LOCATION OF CEMETERY (City and State): Peaceful Cemetery, Smith, Alabama

IMPORTANT - Item 18 on reverse side must be completed. See attached instructions and complete and submit both copies.

15. This application is submitted for a stone or marker for the unmarked grave of a deceased member or former member of the Armed Forces of the U. S., soldier of the Union or Confederate Armies of the Civil War or for an unmarked memorial plot for a non-recoverable deceased member.

I hereby agree to accept responsibility for proper placement at the grave or memorial plot at no expense to the Government.

NAME OF APPLICANT (Print or Type): Ralph E. Doe, Sr.

RELATIONSHIP: Father

ADDRESS OF APPLICANT (Street address, City and State): Route 2, Box 290, Smith, Alabama

SIGNATURE OF APPLICANT: Ralph E. Doe, Sr.

DATE: Aug 20, 1960

16. FREIGHT STATION: Smith, Alabama

17. NAME OF CONSIGNEE WHO WILL TRANSPORT STONE OR MARKER: Jones Transfer Co.

ADDRESS OF CONSIGNEE (Street address, City and State): Smith, Alabama

I HAVE AGREED TO TAKE THE STONE OR MARKER TO THE CEMETERY.

SIGNATURE OF CONSIGNEE: John H. Jones

SAMPLE

DD FORM 1330, 1 AUG 60 REPLACES DA FORM 1815. **APPLICATION FOR HEADSTONE OR MARKER** Form Approved Budget Bureau No. 22-R205

DUPLICATE

WW I WW II KOREA

1. NAME OF DECEASED - LAST - FIRST - MIDDLE (Print or Type): DOE, JR., Ralph Earl

2. SERVICE NUMBER: 2345678

3. PENSION OR VA CLAIM NUMBER:

4. ENLISTMENT DATE (Month, day, year): August 20, 1957

5. DISCHARGE DATE (Month, day, year): August 11, 1960

6. STATE: Alabama

7. MEDALS:

8. GRADE OR RANK: CPL

9. BRANCH OF SERVICE, COMPANY, REGIMENT, DIVISION: USMC H&SBN, 1STMARDIV FMF

10. DATE OF BIRTH (Month, day, year): December 12, 1939

11. DATE OF DEATH (Month, [illegible]): August 11,

12. RELIGIOUS EMBLEM (Check one)

X	LATIN CROSS (Christian)
	STAR OF DAVID (Hebrew)
	NO EMBLEM

13. CHECK TYPE [illegible]ED

	UPRIGHT MARB[illegible] HEADSTONE
X	FLAT MARBLE MARKER
	FLAT GRANITE MARKER
	FLAT BRONZE MARKER

DO NOT WRITE HERE

FOR VERIFICATION:

ORDERED:

B/L:

CONTRACTOR:

14. NAME AND LOCATION OF CEMETERY (City and State): Peaceful Cemetery, Smith, Alabama

IMPORTANT - Item 18 on reverse side must be completed. See attached instructions and complete and submit both copies.

15. This application is submitted for a stone or marker for the unmarked grave of a deceased member or former member of the Armed Forces of the U. S., soldier of the Union or Confederate Armies of the Civil War or for an [illegible]marked memorial plot for a non-recoverable deceased member.

[illegible]ereby agree to accept responsibility for proper placement at the [illegible]emorial plot at no expense to the Government.

[illegible]PPLICANT (Print or Type): [illegible]ph E. Doe, Sr.

RELATIONSHIP: Father

[illegible]DRESS OF APPLICANT (Street address, City and State): Route 2, Box 290, Smith, Alabama

SIGNATURE OF APPLICANT: Ralph E. Doe, Sr.

DATE: Aug 20, 1960

16. FREIGHT STATION: Smith, Alabama

17. NAME OF CONSIGNEE WHO WILL TRANSPORT STONE OR MARKER: Jones Transfer Co.

ADDRESS OF CONSIGNEE (Street address, City and State): Smith, Alabama

I HAVE AGREED TO TAKE THE STONE OR MARKER TO THE CEMETERY.

SIGNATURE OF CONSIGNEE: John H. Jones

SAMPLE

DD FORM 1330, 1 AUG 60 REPLACES DA FORM 1815. **APPLICATION FOR HEADSTONE OR MARKER**

Figure 12-60

FOR ADDITIONAL SERVICE

18.

The grave or memorial plot is unmarked and if a flat marble marker (Insert type of stone or marker shown in Item 13) is furnished by the Government, it will be permit[illegible] [illegible]e grave or memorial plot and all necessary arrangements for its placement have been m[illegible]

DATE	SIGNATURE AND TI[illegible] [illegible]rintendent, Sexton, or other cemetery official)
26Aug1960	John E. P[illegible] [illegible]own, Supt.

SAMPLE

MAIL COMPLETED FORMS TO:

DEPARTMENT OF THE ARMY
OFFICE OF THE QUARTERMASTER GENERAL
MEMORIAL DIVISION
WASHINGTON 25, D C

DO NOT WRITE HERE	
TO PROCESSING UNIT	CANCELLATION
TO ORDER UNIT	RENEWAL
TO RESOLUTION UNIT	REPLACE
TO TRANSPORTATION UNIT	REACTIVATE
TO FUNDS AND CONTRACT UNIT	FILE

FOR ADDITIONAL SERVICE

18.

The grave or memorial plot is unmarked and if a flat marble marker (Insert type of stone or marker shown in Item 13) is furnished by the Government, it will be permit[illegible] [illegible]he grave or memorial plot and all necessary arrangements for its placement have been [illegible]

DATE	SIGNATURE AND [illegible] [illegible]erintendent, Sexton, or other cemetery official)
26Aug1960	John F[illegible] [illegible]own, Supt.

SAMPLE

MAIL COMPLETED FORMS TO:

DEPARTMENT OF THE ARMY
OFFICE OF THE QUARTERMASTER GENERAL
MEMORIAL DIVISION
WASHINGTON 25, D C

DO NOT WRITE HERE	
TO PROCESSING UNIT	CANCELLATION
TO ORDER UNIT	RENEWAL
TO RESOLUTION UNIT	REPLACE
TO TRANSPORTATION UNIT	REACTIVATE
TO FUNDS AND CONTRACT UNIT	FILE

Figure 12-60.--Continued.

APPLICATION FOR HEADSTONE OR MARKER

GENERAL INFORMATION

The Government will furnish, free of cost a headstone or marker to be placed at the UNMARKED grave of a member of the Armed Forces of the United States or the Confederate States of America who died in service or whose last discharge was honorable. The Government will also furnish a memorial headstone *(general type only)* or flat marker to be placed in a memorial plot to commemorate any member of the Armed Forces of the United States dying in the service, whose remains have not been recovered or identified or were buried at sea. *(62 Stat. as amended 24 USC 279 a-d.)*

The applicant may choose an upright headstone of marble, or a flat marker of marble, granite, or bronze *(see pictures on other side of this sheet)*. However, someone in charge of the cemetery in which the deceased is buried must state that the headstone or marker chosen will be permitted at the grave. Some sections of a cemetery are restricted as to the type and design of headstone or marker permitted within a section.

An applicant for a memorial headstone or marker must be a close relative of the deceased *(widow, child, parent, grandparent, brother or sister)*.

Any person who will accept responsibility for receiving and erecting a headstone or marker may apply for one. Before a person who is not a member of the deceased's family submits an application, he or she should be assured, when possible, that the family of the deceased prefers a Government headstone or marker.

The upright or flat stone will be shipped on a Government bill of lading at Government expense to the freight station designated by the applicant. Bronze markers will be mailed by parcel post to the post office address of the person or firm designated as the consignee. If no one is designated, the marker will be mailed to the applicant. The person submitting this application must arrange for transporting the headstone or marker to the cemetery and erecting it. ALL EXPENSES OF TRANSPORTING TO THE CEMETERY AND ERECTING THE HEADSTONE OR MARKER MUST BE AT PRIVATE EXPENSE.

The law does not provide for a monetary allowance instead of furnishing Government headstones or markers, nor does it provide funds for fences or any other purposes connected with improving the grave site. Headstone or marker furnished in connection with this application remains the property of the United States Government and cannot be used for any purpose other than that stated on the application. This form has been approved by the Bureau of the Budget and assigned No. 22-R205.

INSTRUCTIONS FOR COMPLETING APPLICATION

PLEASE PRINT OR TYPE. Numbers refer to boxes on application form.

(1) The last, first and middle names in full of the deceased whose grave site will be marked. *(If a different name was used in the service, show that name also.)* Be sure name is correctly printed or typed. If the application is for a memorial stone or marker for a service member whose remains were nonrecoverable, please print the word NON-RECOVERABLE below the name in this block.

(2) The full service serial number of the deceased, when available.

(3) The pension number or Veterans' Administration Claim number, if known.

(4) (5) The month, day, and year the deceased entered service and the date of discharge. *(If more than one enlistment and discharge, give dates for each.)*

(6) The state or foreign country of residence, birth, enlistment, or death. The state or country you designate will appear on the headstone or marker.

(7) Any medals awarded the deceased for Federal Service; such as Purple Heart, Distinguished Service Medal, Medal of Honor, et cetera.

(8) (9) The highest grade or rank held by the deceased, the Branch of service *(Army, Navy, Air Force, Coast Guard, Marines)* and the organization *(company, regiment, division, wing or squadron)* in which the deceased held the grade/rank.

(10) (11) Complete dates *(month, day, year)* of birth and death.

(12) The religious emblem you wish on the headstone or marker.

(13) The type of headstone or marker you wish. Be sure that this type will be allowed in the cemetery.

(14) Print or type the name, city and state of the cemetery in which the deceased is buried or is to be memorialized.

(15) The name and address of the applicant *(and relationship to the deceased if the stone or marker is a memorial)*. Your signature in this space indicates your understanding that you or the consignee named in Item 17 agrees to remove the stone or marker from the freight station within 48 hours after the date of mailing of arrival notice. At expiration of the 48 hours permitted for free storage, railroad storage charges begin to accrue daily, for which the Government assumes no responsibility.

(16) The railroad freight station *(designated by consignee named in Item 17)*. The freight station must have an agent and accept less than carload shipments. *(If this application is for a bronze marker, do not complete this item.)*

(17) Since the Government does not pay for moving the stone from the freight station, you or someone you choose must do this. This person will be the consignee for the shipment and he agrees by signing his name. He should be someone living in the vicinity of the cemetery.

(18) The type of headstone or marker being applied for *(same as checked in Item 13)*. The signature of the superintendent, caretaker, sexton, or other person in charge of the cemetery is required and indicates that the type of headstone or marker you have selected will be permitted at the grave or memorial plot.

Please check the application again. Is it complete and accurate? Mistakes cannot be corrected after the headstone or marker is manufactured. Be sure you have *(1)* selected the type of headstone or marker permitted at the grave; *(2)* given the correct religious emblem, State, and dates of birth and death as they are to appear on the headstone or marker; *(3)* signed both copies of the application and that the consignee and the cemetery official have also signed both copies.

MAIL BOTH COPIES *(ORIGINAL AND DUPLICATE)* TO:

DEPARTMENT OF THE ARMY
OFFICE OF THE QUARTERMASTER GENERAL
MEMORIAL DIVISION
WASHINGTON 25, D. C.

The Quartermaster General should be notified immediately if you decide you do not want the headstone or marker, if you change your address, or if there is any change in your shipping instructions.

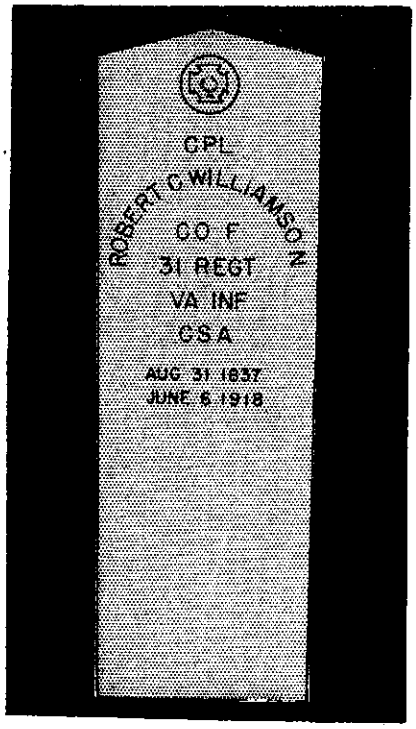
NO FEE SHOULD BE PAID IN CONNECTION WITH THIS APPLICATION

Figure 12-60.--Continued.

UPRIGHT HEADSTONES OF MARBLE

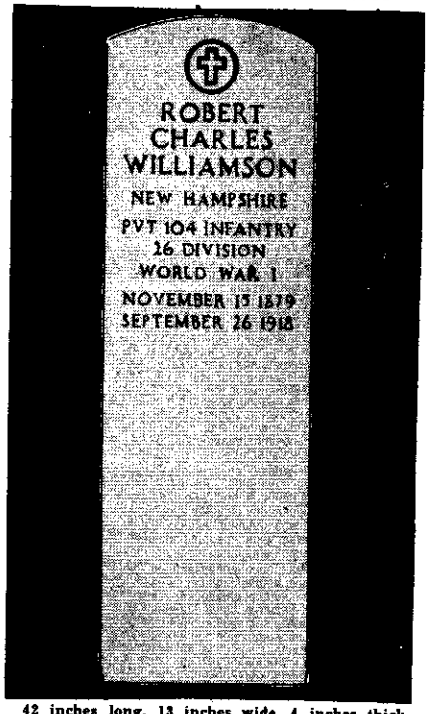
(American White Marble)

For eligible deceased who served with Confederate States Army



39 inches long, 12 inches wide, 4 inches thick. Inscribed with name of decedent, grade, rank (if above private), and authorized organization, followed by the letters "C. S. A."

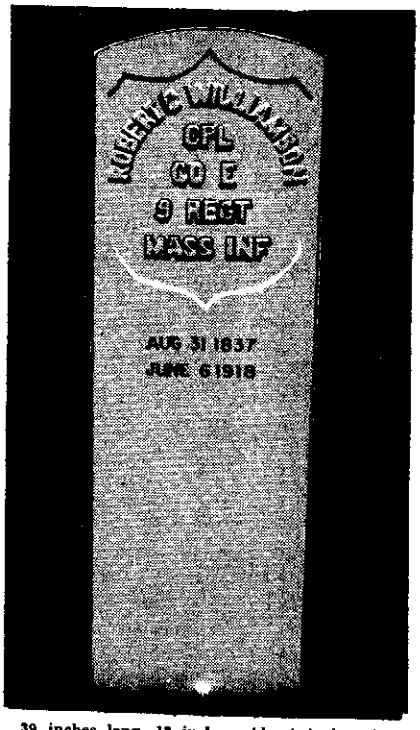
For eligible deceased except those of the Civil and Spanish-American Wars



42 inches long, 13 inches wide, 4 inches thick. Within small circle above inscription will be cut either a Latin Cross for Christians, Star of David for Hebrews, or no emblem, as elected.

Inscribed with full name of decedent, State, grade, rank, authorized organization, war period of service (as shown in official records such as World War I and/or II, Mexican War, War 1812, etc.) and the month, day, and year of birth and death.

For eligible deceased who served with Union forces, Civil War (April 15, 1861—August 20, 1866) and Spanish-American War (April 21, 1898—April 11, 1899)

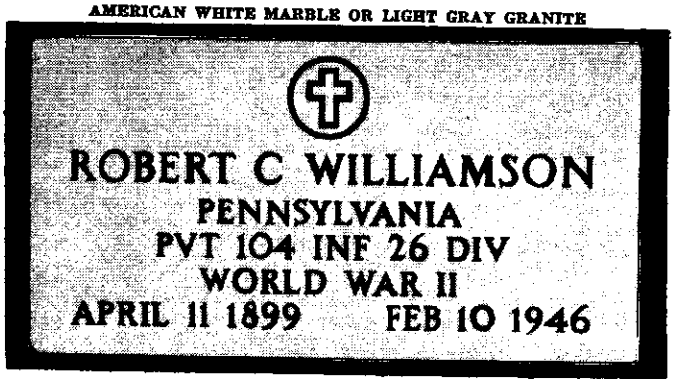


39 inches long, 12 inches wide, 4 inches thick. Inscription will consist of name of decedent, grade, rank (if above private), and authorized organization. When headstone is used for Spanish-American War service, the words "Sp. Am. War" are added below the organization, in order to distinguish this service from Civil War service.

FLAT MARKERS

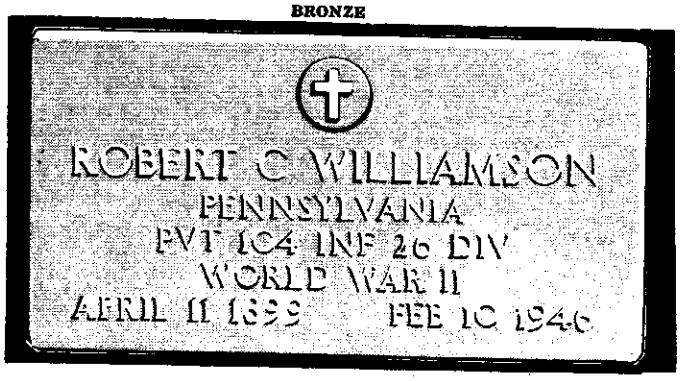
(Choice of Type for Eligible Deceased Regardless of Service Period)

AMERICAN WHITE MARBLE OR LIGHT GRAY GRANITE



Marker is 24 inches long, 12 inches wide and 4 inches thick. Within a small circle above the inscription will be cut either a Latin Cross for Christians, Star of David for Hebrews, or no emblem, as elected. Inscribed with the name of the decedent, the State, grade, rank, authorized organization, war period of service (as shown in official records as World War I and/or II, Mexican War, War 1812, etc.), and the month, day, and year of birth and death.

BRONZE



Marker is 24 inches long, 12 inches wide and 3/4 of an inch rise above foundation. Each marker is furnished with anchor bolts for fastening to a foundation. Within a small circle above the inscription will be either a Latin Cross for Christians, Star of David for Hebrews, or no emblem, as elected. Inscription will consist of the name of the decedent, the State, grade, rank, authorized organization, war period of service (as shown in official records as World War I and/or II, Mexican War, War 1812, etc.), and the month, day, and year of birth and death.

Figure 12-60.--Continued.

CASUALTY ASSISTANCE CALL REPORT
NAVMC NO 362-PD
SUPERSEDES NAVMC 10149-PD WHICH IS OBSOLETE AND WILL NOT BE USED.

DATE: 6 Sep 1960

FROM: *(Name and station of officer making call)*

Captain James E. Taylor 070689/1303 USMC
Commanding Officer, Marine Barracks,
U. S. Naval Base, Norfolk, Va.

TO: Commandant of the Marine Corps (Code DNB), Headquarters U. S. Marine Corps, Washington 25, D. C.

REFERENCES: (a) CMC letter dated 26Aug1960 to Officer in Charge,

re Casualty Assistance Call, case of Sergeant Robert A. Doe, 1234577, U. S. Marine Corps deceased.

(b) Revised CASUALTY ASSISTANCE CALLS Standard Operating Procedure.

1. In compliance with references (a) and (b), the following report in duplicate is submitted herewith:

ASSISTANCE RENDERED

A. DEATH CERTIFICATES

Widow requests 2 death reports

B. BURIAL ALLOWANCES, REIMBURSEMENT FOR EXPENSES; GOVERNMENT HEADSTONES; MEMO[illegible]

Explained rights and allowances. S[illegible] understands that reimbursement for expenses will be made at a lat[illegible]ate

C. ARREARS OF PAY

Explained reasons for delay an[illegible] understands the procedure

D. DEATH GRATUITY

Paid by the Disbursing Offi[illegible] Marine Barracks, Norfolk, Va.

E. PERSONAL EFFECTS

Widow has all personal effects

F. DEPENDENTS ASSISTANCE AND ALLOTMENTS *(Explanation for discontinuance of)*

Understands the discontinuance of allotments

G. TRANSPORTATION OF DEPENDENTS

Explained her rights and time limits. Does not plan to move at present

H. TRANSPORTATION OF HOUSEHOLD GOODS

None. Explained her rights and time limits

I. DECORATIONS AND AWARDS

Not discussed

J. U.S. GOVERNMENT LIFE INSURANCE

Not applicable

Figure 12-61

K. NATIONAL SERVICE LIFE INSURANCE

Apparently none in effect

L. DEPENDENCY & INDEMNITY COMPENSATION

Explained provisions of dependency and indemnity compensation. Forms have been completed

M. SOCIAL SECURITY

Explained benefits of monthly income and survivors payment. Widow has completed application for these benefits

N. COMMERCIAL LIFE INSURANCE (LIAISON)

Applied for

O. INCOME TAX - FEDERAL & STATE

Widow understands both state and federal income tax

P. UNIFORMED SERVICES IDENTIFICATION & PRIVILEGE CARD

Explained rights and she has mailed i' 'ification card to CMC for cancellation

Q. HOSPITAL & MEDICAL CARE

Explained rights and widow ı' ,ands

SAMPLE

R. EXCHANGE & COMMISSARY PRIVILEGES

Explained

S. EMPLOYMENT

Explained. Advised her the name and address of the office to be consulted for Government employment should she desire to go to work

T. WILL *(Non-technical assistance only)*

Apparently none executed

U. EDUCATION

Has year old daughter. Understands how to get scholarship assistance if and when she needs it

V. NAVY RELIEF SOCIETY

Explained benefits of Navy Relief and how to get in touch with them if she desires assistance

W. LIAISON FOR DEPENDENTS WITH LOCAL AGENCIES

Arrangements had been made but assured her of the Marine Corps desire to establish liaison for her and to help in any way possible

X. SPECIAL REQUESTS MADE BY BENEFICIARY

None

Figure 12-61.--Continued.

Y. CHANGE OF ADDRESS OF NEXT OF KIN

No change

2. Do you recommend that the dependent's case be referred to the Navy Relief Society for assistance pending payment of such claims as may be due? [ ] YES [X] NO

3. FURTHER COMMENTS, OBSERVATIONS AND RECOMMENDATIONS *(Use back of this sheet if additional space is required)*

Mrs. Doe informed this officer that she was pleased with the military aspects of the burial services. Expressed deep appreciation for the assistance and cooperation of the personnel at her late husband's last duty station.

It is the opinion of this officer that the widow is well provided for in financial matters through commercial insurance and servicemen's benefits.

J. E. Taylor

J. E. TAYLOR CAPT USMC

(Signature of Officer)

DATE ORDERS RECEIVED: 29Aug1960

DATE CARD RECEIVED: 29 Aug1960

DATE CALL COMPLETED: 2Sep1960

MILEAGE ONE WAY:

Figure 12-61.--Continued.

MARINE BARRACKS
U.S. NAVAL BASE
NORFOLK 11, VIRGINIA

21 Sep 1960

Mrs. Alonzo Craig
34 Maple Avenue
Lynchburg, Virginia

My dear Mrs. Craig:

Recently a letter was mailed to you from Headquarters, U. S. Marine Corps offering the services of an officer to assist and advise you concerning matters relating to the death of your husband, the late Private First Class Alonzo Craig, U. S. Marine Corps. A card was enclosed for your convenience in notifying the officer of your desires in this matter.

No indication has been received that you desire the assistance of an officer. However, to ensure that this is the case I again offer my services. Should you need assistance at this time, be assured that I will be glad to call on you at your convenience to assist in any way possible. If you wish me to call, indicate on the bottom of this letter the time and date that would meet your convenience and return the letter in the enclosed envelope.

Sincerely yours,

J. E. Taylor

J. E. TAYLOR
Captain, USMC

SAMPLE LETTER TO NEXT OF KIN BY CAC OFFICER WHEN APPOINTMENT CARD IS NOT RECEIVED

Figure 12-62

15 September 1960

The Southern Insurance Company of Virginia

2021 North Kenmore Plaza

Norfolk 21, Virginia

Re: MW1 222 000

Gentlemen:

Please send me the necessary instructions and forms to complete a claim under policy number MW1 222 000 on the life of Sergeant Robert A. Doe, 12345677, U. S. Marine Corps, who died 22 August 1960.

I wish to exercise my right as beneficiary to elect settlement options.

Sincerely yours,

Jane E. Doe
(Mrs. Robert A. Doe)
1234 Saint Charles Street
Norfolk, Virginia

SAMPLE LETTER TO COMMERCIAL INSURANCE COMPANY

Figure 12-63

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON 25, D. C.

IN REPLY REFER TO
DNA-elw

DEATH REPORT

THIS IS TO CERTIFY that the records of Headquarters, Marine Corps show that Sergeant Robert A. Doe, 1234577, U. S. Marine Corps, died 22 August 1960 as the result of accidental drowning in the Dingalon Area, Luzon, Philippine Islands.

Given under my hand at Washington, D. C., this 25th day of August, 1960.

J. F. Routh, Jr.

J. F. ROUTH, JR.
Captain, U. S. Marine Corps
Head, Casualty Section
Personal Affairs Branch

Furnished to: Mrs. Robert A. Doe
1234 Saint Charles Street
Norfolk, Virginia

SAMPLE COPY OF DEATH REPORT

Figure 12-64

CHAPTER 13

SEPARATION AND RETIREMENT

PART A: GENERAL INFORMATION PERTAINING TO RETIREMENTS OF REGULAR COMMISSIONED OFFICERS AND WARRANT OFFICERS

13000 GENERAL INFORMATION
13001 DEFINITIONS
13002 SERVICE NOT CREDITABLE
13003 EFFECTIVE DATE OF RETIREMENT
13004 PHYSICAL EXAMINATIONS
13005 RETIREMENT ORDERS
13006 ACCRUED LEAVE
13007 RETIRED GRADE
13008 RETIRED PAY
13009 PAY ACCOUNTS
13010 CURRENT ADDRESS AND RESIDENCE OF RETIRED OFFICERS

PART B: SEPARATION AND RETIREMENT OF REGULAR COMMISSIONED OFFICERS

Section 1: MALE OFFICERS

13050 RESIGNATIONS
13051 SEPARATION OR RETENTION OF OFFICERS COMMISSIONED UNDER TITLE 10 U.S. CODE, SECTION 6909
13052 INVOLUNTARY DISCHARGE OF PERMANENT REGULAR OFFICERS
13053 REVOCATION OF COMMISSIONS
13054 VOLUNTARY RETIREMENTS
13055 TOTAL COMMISSIONED SERVICE FOR THE PURPOSE OF INVOLUNTARY RETIREMENT
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SEPARATION AND RETIREMENT

PART A: GENERAL INFORMATION PERTAINING TO RETIREMENTS OF REGULAR COMMISSIONED OFFICERS AND WARRANT OFFICERS

13000 GENERAL INFORMATION

1. The provisions of this part are applicable to retirements of commissioned officers and warrant officers of the Regular Marine Corps who are retired in accordance with the provisions of parts B and C of this chapter.

2. Retirements are effected pursuant to specific provisions of law, and in each case the retirement must be approved or directed by the President of the United States or the Secretary of the Navy.

13001 DEFINITIONS

1. A voluntary retirement is effected as the result of a voluntary request from a member who is eligible for retirement. An involuntary retirement is mandatory under law and may not be deferred beyond the date required to be effected by law or regulations.

2. "Active service" means service on active duty. "Active duty" means full-time duty in the active military service of the United States. Unless otherwise qualified, as used in this chapter these terms include full-time training duty, annual training duty, and active duty for training (10 U.S.C. 101).

13002 SERVICE NOT CREDITABLE

1. The period of service under an enlistment or period of obligated service while also serving as a cadet at the United States Military Academy, the United States Air Force Academy, or the United States Coast Guard Academy, or as midshipman at the United States Naval Academy or in the Naval Reserve, under an appointment accepted after 25 June 1956, may not be counted in computing, for any purpose, the length of service of an officer of an Armed Force (10 U.S.C. 971).

2. In computing length of service for any purpose, no officer of the Navy or the Marine Corps may be credited with service as a midshipman at the United States Naval Academy or as a cadet at the United States Military Academy, if he was appointed as a midshipman or cadet after 4 March 1913 (10 U.S.C. 6116).

13003 EFFECTIVE DATE OF RETIREMENT

1. Notwithstanding other provisions of law, the Uniform Retirement Date Act requires that all retirements, except by reason of physical disability, shall become effective on the first day of a month (5 U.S.C. 47a, 10 U.S.C. 1404 and 1221).

13004 PHYSICAL EXAMINATIONS

1. Officers contemplating voluntary retirement, and those subject to involuntary retirement, shall obtain a complete preretirement physical examination not more than 4 months and not less than 2 months prior to the effective date of retirement. This physical examination should be obtained sufficiently far in advance of the prospective date of retirement to permit correction of any minor physical defects or, if major defects are found, to permit completion of physical retirement proceedings prior to the date otherwise scheduled for retirement. The time required for physical disability proceedings varies greatly depending on the circumstances in each case. However, it may be expected that from 2 to 4 months will be required from the date of initial physical examination to the date of final action by the Secretary of the Navy; and in exceptional cases, longer periods may be required.

2. The retirement of officers who are subject to involuntary retirement cannot be delayed due to physical disability

proceedings, except in the case of warrant officers as provided in paragraph 13107. Accordingly, it is possible that an officer who would otherwise be eligible for disability retirement would be forced into nondisability retirement while disability proceedings are in progress. The law requires that a Regular member must be in receipt of basic (active duty) pay at the time the Secretary of the Navy makes the final determination in order to be eligible for disability retirement.

3. In accordance with current instructions of the Bureau of Medicine and Surgery, each officer shall sign a certificate on the Standard Form 88, Report of Medical Examination, indicating that he understands the current BuMed Instruction which provides that a member must be in receipt of basic pay in order to be eligible for disability retirement.

4. The voluntary retirement of an officer may not be effected until such time as he is found to be physically qualified. If an officer has submitted a request for voluntary retirement which is permissive in nature, and disease or injury intervenes requiring medical treatment or hospitalization, the Commandant of the Marine Corps (Code DMA) will be immediately notified by message. Orders and correspondence with enclosures relative to retirement will be returned to the Commandant of the Marine Corps for cancellation in all cases where medical treatment is not completed by the retirement date designated in the orders. A Standard Form 88, Report of Medical Examination, will be forwarded immediately to the Commandant of the Marine Corps (Code DMA) when an officer, whose retirement has been delayed as oulined above, is found physically fit. Orders will be reissued by the Commandant of the Marine Corps to effect retirement on the first day of the first month following receipt of the Standard Form 88. In the event the officer's case is referred to a Physical Evaluation Board or a Board of Medical Survey, retirement cannot be effected until final action is taken by the Secretary of the Navy or the Commandant of the Marine Corps as appropriate.

5. Orders are not normally required in connection with retirement physical examinations, except in those cases where travel is required. In such cases, temporary additional duty orders will be requested from the command having authority to issue such orders. Travel costs are chargeable to the command issuing the orders.

13005 RETIREMENT ORDERS

1. Individuals orders and authorizations for retirement will be issued by the Secretary of the Navy or the Commandant of the Marine Corps. Release from active duty on the occasion of retirement is normally effected on the day preceding the effective date of retirement and retired pay commences on the effective date of retirement. In addition to the release from active duty orders, the Commandant of the Marine Corps will issue a retirement letter with detailed information which is normally forwarded subsequent to the release from active duty orders.

2. Officers detached after the effective date of retirement are considered to be in a retired status from the effective date of retirement unless they are in receipt of orders prior to the effective date of retirement continuing them on active duty in a retired status. The Comptroller General of the United States has held that the retirement is effective from the date specified by law or by the Secretary of the Navy irrespective of whether retirement and release orders are received subsequent to the effective date of retirement (39 CompGen 312).

13006 ACCRUED LEAVE

1. Accrued leave, creditable at the date of retirement, is compensable in a lump-sum payment not to exceed 60 days of basic pay and allowances in effect on the day prior to date of retirement. Terminal leave cannot be granted in connection with retirement orders. However, annual leave may be granted prior to retirement by the commander authorized to grant such leave in accordance with regulations pertaining to annual leave.

13007 RETIRED GRADE

1. As a general rule, an officer is retired in the grade in which serving at the time of retirement. However, in the event the officer concerned had previously served in a higher grade than that held at the time of retirement, he may be eligible for advancement on the retired list. Each officer shall be advanced on the retired list to the highest officer grade in which he served satisfactorily under a temporary appointment as determined by the Secretary of the Navy. However, if an officer is voluntarily retired under the provisions of subparagraph 13054.3, he will be advanced on the retired list to the highest officer grade in which he served satisfactorily under either a permanent or temporary appointment as determined by the Secretary of the Navy. The determination by the Secretary of the Navy is made in connection with processing the retirement, and individual requests for this purpose are not required (10 USC 6151 and 6323).

2. An officer who is serving or has served in the grade of lieutenant general by reason of appointment for appropriate higher command or performance of duty of grave importance and responsibility may, upon retirement, be appointed by the President, by and with the advice and consent of the Senate, to the highest grade held by him while on the active list and with retired pay based on that grade. However, retired pay of the higher grade based on such an appointment accrues from the date the commission is issued after confirmation by the Senate, regardless of the date of retirement (10 USC 5233 and 38 CompGen 340).

13008 RETIRED PAY

1. Retired pay is computed in conformity with specific provisions of law. The general information in this paragraph applies only to nondisability retirements effected in accordance with the provisions of law outlined in parts B and C of this chapter.

2. An officer who is voluntarily retired under any law requiring 30 or more years of active service for retirement, is entitled to retired pay at the rate of 75 percent of the basic pay to which he would be entitled if serving on active duty in the grade in which retired, or the grade to which advanced on the retired list.

3. An officer who is voluntarily retired under any law requiring more than 20 years but less than 30 years of active service for retirement, or is involuntarily retired for age and/or statutory service is entitled to retired pay at the rate of $2\frac{1}{2}$ percent of the basic pay to which he would be entitled if serving on active duty in the grade in which retired or to which advanced on the retired list multiplied by the sum of the following:

a. Total years of service (active and inactive) creditable for basic pay purposes as of 31 May 1958.

b. Total years of active service, including active duty for training, performed subsequent to 31 May 1958.

c. One day of credit (with a maximum of 60 days of credit for any 1 year) for each retirement point credited in accordance with current regulations, as a member of a Reserve component subsequent to 31 May 1958, through authorized attendance at drills, completion of correspondence courses; periods of equivalent instruction or appropriate duty performed as authorized by the Commandant of the Marine Corps; Commanding General, Marine Air Reserve Training Command; or appropriate District Director and the Commanding Officer, Marine Corps Reserve Data Services Center; and 15 points per year gratuitous credit for Reserve membership.

d. A part of a year that is 6 months or more which may be obtained by adding the total service outlined in subparagraphs 3a through 3c, above, will be credited as a whole year for multiplier purposes, and a part of a year that is less than 6 months will be disregarded.

e. The retired pay of any warrant officer who is retired under any law cited in parts B and C of this chapter will be based upon the applicable monthly basic pay of the grade in which retired, or to which advanced on the retired list. However, if the applicable basic pay of the grade to which advanced is less than that of any warrant grade satisfactorily held by him on active duty, his retired pay will be based on the higher applicable basic pay.

4. In no case may retired pay exceed 75 percent of the basic pay on which subject pay is based (10 USC 1401, 1405, 6151, 6322, 6325 and 6381).

13009 PAY ACCOUNTS

1. Pay accounts of retired personnel are carried at Headquarters Marine Corps. Any inquiries pertaining to retired pay matters should be addressed to the Commandant of the Marine Corps (Code CDH). Unless the member being retired requests otherwise, all insurance allotments and allotments for liquidation of indebtedness to the Government will be automatically continued when retirement is effected. All other allotments will be stopped.

13010 CURRENT ADDRESS AND RESIDENCE OF RETIRED OFFICERS

1. Each retired officer shall keep the Commandant of the Marine Corps (Code DGH) informed at all times of his current home mailing address where mail and messages addressed to him will be received. This report of current address is in addition to that submitted for pay purposes.

2. Subject to the requirements of subparagraph 1, above, a retired officer may change his residence in the United States or may reside abroad except in belligerent countries.

SECTION 1: MALE OFFICERS

13050 RESIGNATIONS

1. Letters of resignation will be addressed to the Secretary of the Navy via official channels and must be in accordance with the instructions contained herein. With the exception of requests from the officer subject to the provisions of paragraph 13051, requests for resignations shall be submitted so as to arrive at Headquarters Marine Corps not more than 6 months and not later than 3 months prior to the requested effective date of separation. When an officer submits his resignation and it is accepted by the President, or the Secretary of the Navy acting for him, he shall be separated from the service. A resignation may be withdrawn prior to its acceptance by the President, or the Secretary of the Navy acting for him, but once it has been duly accepted, it cannot be withdrawn. Resignation is a voluntary act on the part of the officer concerned and must be without condition; however, if an officer has not completed his obligated service under law, the acceptance of his resignation normally will be contingent upon his acceptance of a Reserve commission, a statement that he will accept such commission should be included in his letter of resignation. Paragraph 13204 should be consulted in cases of resignation which result from a recommendation that an officer be administratively separated from the Marine Corps.

2. Commissioned officers of the Marine Corps serve at the pleasure of the President; hence the acceptance of their resignations will be adjudged on the needs of the service and on the basis of the following criteria:

a. The Commandant of the Marine Corps will not recommend acceptance of resignations unless the officer concerned has completed 4 years active commissioned, commissioned warrant, or warrant service, as appropriate. For the purpose of computing the 4 years active service, all active service, exclusive of active duty for training, in the grade of warrant officer or above, will be counted.

b. The needs of the service will govern final action on all requests for resignation submitted by officers.

c. Resignations submitted by officers who have completed flight training will normally not be accepted until a minimum of 36 months shall have elapsed since completion of flight training, except for those officers who entered flight training under a contract which specified a shorter period of obligated time.

d. Resignations submitted by officers who have completed service or civilian schools of from 5 months to 24 months duration, inclusive, in compliance with official orders, normally will not be accepted until a minimum of 24 months shall have elapsed since completion of such schooling. Officers serving on their initial obligated active duty tour who are involuntarily ordered to attend such school, will be excluded from the provisions of this subparagraph.

e. Resignations submitted by officers who have completed service or civilian schools of more than 24 months duration in compliance with official orders, normally will not be accepted until a minimum of an equal period of time shall have elapsed since completion of such schooling.

f. The provisions contained in subparagraphs c, d, and e, above, will not apply in cases where applicants for certain training or schooling voluntarily agree in their applications to a longer period of service, following completion of the training or schooling, before submitting their resignations.

g. Resignations normally will not be recommended for approval if:

(1) An officer has been issued orders overseas where dependents are not authorized.

(2) An officer is scheduled for an operation or maneuvers outside the United States.

(3) An officer is serving overseas. (The tour will be completed prior to acceptance of resignation.)

h. Exceptions to the foregoing policies will be considered in those cases where an undue hardship would result from the officer's retention.

3. NROTC graduates are obligated to serve as commissioned officers as provided by the signed agreements into which they have entered in connection with their participation in the program. Normally, such officers are required to serve a minimum of 3 consecutive years on active duty unless this period is extended under provisions of subparagraph 2, above. (Regular NROTC students appointed Midshipmen, Naval Reserve, are at present required to serve upon graduation on active duty for 4 years as commissioned officers unless sooner released by the Secretary of the Navy.) Following the period of obligated active duty, they may have their Regular commissions terminated and be appointed in the Marine Corps Reserve.

4. An officer submitting his resignation or request for termination of his permanent appointment will obtain from the disbursing officer carrying his accounts a statement as to whether he is, or is not, indebted to the United States as shown by his records, and no resignation will be considered unless such statement is attached. He will also include a complete statement as to (1) outstanding financial obligations contracted by him while in the naval service, and (2) data as to outstanding notes upon which others of the naval service are cosigners, giving, if any, the names of the latter.

5. An officer submitting his letter of resignation or request for termination of his permanent appointment will include therein the reason for its submission. A desire to attend school, enter business, or accept a position in civil life is frequently given as the reason. If, however, an officer desires separation because he considers his opportunity for promotion poor, the pay inadequate, or the deprivation of home-life excessive, these reasons should be given in addition to any others. While the Marine Corps does not desire to pry into the personal affairs of an officer, for its own information and for the information of Congress, it is desirable to know why officers separate themselves from the Marine Corps and give up a service career.

6. An officer may be released from active duty, permitted to resign, or discharged, as may be appropriate, for the purpose of performing the duties of: the President of the United States; the Vice President of the United States; a Presidential appointee to a statutory office; a member of either of the legislative bodies of the United States; a Governor; any other state official chosen by the voters of the entire State or the several states; a member of the legislative bodies of the several states; and a judge of courts of record of the United States and of the several states, and the District of Columbia. In the case of a reservist who is eligible for the Retired Reserve list, the individual's name will be placed thereon and he will be relieved from active duty; or if his name is already on the Retired Reserve list, he will be relieved from active duty.

13051 SEPARATION OR RETENTION OF OFFICERS COMMISSIONED UNDER TITLE 10 U.S. CODE, SECTION 6909

1. The Secretary of the Navy, during the second quarter of each year, shall cause to be examined the records of all officers appointed in the Regular Marine Corps pursuant to 10 U.S. Code 6909 (NROTC contract students) who in that year will have the third anniversary of the acceptance of their appointment, and who apply for retention before that anniversary, but not later than 31 March of that year. From among the officers whose records are so examined the Secretary shall cause to be selected for retention as many as he considers necessary.

2. The commission of each officer appointed in the Regular Marine Corps pursuant to the above provision of law who does not apply for retention within the time limits prescribed in subparagraph 1, above, shall be terminated not later than the third anniversary of the acceptance of his appointment. The commission of each officer who applies for retention who is not selected shall be terminated before 1 July of the calendar year of the third anniversary of the acceptance of his appointment, or not later than that anniversary, if it occurs after 30 June.

3. Upon the termination of his appointment in accordance with subparagraph 2, above, such officer, if considered qualified, may be appointed a first lieutenant in the Marine Corps Reserve with a date of rank 3 years after the date of rank of his original commission in the Regular Marine Corps.

4. After an officer appointed from the NROTC Contract Program has applied for retention as a Regular officer and his retention is approved by the Secretary of the Navy, he becomes subject to the separation policy as stated in paragraph 13050.

13052 INVOLUNTARY DISCHARGE OF PERMANENT REGULAR OFFICERS

1. Each officer on the active list serving in the grade of captain or first lieutenant shall be honorably discharged on 30 June of the fiscal year in which he is considered as having failed of selection for promotion to the grade of major or captain, respectively, a second time. However, if the officer so requests, he may be honorably discharged at any time during that fiscal year.

2. Except as otherwise provided for second lieutenants in subparagraph 3, below, any officer discharged under subparagraphs 1, 3, or 5 is entitled to severance pay equal to 2 months' basic pay at the time of discharge multiplied by the number of years of total commissioned service as computed under paragraph 13055, not to exceed a total of 2 years' basic pay. However, no person discharged under subparagraphs 1, 3, or 5 is entitled to a lump-sum payment that is more than $15,000. In determining the total num-

ber of years of service to be used as a multiplier for severance pay purposes, a part of a year that is 6 months or more is counted as a whole year, and a part of a year that is less than 6 months is disregarded (10 U.S.C. 6382, 6383 and 6384, as amended by Act of June 28, 1962, P.L. 87-509, Sec. 4(b)), and 6404.

3. An officer in the grade of first lieutenant or above who is found not professionally qualified upon his reexamination for promotion is considered as having twice failed of selection for promotion. Accordingly, subparagraphs 1 and 2, above, apply to captains and lieutenants in this category. An officer in the grade of second lieutenant who is found not professionally qualified upon his reexamination for promotion shall be honorably discharged with severance pay computed on the basis of 2 months' basic pay at the time of discharge multiplied by the number of years of his active commissioned service in the naval service, exclusive of training duty, but the payment may not be more than 1 year's basic pay (10 U.S.C. 5865).

4. An officer scheduled for discharge under subparagraph 1 or 3, above, may tender his resignation, and upon acceptance thereof, may be enlisted or reenlisted in the Regular Marine Corps provided he is in all respects qualified. Under no circumstances shall an officer in receipt of severance pay or an officer eligible for retirement pay upon separation be permitted to enlist or reenlist. An officer who desires to enlist or reenlist should apply to the Commandant of the Marine Corps (Code DH) at least 60 days prior to the scheduled date of discharge for grade and MOS determination. The criteria governing appointment or reappointment are as follows:

a. An officer, who, at the time of his permanent appointment as commissioned officer in a grade above chief warrant officer, W-4, was a permanent chief warrant or warrant officer, was a temporary officer with permanent enlisted status, or was a former temporary officer with permanent enlisted status will be appointed or reappointed to pay grade E-7 upon enlistment or reenlistment.

b. Any other officer who resigns his commission and forfeits his severance pay, normally will not be appointed to a pay grade higher than E-3. A higher pay grade may be authorized, however, dependent upon the needs of the service, and the special qualifications of the applicant.

5. Each officer on the active list with less than 20 years total commissioned service whose record, in the opinion of a selection board, indicates unsatisfactory performance of duty in his grade, and, in the opinion of the board, indicates that he would not satisfactorily perform the duties of a higher grade shall be honorably discharged on 30 June of the fiscal year in which he is so reported, or, in the discretion of the Secretary of the Navy, on any earlier date, if the officer so requests. Upon discharge he is entitled to severance pay computed under subparagraph 2, above. He is not eligible for enlistment or reenlistment (10 U.S.C. 6384, as amended, by Act of 12 July 1960, P.L. 86-616, 74 Stat. 390).

6. An officer designated for limited duty subject to discharge under subparagraphs 1, 3, or 5, above, who had the permanent status of a warrant officer when first appointed as an officer designated for limited duty, has the option, instead of being discharged, of reverting to the grade and status he would hold if he had not been so appointed. If any such officer had a permanent grade below the grade of warrant officer, W-1, when first so appointed, he has the option, instead of being discharged, of reverting to the grade and status he would hold if he had not been so appointed but had

instead been appointed a warrant officer, W-1. In any computation to determine the grade and status to which an officer may revert, all active service as an officer designated for limited duty or as a temporary or Reserve officer is included. Application for such reversion will be forwarded to the Commandant of the Marine Corps (Code DMA) via official channels (10 U.S.C. 6383).

7. An officer above the grade of second lieutenant and below the grade of colonel who is found by a naval examining board to be, from any cause arising from his own misconduct, not morally qualified to perform the duties of the grade for which he is being examined shall, if the finding is approved by the President, be discharged with not more than 1 year's pay. He is not eligible for enlistment (10 U.S.C. 5864).

13053 REVOCATION OF COMMISSIONS

1. The Secretary of the Navy may revoke the commission of any officer of the Regular Marine Corps who has completed less than 3 years of continuous service as a commissioned officer as of the date the Secretary of the Navy signs the document effecting the revocation of commission.

2. Detailed instructions and procedures relative to revocation of commissions are contained in Navy Department General Order No. 16 which should be consulted in every case in which those procedures are contemplated.

13054 VOLUNTARY RETIREMENTS

1. Requests for voluntary retirement will be addressed to the Secretary of the Navy via official channels. Requests shall be submitted so as to arrive at Headquarters, Marine Corps not more than 6 months and not less than 3 months prior to the requested effective date of retirement. Requests should make reference to the appropriate subparagraph of this paragraph, and shall include the following:

a. The requested effective date of retirement which must be the first day of a month.

b. A signed or certified true copy of Standard Form 88, Report of Medical Examination, indicating that the officer is physically fit for retirement. However, this enclosure will not be required in those cases where the officer has appeared before a physical evaluation board within a period of 6 months prior to the requested date of retirement, and has been found fit to perform the duties of his grade by the Secretary of the Navy as a result of the disability proceedings. See paragraph 13004 for instructions regarding physical examinations.

c. If retirement is requested as an exception to current policy, complete and detailed justification should be included.

2. An officer who is subject to involuntary retirement may request voluntary retirement to be effective on or prior to the date of involuntary retirement, provided he is eligible for voluntary retirement. If such a request is submitted it will be processed and voluntary retirement effected in lieu of involuntary retirement.

3. An officer who applies for retirement after completing more than 20 years of active service in the Army, Navy, Marine Corps, Air Force, or Coast Guard, or Reserve components thereof, of which at least 10 years was service as a commissioned officer in the grade of chief warrant officer, W-2, or above, may, in the discretion of the President, be retired. This subparagraph is applicable to all grades of officers, including warrant officers and temporary officers whose permanent status is warrant or enlisted. In order to be eligible for retirement under this provision of law, an officer must complete at least 1 day more than 20 years of active service (10 U.S.C. 6323).

4. A chief warrant officer or warrant officer, W-1, who applies for retirement after completing 20 or more

years of active service may, in the discretion of the Secretary of the Navy, be retired (10 U.S.C. 1293).

5. An officer holding a permanent appointment in the grade of warrant officer, W-1, or above who applies for retirement after completing 30 or more years of active service may, in the discretion of the Secretary of the Navy, be retired (10 U.S.C. 6322).

6. Each temporary commissioned officer or temporary warrant officer of the Regular Marine Corps holding a permanent enlisted grade who applies for retirement after completing 30 or more years of active service, shall be retired by the President (10 U.S.C. 6326).

7. Each officer holding a permanent appointment in the grade of warrant officer, W-1, or above, who applies for retirement after completing 40 or more years of active service, shall be retired by the Secretary of the Navy (10 U.S.C. 6321).

13055 TOTAL COMMISSIONED SERVICE FOR THE PURPOSE OF INVOLUNTARY RETIREMENT

1. The succeeding paragraphs of this part will refer to this paragraph where appropriate, in connection with total commissioned service as computed for the purpose of determining eligibility for involuntary retirement, separation, or continuation on the active list.

a. For the purpose indicated above, the total commissioned service of a male officer on the active list of the Marine Corps who has served continuously on the active list since his regular appointment in the grade of second lieutenant, either upon graduation from the Naval Academy or under 10 U.S. Code 6904, 6906 or 6909, is computed from 30 June of the fiscal year in which he accepted that appointment. An officer described above will be referred to as a Type "A" officer and each other officer on the active list will be referred to as a Type "B" officer only for the purposes of clarity in this paragraph.

b. Each other male commissioned officer on the active list of the Marine Corps is considered to have the same total commissioned service, for this purpose, as the Type "A" officer described in subparagraph 1a, above, with the maximum total commissioned service who meets both of the following criteria:

(1) Has not lost numbers or precedence; and

(2) Is, or at any time has been, junior to the Type "B" officer for the purposes of eligibility for promotion and selection for promotion during the Type "B" officer's latest period of continuous service on the active list as a Regular officer.

c. The active list of the Marine Corps means the list of officers of the Regular Marine Corps, other than retired officers, holding permanent appointments in grades above chief warrant officer, W-4.

d. Title 10 U.S. Code 6904, 6906, and 6909 cited in subparagraph 1a, above, are based on Public Law 729, 79th Congress, the Act of 13 August 1946, commonly known as the Holloway Act. These sections include officers initially appointed in the Regular Marine Corps from the NROTC Program. Public Law 729 was initially codified in Title 34 U.S. Code and authority for such appointments was contained in Section 1020e thereof. The law was subsequently codified in 10 U.S. Code by the Act of 10 August 1956.

e. If an officer fails of selection for promotion to the next higher grade and subsequent thereto an officer junior to him is promoted to become senior to him, he has lost precedence within the purview of subparagraph 1b(1), above.

f. Total commissioned service as defined above has no application for temporary officers, warrant officers or women officers; and such service has no application in the case of limited duty officers, except in the computation of severance pay of first lieutenants and captains.

g. The "service date" is defined as the date from which the total commissioned service is computed, and the service date is 30 June of the appropriate fiscal year.

h. Total commissioned service as defined herein has no bearing on computation of active service to determine eligibility for voluntary retirement (10 U.S.C. 6387, as amended, by Act of 30 June 1960, P.L. 86-558).

13056 INVOLUNTARY RETIREMENT OF MAJOR GENERALS

1. Each major general, who is not recommended for retention on the active list in the approved report of a board convened for this purpose, shall be retired on 1 July immediately following the fiscal year in which he first completes 5 years of service in the grade of major general and 35 years of total commissioned service as defined in paragraph 13055.

2. Each major general who would otherwise be retired under subparagraph 1, above, shall be retained on the active list if recommended for retention in the approved report of a board convened for this purpose. An officer so retained shall be retired on 1 July immediately following any succeeding fiscal year in which he is not again recommended for retention in the approved report of such a board, or no such board is convened.

3. Each year the Secretary of the Navy may convene a board to recommend officers serving in the grade of major general for retention on the active list. However, he shall convene such a board in any year when three or more such officers will be subject to retirement in accordance with subparagraphs 1 and 2, above. The number of officers that may be recommended by a board for retention on the active list may not exceed the number that the Secretary of the Navy determines to be necessary to meet the requirements of the Marine Corps. In any year in which the number of officers subject to retirement is 3 or more, the Secretary shall fix the maximum number that may be recommended for retention at not less than the number of officers subject to such retirement minus two. An officer is not subject to retirement under the foregoing provisions of this paragraph while serving as Commandant of the Marine Corps (10 U.S.C. 6373 and 5709).

4. For the purposes of subparagraphs 1, 2, and 3, above, an officer serving in the grade of lieutenant general under an appointment pursuant to 10 U.S. Code, 5232, or serving under a temporary appointment pursuant to 10 U.S. Code, 5787, is considered as serving in the grade he would hold if he had not been so appointed (10 U.S.C. 6385).

5. A major general who is recommended for retirement in the report of a board to consider officers for retirement shall, if the recommendation is approved by the President, be retired on the first day of any month set by the Secretary of the Navy, but not later than the first day of the seventh month after the date of approval by the President (10 U.S.C. 6394).

13057 INVOLUNTARY RETIREMENT OF BRIGADIER GENERALS

1. Each brigadier general on the active list whose name is not on a promotion list shall be retired on 1 July immediately following the fiscal year in which he is considered as having twice failed of selection for promotion to the grade of major general (10 U.S.C. 6374).

2. The Secretary of the Navy may convene a board of officers to consider and recommend for retirement, brigadier generals on the active list of the Marine Corps. Each brigadier general recommended for retirement by such a board shall, if the recommendation is approved by the President, be retired on the first day of any month set by the Secretary, but not later than the first day of the seventh month after the date of approval by the President (10 U.S.C. 6394).

13058 INVOLUNTARY RETIREMENT OF COLONELS

1. Each colonel on the active list, not retired under the provisions of paragraph 13062, shall be retired on 1 July immediately following the fiscal year in which he completes 30 years total commissioned service as defined in paragraph 13055 if his name is not on a promotion list and he is considered as having twice failed of selection to the grade of brigadier general, or when he completes 31 years of total commissioned service if he is not on a promotion list.

2. A colonel who has lost numbers or precedence may not be retired because of completing 31 years total commissioned service until 1 July immediately following the fiscal year in which he completes 5 years service in the grade of colonel (10 U.S.C. 6376).

13059 INVOLUNTARY RETIREMENT OF UNRESTRICTED LIEUTENANT COLONELS

1. Each lieutenant colonel on the active list not retired under the provisions of paragraph 13062 and not designated for limited duty shall be retired on 1 July immediately following the fiscal year in which he completes 26 years total commissioned service as defined in paragraph 13055 if his name is not on a promotion list and he is considered as having twice failed of selection for promotion to the grade of colonel (10 U.S.C. 6379).

13060 INVOLUNTARY RETIREMENT OF UNRESTRICTED MAJORS

1. Each major on the active list not designated for limited duty shall be retired on 1 July immediately following the fiscal year in which he completes 20 years total commissioned service as defined in paragraph 13055 if his name is not on a promotion list and he is considered as having twice failed of selection for promotion to the grade of lieutenant colonel (10 U.S.C. 6380).

13061 INVOLUNTARY RETIREMENT OF OFFICERS DESIGNATED FOR LIMITED DUTY

1. Each officer designated for limited duty shall be retired on the first day of the second month following the month in which he completes 30 years of active naval service, exclusive of active duty for training in a Reserve component.

2. Each major designated for limited duty shall be retired on 1 July immediately following the fiscal year in which he is considered as having failed of selection for promotion to the grade of lieutenant colonel for the second time. However, if any such officer had the permanent status of chief warrant officer or warrant officer, W-1, when first appointed as a limited duty officer, he has the option, instead of being retired, of reverting to the grade and status he would hold if he had not been so appointed. If any such officer had a permanent grade below the grade of warrant officer, W-1, when first so appointed, he has the option, instead of being retired, of reverting to the grade and status he would hold if he had not been so appointed but had instead been appointed a warrant officer, W-1. In any computation to determine the grade and status to which such an officer may revert under this subparagraph, all active service as an officer designated for limited duty or as a temporary or Reserve officer is included. An officer exercising the option of reverting shall, if not otherwise retired, be involuntarily retired in accordance with subparagraph 13105.3, if he is holding a warrant grade at the time of retirement (10 U.S.C. 6383 and 1305).

13062 INVOLUNTARY RETIREMENT OF COLONELS AND LIEUTENANT COLONELS NOT SELECTED FOR CONTINUATION

1. Notwithstanding any other provisions of law, the officers described in this paragraph are also subject to retirement under the provisions of Public

Law 86-155 as amended (10 U.S.C. 5701 Note). This law provides for the convening of selection boards to consider and recommend for continuation on the active list officers of the Regular Marine Corps as described below:

a. Each colonel who has served on active duty for more than 5 years, who is not on a promotion list, and who will complete at least 5-years service in the grade of colonel by 30 June of the fiscal year in which a board is convened. An officer in this category who has once been recommended for continuation may not be reconsidered by a subsequent board and is not subject to the provisions of subparagraph 1b, below. For the purposes of this subparagraph an officer is considered as serving in the grade of colonel in the Marine Corps from the date of rank assigned him upon appointment to that grade until the effective date of his appointment to the next higher grade.

b. Each colonel who is not on a promotion list, who has not been previously recommended for continuation in the approved report of a board, and who has at least twice failed of selection for promotion to the grade of brigadier general.

c. Each lieutenant colonel who is not on a promotion list, who has not been previously recommended for continuation in the approved report of a board, and who has at least twice failed of selection for promotion to the grade of colonel.

2. Of the officers considered but not recommended for continuation on the active list under the provisions of this law, the board which considered their cases shall further report the names of any officers whose performance of duty would not warrant retention on the active list under any circumstances. Each officer so reported shall, unless otherwise retired, be placed on the retired list as prescribed in subparagraph 3, below, but shall not be entitled to the lump-sum payment set forth in subparagraph 5, below.

3. Unless sooner selected for promotion to the next higher grade, each officer who is considered for continuation on the active list by a board convened under the foregoing provisions of this law and who is not recommended for continuation in the approved report of the board, shall, notwithstanding any other provisions of law, except as provided in the last sentence of this subparagraph, be placed on the retired list on 1 July immediately following the fiscal year in which the report of the board is approved or in which the officer completes 20 years of total commissioned service, as computed under paragraph 13055, whichever is later. However, if the report of a board that considers officers for continuation on the active list under the provisions of this law is approved less than 6 months before the end of the fiscal year, the retirement of officers who were considered but not recommended for continuation by that board shall be deferred until the first day of the seventh month following the month in which the report of the board is approved.

4. An officer who is retired under the foregoing provisions of law is entitled to retired pay computed in accordance with the provisions of paragraph 13008. However, the retired pay of such an officer may not be less than 50 percent of the basic pay upon which the computation of retired pay is based.

5. Except as otherwise provided in subparagraph 2, above, each officer retired under the foregoing provisions of law who on 11 August 1959 was serving in the grade of colonel or lieutenant colonel in the Regular Marine Corps or was on a promotion list for promotion to one of those grades shall be paid, in addition to retired pay, a lump-sum payment of $2,000, effective on the date of his retirement. The lump-sum payment shall be paid if the officer retires voluntarily prior to the date specified for his retirement in subparagraph 3, above, provided the report of the continuation board is approved by the President prior to the date the Secretary of the Navy approves the

request for voluntary retirement. An officer who is retired under other provisions of law by reason of physical disability is not entitled to the lump-sum payment.

6. An officer who is recommended for continuation on the active list in the approved report of a board convened under Public Law 86-155 shall become subject to involuntary retirement in accordance with other provisions of law outlined in paragraph 13058 or 13059.

13063 INVOLUNTARY RETIREMENT OF MALE COMMISSIONED OFFICERS FOR AGE

1. Each officer above the grade of chief warrant officer, W-4, shall be retired by the President on the first day of the month following that in which he becomes 62 years of age. The President may, in his discretion, defer retirement of any such officer for the length of time he considers advisable but not later than the first day of the month following that in which such officer becomes 64 years of age. Not more than ten such officers, including naval officers whose retirement is so deferred, shall be on active duty at any one time (10 U.S.C. 6390, Executive Order 10621).

13064 INVOLUNTARY RETIREMENT FOR FAILURE ON PROFESSIONAL REEXAMINATION

1. The foregoing provisions relating to the retirement of officers above the grade of captain who have twice failed of selection for promotion shall be applicable to such officers who fail on professional reexamination for promotion in the same manner as if such officers had twice failed of selection for promotion; see chapter 6.

SECTION 2: WOMEN OFFICERS

13075 RESIGNATIONS

1. The provisions of paragraph 13050 concerning the general conditions under which resignations of male officers are tendered and accepted are equally applicable to Regular women officers. Resignations normally will be accepted from women officers under the following conditions:

a. After 4 years of active commissioned service, except in the case of an officer who has additional active service obligations under law, agreement, or policy.

b. By reason of marriage provided she has completed 3 years of active commissioned service.

c. For the same reasons which would result in termination of commission or warrant as outlined in subparagraph 13076.3.

13076 INVOLUNTARY DISCHARGES AND TERMINATIONS

1. Each woman officer serving in the permanent grade of captain or first lieutenant in the Regular Marine Corps, whose name, on 30 June of the fiscal year in which she completes 13 or 7 years of active commissioned service, respectively, in the Marine Corps, is not then on a promotion list for promotion to the next higher grade, shall be honorably discharged from the Marine Corps on that date. However, if she so requests, she may be honorably discharged at any time during that fiscal year. A captain is entitled to a lump-sum payment equal to 24 times the monthly basic pay to which she is entitled at the time of discharge, and a first lieutenant is entitled to a lump-sum payment equal to 2 months' basic pay at the time of discharge multiplied by the number of years of her active commissioned service in the Regular Marine Corps or the Marine Corps Reserve, except that no captain subject to discharge under this subparagraph is entitled to a lump-sum payment that is more than $15,000. A part of a year that is 6 months or more is counted as a whole year and a part of a year that is less than 6 months is disregarded in the computation of such severance pay (10 U.S.C. 6401, as amended by Act of June 28, 1962, P.L. 87-509, Sec. 4(b)), 6402 and 6404.

2. The commission or warrant of any woman serving in the Regular Marine Corps may be terminated regardless of grade, or length of service, by or at the direction of the Secretary of the Navy, except as may be otherwise provided by law, under the same circumstances, procedures and conditions and for the same reasons under which a male member of the Regular Marine Corps and of the same grade and length of service may be totally separated from the service by administrative action, whether by termination of commission, termination of appointment, revocation of commission, discharge, or otherwise.

3. The commission or warrant of any woman serving in the Regular Marine Corps shall be terminated by the Secretary of the Navy when it is established that such woman:

a. Is the parent, by birth or adoption, of a child under the age of 18 years; or

b. Has personal custody of a child under the age of 18 years; or

c. Is the stepparent of a child under the age of 18 years who is within the household of the woman for a consecutive period of more than 30 days a year; or

d. Is pregnant; however, if pregnancy is terminated as a result of a spontaneous or therapeutic abortion or a stillbirth prior to separation from the service, a woman officer may be considered for retention if she so desires; or

e. Has, while serving under her current appointment to warrant or com-

missioned grade in the naval service, given birth to a living child (10 U.S.C. 6393).

4. Each woman officer whose commission or warrant is terminated will be awarded a certificate of discharge of such type and character as may be warranted by her military record and the circumstances surrounding the termination.

5. In the event a woman officer does not submit her resignation when subject to separation under the provisions of subparagraph 3, above, her commander will submit a detailed report to the Commandant of the Marine Corps enclosing substantiating documents.

13077 VOLUNTARY RETIREMENT

1. All laws applicable to the voluntary retirement of male officers of the Regular Marine Corps are applicable in like manner to women officers of the Regular Marine Corps.

13078 INVOLUNTARY RETIREMENT

1. Each woman officer of the Regular Marine Corps who holds a permanent appointment in the grade of lieutenant colonel, or a woman officer serving as Director of Women Marines with the grade of colonel, shall be retired by the President on the first day of the month following that in which she becomes 55 years of age or completes 30 years of active commissioned service in the Regular Marine Corps and the Marine Corps Reserve, whichever is earlier. However, a woman lieutenant colonel or major who serves as Director of Women Marines with the grade of colonel and who becomes 50 years of age while so serving, may be retired by the President on the first day of the month following that in which she ceases to serve as Director of Women Marines.

2. A woman officer detailed as Director of Women Marines, who has served at least $2\frac{1}{2}$ years as such Director, and who is retired for any reason, either while so serving or after completion of that service while serving in a lower grade, may, in the discretion of the President, be retired in the grade of colonel and with retired pay based on that grade (10 U.S.C. 5206, 6398 and Executive Order 10621).

3. Each woman officer of the Regular Marine Corps who holds an appointment in the grade of major or below shall be retired by the President on the first day of the month following the date on which she becomes 50 years of age. However, the foregoing shall not apply to an officer of the grade of major who is on a promotion list for promotion to the grade of lieutenant colonel or to one while serving as Director of Women Marines with the grade of colonel (10 U.S.C. 6399).

4. Each woman officer of the Regular Marine Corps who holds an appointment in the grade of major shall be retired on the first day of July immediately following the fiscal year in which she is not on a promotion list and she has completed 20 years of active commissioned service in the Regular Marine Corps and the Marine Corps Reserve. The foregoing is not applicable to a woman officer while serving as Director of Women Marines (10 U.S.C. 6400).

PART C: SEPARATION AND RETIREMENT OF REGULAR CHIEF WARRANT AND WARRANT OFFICERS

13100 GENERAL

1. Unless otherwise indicated, the term "warrant officer" as used herein means any chief warrant officer or warrant officer, W-1.

2. Unless otherwise indicated, the provisions of part C are applicable to women warrant officers.

13101 RESIGNATIONS

1. The provisions of paragraph 13050 concerning conditions under which resignations are tendered and accepted are applicable to warrant officers.

13102 TERMINATION OF APPOINTMENT

1. The Secretary of the Navy may in his discretion, terminate the appointment of a permanent warrant officer in the Regular service at any time within 3 years after the date of acceptance of his initial permanent appointment in the Regular service. An officer whose appointment is thus terminated, shall not be entitled to severance pay, but may apply for and be enlisted in the grade, and with the date of rank in that grade, held on the day before he accepted his appointment as a warrant officer. The application for enlistment of a person whose appointment as a warrant officer has been terminated in accordance with this paragraph must be approved by the Secretary of the Navy prior to enlistment. A temporary appointment in a warrant grade may be terminated at any time.

2. When a selection board is convened by the Secretary of the Navy to consider permanent warrant officers for promotion to the next higher grade, the board shall report the names of those warrant officers considered by it whose records and reports establish, in its opinion, their unfitness or unsatisfactory performance of duty in their present grades. A warrant officer whose name is so reported shall be retired, enlisted, or separated in accordance with subparagraph 4, below.

3. The Secretary of the Navy may convene a board of officers similar in composition to a selection board which will consider the records of all warrant officers submitted to it by the Secretary of the Navy. The records will be those of warrant officers not eligible for consideration by a selection board and among those records there are records or reports which indicate unfitness or unsatisfactory performance of duty in their present grade. The board shall submit a report in writing to the Secretary of the Navy via the Commandant of the Marine Corps and shall certify that:

"The board has carefully considered the records furnished to it and the chief warrant officers or warrant officers, W-1, whose names, if any, are reported have reports and records which establish their unfitness or unsatisfactory performance of duty in their present grade."

4. Each warrant officer whose name is reported in the approved report of a selection board or a board of officers pursuant to subparagraph 2 or 3, above, shall, if eligible for retirement under any provision of law, be placed on the retired list on the first of the month following the 60th day after the date on which the Secretary of the Navy approves the report of the board. If not eligible for retirement, and if he has completed at least 3 years active service from the date he accepted his original permanent appointment as a Regular warrant officer, such officer shall be separated with severance pay not later than 60 days after the date on which the Secretary of the Navy approves the report of the board. Such warrant officer's severance pay is computed by multiplying his years of active service, but not more than 12, by the monthly basic pay to which he is entitled at time of separation. A part of a year that is 6 months or more is counted as a whole year and a part of a year that is less than 6 months is disregarded in the computation of such severance pay. However, no person is entitled to severance pay in an

amount that is more than $15,000. Each warrant officer, in lieu of separation with severance pay, shall be accorded the enlistment privilege as provided in subparagraph 1, above. If any such warrant officer has less than 3 years of active service his appointment shall be terminated in accordance with subparagraph 1, above (10 U.S.C. 1165, 1166, 560, and 1167 as amended by Act of June 28, 1962, P.L. 87-509, Sec. 4(a)).

13103 VOLUNTARY RETIREMENT

1. Any warrant officer who has completed not less than 20 years active service may, upon application, and in discretion of the Secretary of the Navy, be placed on the retired list. Subparagraph 13054.1 is applicable.

2. Warrant officers who are eligible may request retirement in accordance with the appropriate provisions of paragraph 13054.

13104 INVOLUNTARY SEPARATION OR RETIREMENT

1. Unless separated or retired under other provisions of law, a permanent Regular warrant officer shall be separated or retired in accordance with this paragraph.

2. For the purposes of this paragraph the decisive date may be any one of the following; whichever is applicable:

a. The date on which the Secretary of the Navy approves the report of a selection board pursuant to which the warrant officer failed, for the second time, of selection for promotion to the next higher permanent Regular warrant officer grade.

b. The date on which the Secretary of the Navy, the President, or the United States Senate, for the second time, removes the name of any warrant officer from a promotion list, or the date on which the Secretary of the Navy approves the report of a selection board which does not recommend any warrant officer for promotion after he has been once removed from a promotion list as indicated above.

c. The date on which the Secretary of the Navy approves the report of a board which reported the name of any warrant officer as having failed to meet the moral qualifications, or upon reexamination, the professional qualifications prescribed by the Secretary of the Navy for such promotion.

3. If on the decisive date applicable to his case any warrant officer has completed less than 18 years of active service but at least 3 years of active service from the date he accepted his original permanent appointment as a Regular warrant officer, his appointment shall be terminated and he shall be separated on that date which is 60 days after the decisive date applicable to his case. A permanent Regular warrant officer whose appointment is so terminated will be entitled to severance pay, unless he applies for and is enlisted or reenlisted in the Marine Corps and such application for enlistment must be approved by the Secretary of the Navy prior to enlistment. The severance pay of such warrant officer is computed by multiplying his years of active service, but not more than 12, by twice the monthly basic pay to which he is entitled at time of separation. A part of a year that is 6 months or more is counted as a whole year and a part of a year that is less than 6 months is disregarded in the computation of such severance pay. However, no person is entitled to severance pay under this paragraph in an amount that is more than $15,000 (10 U.S.C. 564 and 1167 as amended by Act of June 28, 1962, P.L. 87-509, Sec. 4(a)).

4. If on the decisive date applicable to his case any warrant officer has completed at least 18 years but not more than 20 years of active service, he may be retained until he has completed 20 years of active service and shall be placed on the retired list on the first of the month following the 60th day after the date he completes

that service, unless he is selected for promotion to the next higher permanent Regular grade before that date.

5. If on the decisive date applicable to his case any warrant officer has completed 20 or more years of active service he shall be retired on the first of the month following the 60th day after that decisive date (10 U.S.C. 564).

13105 INVOLUNTARY RETIREMENT FOR AGE OR SERVICE

1. A permanent Regular male warrant officer, who has completed at least 20 years of active service in the Armed Forces, shall be retired on the first of the month following the 60th day after the date he becomes 62 years of age (10 U.S.C. 1263).

2. A permanent Regular woman warrant officer, who has completed at least 20 years of active service in the Armed Forces, shall be retired on the first of the month following the 60th day after the date she becomes 55 years of age (10 U.S.C. 1255).

3. Any permanent Regular warrant officer who has at least 30 years of active service in the Armed Forces shall be retired on the first day of the month following the 60th day after the date that he completes that period of active service (10 U.S.C. 1305).

13106 TERMINATION OF TEMPORARY APPOINTMENT IN HIGHER GRADES

1. The temporary appointment in a higher grade of any warrant officer shall be terminated on the date the officer is subject to separation or retirement in accordance with paragraphs 13102, 13104 or 13105.

13107 DEFERMENT FOR DISABILITY

1. The Secretary of the Navy in his discretion may defer, for not more than 4 months, the involuntary retirement or separation of any warrant officer if, because of unavoidable circumstances, evaluation of his physical condition and determination of his entitlement to retirement or separation for physical disability require hospitalization or medical observation that cannot be completed before the date when he would otherwise be required to be retired or separated under provisions of part C, except subparagraph 13102.1.

13150 DEFINITION OF TERMS

1. Certain terms have special meaning with reference to Reserve retirements as outlined below:

a. "Active status" means the status of a reservist who is not on the inactive status list or in the Retired Reserve. A reservist in an active status may be on active or inactive duty.

b. The terms "Reserve Retirement Credit" and "points" are used interchangeably and have reference to the method provided by law for awarding actual or constructive days of service for active duty and other duty or training. Each point represents a day of service. These points are used for determining both satisfactory Federal service counting toward eligibility for retirement, and for computing the amount of retired pay to be received.

c. A "year of satisfactory Federal service" is a year in which a reservist is credited with a minimum of 50 Reserve retirement credits unless the year is declared unsatisfactory by the Commandant of the Marine Corps. See paragraph 13162 for service prior to 1 July 1949.

(1) For persons who were members of the Marine Corps Reserve on 1 July 1949, their anniversary year begins on 1 July of each year as long as active Reserve status is maintained.

(2) For persons who enter or reenter the Marine Corps Reserve after 1 July 1949, their anniversary year begins on the date of entry or reentry, and each succeeding "year" will begin on the anniversary of that date as long as active Reserve status is maintained.

(3) For persons who are discharged from another Reserve component and enlisted or appointed in the Marine Corps Reserve, their anniversary year begins on the date of entry into the Marine Corps Reserve, regardless of the anniversary date they may have had in the other Reserve component.

(4) For persons who are separated from active Reserve status without completing the current anniversary year of service, they will be given credit for the portion of the year for which credit has been earned.

13151 RESIGNATION OF OFFICERS

1. The President, or the Secretary of the Navy acting for him, may accept the resignation of an officer of the Marine Corps Reserve, including chief warrant officers and warrant officers, W-1. Officers will include in their letter of resignation the reason therefor. The provisions of paragraph 13050 pertaining to tendering and acceptance of resignations of Regular officers are applicable except that periods of obligated service acquired under law or contractual agreement must be completed before a resignation will be accepted. Exceptions may be made when the separation of an officer is considered to be in the best interests of the service. Subject to the foregoing, a woman officer may tender her resignation at any time after completion of 3 years of active commissioned service, unless a previous service agreement specified 2 years of active duty, or 4 years of total commissioned service. Reserve officers may tender their resignations for any of the reasons which would result in involuntary discharge.

2. An officer tendering a resignation from the Marine Corps Reserve under circumstances which might reasonably be susceptible to subsequent characterization as "under conditions other than honorable," shall include one of the following alternative statements:

a. "I have been fully advised concerning provisions of statutes and regulations relative to court-martial trials and action by boards of officers, and concerning the application of such statutes and regulations to the factual situation obtaining in my case. After fully weighing the benefits which might inure to me as a result of such action, and although considering that I would suffer no greater prejudice as a result

of such action, I hereby waive any and all court-martial action under the Uniform Code of Military Justice, and I further waive any consideration of my case by any board of officers and findings and recommendations by any such board of officers. This waiver is made in the interest of expediting ultimate disposition of my case, as I feel that my position in the matter has been made clear, and I have full confidence in the ability and fairness of the officers in higher authority who will act upon my case," or

b. "I request referral of the papers in my case to a board of officers for findings and recommendations in the premises."

13152 INVOLUNTARY DISCHARGES

1. Subject to the provisions of Title 10, U. S. Code, Reserve commissioned officers may be discharged at the pleasure of the President. Other reserves may be discharged under regulations prescribed by the Secretary of the Navy. The discharge of warrant officers, W-1, shall be effected at the pleasure of the Secretary of the Navy (10 USC 1162).

2. A Reserve officer who has not completed 3 years of commissioned, warrant, or combined commissioned and warrant service may be involuntarily discharged in the absence of an approved recommendation of a board of officers under any of the following circumstances:

a. Upon failure to complete satisfactorily any course of training, instruction, or indoctrination which he has been ordered to undergo and the satisfactory completion of which is considered important in achieving maximum qualifications for general or any special duty assignments or assignment ordered or in contemplation, or for any promotion, classification or designation.

b. Low caliber or unsatisfactory performance of duty as evidenced by either or both official reports of fitness or special reports by letter submitted by no less than two reporting seniors under whom the officer in question has served. The term "low caliber performance of duty" is used herein to denote performance which is considered to be qualitatively below standards deemed normal for officers of comparable grade, experience, and length of service, and is by no means restricted to performance falling below any specific numerical or adjectival grade, mark, or description.

c. Unsuitability or unfitness for service by reason of a medically diagnosed condition or state other than physical disability.

d. Except as provided in subparagraphs 2a, 2b, 2c, above, Reserve officers who have completed less than 3 years of commissioned and warrant service shall be discharged only pursuant to the approved recommendation of a board of officers convened in accordance with subparagraph 3, below.

3. Except as otherwise provided in paragraphs 13154-13157 a Reserve officer who has completed 3 years of commissioned service shall not be involuntarily discharged except pursuant to the approved recommendation of a board of officers convened by one of the following: The Commandant of the Marine Corps; commands authorized to convene general courts-martial; the Commanding General, Marine Air Reserve Training Command; Directors, Marine Corps Districts; and the Commanding Officer, Marine Corps Reserve Data Services Center. Class III Standby reservists who express a desire to appear before a board in person shall be transferred from the Marine Corps Reserve Data Services Center, on a nonchargeable basis, to the CG, MARTC or the nearest Marine Corps District, as appropriate, for board action. However, in the case of officers serving on active duty, commands authorized to convene a board of officers will do so only after they have reported all pertinent facts and recommended

to the Commandant of the Marine Corps that such action be taken and the Commandant of the Marine Corps has directed the convening of a board of officers. The board shall consist of not less than three members who shall be senior in grade to the individual under consideration and the majority shall be officers of the Marine Corps Reserve on extended or temporary active duty. This board may recommend discharge for any of the following reasons:

a. When a male officer fails on reexamination to qualify professionally for promotion.

b. When found not physically qualified for promotion or for active duty, and when he or she is ineligible for transfer to the retired list of the Marine Corps Reserve.

c. Failure to complete basic military training, unless waiver and retention is authorized by the Commandant of the Marine Corps.

d. Failure to carry out agreements entered into prior to appointment.

e. Civilian occupation incompatible with Marine Corps Reserve status.

f. For such other full and sufficient cause, as determined by the Secretary of the Navy such as failure to complete successfully prescribed course of study, failure to answer and/or comply with official correspondence, obvious lack of interest in the Reserve, and serious breach of discipline.

4. An officer or a chief warrant officer of the Reserve component may be dismissed and a warrant officer of the Reserve component may be dishonorably discharged as a result of the approved sentence of a general court-martial.

5. The President or the Secretary of the Navy may drop from the rolls any member of the Reserve components who has been absent without authority from his place of duty for a period of 3 months or more, or who, having been found guilty of any offense by the civil authorities, is finally sentenced to confinement in a Federal or State penitentiary or correctional institution.

6. A Reserve officer discharged or separated for cause other than as specified in subparagraph 5, above, shall be given an honorable or general discharge under honorable conditions unless:

a. A discharge under conditions other than honorable is effected pursuant to the approved sentence of a court-martial or the approved findings of a board of officers convened by competent authority, or

b. The officer consents to discharge under conditions other than honorable with waiver of court-martial or board proceedings.

7. Men and women officers on the retired list of the Marine Corps Reserve, with or without pay, shall not be discharged therefrom without their consent, except by sentence of a court-martial, or when sentenced by civil authorities to confinement in a State or Federal penitentiary as a result of a conviction for a felony.

8. A woman Reserve officer who becomes pregnant or the parent or custodian of a child shall, if ineligible for transfer to the retired list of the Marine Corps Reserve, be discharged.

9. A woman Reserve officer who has completed 3 years of commissioned service shall not be involuntarily discharged unless:

a. Recommended for discharge by a board described in subparagraph 3 above, for reasons enumerated in subparagraphs 3b, c, d, e, or f, above.

b. Discharged or dismissed as provided in subparagraph 7 or 8, above, or paragraph 13157.

13153 TRANSFER TO ANOTHER RESERVE

1. A Reserve officer on inactive duty who desires to enlist or accept appointment in the Reserve component of another Armed Force shall:

a. Apply to the Secretary of the Navy via the unit of the Armed Force

in which entry is sought, his commander and/or District Director or Commanding General, Marine Air Reserve Training Command, or the Commanding Officer, Marine Corps Reserve Data Services Center, as appropriate, and the Commandant of the Marine Corps (Code DMA).

b. Include in his application evidence of fulfillment of one of the conditions in subparagraph 13355.1a as applies to enlisted reservists.

c. Tender the contingent resignation with his application to read: "I hereby tender my resignation from the U.S. Marine Corps Reserve. I request that my resignation be accepted contingent upon and effective as of the day prior to my enlistment or acceptance in the (specify service)."

2. Upon approval of the application, the Commandant of the Marine Corps will furnish the officer concerned a conditional release. This release will contain the elements set forth in subparagraph 13355.1c.

13154 RETIREMENT OR SEPARATION FOR AGE AND SERVICE

1. The Comptroller General has ruled that a member of the Reserve who is 60 years of age and qualified for retired pay is not entitled to credit for any service or retirement credits after the date he becomes so qualified, unless the member is retained under exceptional circumstances by specific orders of the Secretary of the Navy (38 CompGen 647). In view thereof, and in order to protect the interests of the members concerned, the Secretary of the Navy has directed that Reserve personnel shall be retired or discharged in accordance with the following instructions:

a. Reserve officers, other than general officers, and enlisted members of the Reserve, who, upon reaching age 60 and are then qualified for retirement with pay, shall be transferred to the Retired Reserve upon their own request, effective on the first of the month following their 60th birthday. However, if they fail to request retirement after being afforded an opportunity, they shall be discharged.

b. General officers of the Reserve may, subject to their consent and upon specific orders of the Secretary of the Navy, be retained in an active status until age 62. The Secretary may, subject to their consent, retain, within the number specified by law, certain general officers in an active status until age 64.

c. Reserve officers who have attained age 60 but have not yet completed 20 years of satisfactory Federal service, shall be retired or discharged as of the earliest of the following dates:

(1) The first of the month following the date on which they first complete 20 years of satisfactory Federal service and become qualified for retirement with pay.

(2) If commissioned prior to 1 January 1953, the first of the month following their 62d birthday if they cannot qualify for retired pay on or before their 64th birthday. An officer in this category may be retired without his consent (10 U.S.C. 6391).

(3) If commissioned on or subsequent to 1 January 1953, the first of the month following their 62d birthday. An officer in this category may be retired without his consent (10 U.S.C. 6391).

d. Enlisted members of the Reserve, who, upon reaching age 60, are then qualified for retirement with pay, shall be transferred to the Retired Reserve upon their own request, effective on the first of the month following their 60th birthday. However, if they fail to request retirement after being afforded an opportunity, they shall be discharged by the command concerned for convenience of the Government, citing subparagraph 13261.1f as authority.

e. Enlisted members who have attained age 60, but have not yet completed 20 years of satisfactory Federal

in which entry is sought, his commander and/or District Director or Commanding General, Marine Air Reserve Training Command, or the Commanding Officer, Marine Corps Reserve Data Services Center, as appropriate, and the Commandant of the Marine Corps (Code DMA).

b. Include in his application evidence of fulfillment of one of the conditions in subparagraph 13355.1a as applies to enlisted reservists.

c. Tender the contingent resignation with his application to read: "I hereby tender my resignation from the U.S. Marine Corps Reserve. I request that my resignation be accepted contingent upon and effective as of the day prior to my enlistment or acceptance in the (specify service)."

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b. General officers of the Reserve may, subject to their consent and upon specific orders of the Secretary of the Navy, be retained in an active status until age 62. The Secretary may, subject to their consent, retain, within the number specified by law, certain general officers in an active status until age 64.

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(1) The first of the month following the date on which they first complete 20 years of satisfactory Federal service and become qualified for retirement with pay.

(2) If commissioned prior to 1 January 1953, the first of the month following their 62d birthday if they cannot qualify for retired pay on or before their 64th birthday. An officer in this category may be retired without his consent (10 U.S.C. 6391).

(3) If commissioned on or subsequent to 1 January 1953, the first of the month following their 62d birthday. An officer in this category may be retired without his consent (10 U.S.C. 6391).

d. Enlisted members of the Reserve, who, upon reaching age 60, are then qualified for retirement with pay, shall be transferred to the Retired Reserve upon their own request, effective on the first of the month following their 60th birthday. However, if they fail to request retirement after being afforded an opportunity, they shall be discharged by the command concerned for convenience of the Government, citing subparagraph 13261.1f as authority.

e. Enlisted members who have attained age 60, but have not yet completed 20 years of satisfactory Federal

service, shall be transferred to the Retired Reserve or discharged as indicated above as of the first of the month following the date on which they first complete 20 years satisfactory Federal service and become qualified for retirement with pay.

2. A Reserve officer, except a limited assignment officer, not on active duty and not on a promotion list will be discharged, allowed to resign, or transferred to the Retired Reserve, if qualified, upon attaining the following ages in grade:

Second and first lieutenants	40 years
Captains	46 years
Majors	52 years
Lieutenant colonels	58 years

See paragraph 13159 for exceptions.

13155 RETIREMENT OR SEPARATION AFTER TWICE FAILING OF SELECTION FOR PROMOTION; MALE OFFICERS

1. Subject to the exceptions outlined in paragraph 13159, a Reserve officer in an active status in the permanent grade of captain or first lieutenant, who is considered as having twice failed of selection for promotion to the next higher grade may, in the discretion of the Secretary of the Navy, be eliminated from an active status. An officer who is to be eliminated from an active status under this subparagraph shall, if qualified, be given an opportunity to request transfer to the appropriate Retired Reserve and, if he requests it, shall be so transferred. If he is not so transferred, he shall, in the discretion of the Secretary, be transferred to the appropriate Inactive Status List or be discharged from the Marine Corps Reserve.

2. An officer in an active status in the Marine Corps Reserve in the permanent grade of major or above, who is considered as having twice failed of selection for promotion to the next higher grade shall, if qualified, be given an opportunity to request transfer to the appropriate Retired Reserve. If he is not so transferred, he shall be discharged from the Marine Corps Reserve if he has completed a period of total commissioned service equal to that specified below for the permanent grade in which he is serving:

Colonel	30 years
Lieutenant colonel	26 years
Major	20 years

3. For the purposes of this paragraph, the total commissioned service of an officer who shall have served continuously in the Marine Corps Reserve following appointment therein in the grade of second lieutenant shall be computed from 30 June of the fiscal year in which he accepted appointment. Each other officer shall be deemed to have for these purposes as much total commissioned service as any officer of the Regular Marine Corps not restricted in the performance of duty who has served continuously since original appointment as a second lieutenant in the Regular Marine Corps and has not lost numbers or precedence and who is or has been after 6 September 1947 junior to such other officer, except that the total commissioned service of such other officer may not be less than the actual number of years he has served in commissioned officer status above the grade of chief warrant, W-4. Notwithstanding the first two sentences of this subparagraph, the Secretary of the Navy may defer the retirement or discharge under this paragraph of an officer serving in the permanent grade of major or above for a period of time which does not exceed the amount of constructive service in an active status which was credited to the officer at the time of his original appointment or thereafter under any provision of law, if the officer can complete at least 20 years of satisfactory Federal service during the period of such deferment (10 U.S.C. 6389, as amended, by Act of 30 June 1960, P.L. 86-559, 74 Stat. 274).

13156 REVOCATION OF LIMITED ASSIGNMENT STATUS AND SUBSEQUENT RETIREMENT OR SEPARATION

1. A Reserve officer who has been designated for limited assignment will have this designation revoked for one of the following reasons: (a) failure to be selected for continued limited assignment on annual review, (b) failure of selection for promotion to next higher grade a second time, (c) failure to maintain an active status, and (d) for other good and sufficient reasons when determined by the Commandant of the Marine Corps. Following the revocation of an officer's limited assignment status he will be discharged, allowed to resign, or transferred to the Retired Reserve under the provisions of paragraph 13154 or 13155.

13157 RETIREMENT OR SEPARATION FOR AGE AND SERVICE; WOMEN OFFICERS

1. A woman Reserve officer shall be afforded an opportunity to transfer, if qualified, to the Retired Reserve, but if not transferred, be allowed to resign or be discharged upon attainment of age or length of commissioned service as follows:

a. Majors and below pursuant to the regulations prescribed for male Reserve officers in subparagraph 13154.2.

b. Lieutenant colonels who attain age 55 or complete 20 years of satisfactory Federal service, whichever is earlier, except they may be retained beyond age 55 until they complete 20 years of satisfactory Federal service provided that this service can be completed by age 62.

c. If initially appointed after 12 June 1948:

(1) Captains and first lieutenants whose names on 30 June of the fiscal year in which they complete 13 and 7 years commissioned service, respectively, are not on a promotion list for promotion to the next higher grade. Women officers in this category may be retained until 30 June of the fiscal year in which they have been considered for promotion for the second time and are not on a promotion list.

(2) Majors and below who attain age 50 and are not on a promotion list.

(3) Majors who complete 20 years of commissioned service and are not on a promotion list.

(4) Lieutenant colonels who attain age 55 or complete 30 years of commissioned service, whichever is earlier.

2. No woman Reserve officer shall be involuntarily eliminated from an active status pursuant to this paragraph except upon the recommendation of a board which shall be appointed by the Secretary of the Navy and convened at such times as the Secretary of the Navy may direct (10 U.S.C. 6403).

3. See paragraph 13159 for exceptions to this paragraph.

13158 RETIREMENT OR SEPARATION FOR UNSATISFACTORY PARTICIPATION

1. Each non-obligor officer of Class III Volunteer Marine Corps Reserve in an active status, who is credited at the end of his anniversary year with less than 27 retirement points, shall be separated or retired unless qualified for assignment to the inactive status list or retention in an active status in accordance with current directives, except company grade officers who have not completed more than 3 years in an inactive duty status since date of last release from active duty. In the latter case the action described above will be taken in the event the officer fails to accrue a minimum of 16 reserve retirement credits at the end of his anniversary year. Such a member will be informed by letter by

the Commanding Officer, Marine Corps Reserve Data Services Center, that because he has not met prescribed satisfactory participation requirements, his separation of retirement is mandatory under existing law. Each officer will be afforded the option of requesting transfer to the Retired Reserve is qualified, or tendering his resignation.

a. Those members who elect one of the options afforded under subparagraph 1, above, will be processed in accordance with the provisions of this chapter.

b. Each officer subject to separation or retirement who does not elect one of the options afforded him under subparagraph 1, above, will be referred to a board convened in accordance with subparagraph 13152.3, and a recommendation submitted relative to his retention or discharge. Each officer who is to be considered by a board will be properly notified in advance that his case is to be considered by a board for separation and afforded an opportunity either to appear for a hearing or to submit a statement as he may elect. Further, each such officer will be informed that if he desires to appear in person or be represented before a board, no expense to the Government is authorized. The current SecNav Instruction pertaining to this matter should be consulted for detailed procedures.

2. See paragraph 13159 for exceptions to this paragraph.

13159 EXCEPTIONS TO MANDATORY RETIREMENT OR SEPARATION OF CERTAIN RESERVE OFFICERS

1. The retirement or separation of certain Reserve officers required by paragraphs 13154.2, 13155, 13156, 13157, and 13158 shall not apply to an officer who has completed 18 but less than 19 years of satisfactory Federal service until the third anniversary of the date on which he would otherwise be transferred from an active status or discharged, or upon completion of 20 years of satisfactory Federal service, whichever is earlier; nor shall the above referenced requirements apply to an officer who has completed 19 but less than 20 years of satisfactory Federal service until the second anniversary of the date on which he would otherwise be transferred from an active status or discharged, or upon completion of 20 years of satisfactory Federal service, whichever is earlier.

2. The exception explained in subparagraph 1, above, will not be extended to an officer who would not be able to complete 20 years of satisfactory Federal service prior to reaching the age at which retirement is mandatory under subparagraph 13154.1 (10 U.S.C. 1006).

3. Each male person who after August 9, 1955, becomes a member of an Armed Force before his 26th birthday, shall serve in the Armed Forces for a total of 6 years. Any part of such service that is not active duty or active duty for training shall be performed in a Reserve component. Unless, under regulations prescribed by the Secretary of the Navy, he is promoted to a higher Reserve grade, he shall be retained in an active status in his Reserve grade for the rest of his period of required service and may not be discharged from that status unless he is so discharged because of personal hardship under regulations prescribed by the Secretary of Defense.

13160 RETIRED RESERVE

1. The Retired Reserve consists of reservists who are retired under various laws and regulations explained in succeeding paragraphs. The names of all members of the Retired Reserve are carried on the Retired Reserve list. The names of members of the Retired Reserve who are entitled to retired pay are also carried on the Retired Reserve list (10 U.S.C. 267, 274, 1376 and 6017).

13161 RETIREMENT WITH PAY BASED ON ACTIVE SERVICE

1. Reserve officers who have completed 20 or more years of active service may request retirement under the provisions applicable to Regular officers in paragraph 13054.

2. A reservist (officer or enlisted) may request retirement if he has completed:

a. 30 years of active service other than active duty for training, or

b. 20 years of active service other than active duty for training, the last 10 years of which he served in the 11-year period immediately preceding retirement. Retired pay will be 50 percent of the basic pay to which he would be entitled if on active duty. This retirement provision applies only to persons who were members of the Naval Reserve or the Marine Corps Reserve on 1 January 1953, and it shall terminate on 1 January 1973 (10 U.S.C. 6327).

c. A reservist who is eligible for retirement under this paragraph, and who is also eligible for retirement under another provision of law or for transfer to the Fleet Marine Corps Reserve under paragraph 13404, is entitled to elect the type of retirement for which he is eligible.

13162 RETIREMENT WITH PAY BASED ON 20 YEARS SATISFACTORY FEDERAL SERVICE AT AGE 60

1. Except as provided in subparagraph 3, below, a reservist, officer or enlisted, may request retirement with pay if he is at least 60 years of age and has performed 20 years or more of satisfactory Federal service of which the last 8 years of qualifying service have been performed in a Reserve component. The following service is creditable as satisfactory Federal service to determine whether a person is entitled to retired pay under this paragraph:

a. Years of service, before 1 July 1949 in the following:

(1) The Armed Forces.

(2) The federally recognized National Guard before 15 June 1933.

(3) A federally recognized status in the National Guard before 15 June 1933.

(4) The National Guard after 14 June 1933, if his service therein was continuous from the date of his enlistment in the National Guard, or his Federal recognition as an officer therein, to the date of his enlistment or appointment, as the case may be, in the National Guard of the United States, the Army National Guard of the United States, or the Air National Guard of the United States.

(5) The Naval Reserve Force.

(6) The Naval Militia that conformed to the standards prescribed by the Secretary of the Navy.

(7) The National Naval Volunteers.

b. Each 1-year period, after 1 July 1949, in which he has been credited with at least 50 points on the following basis:

(1) One point for each day of --

(a) Active service; or

(b) Full-time service while performing annual training duty or while attending a prescribed course of instruction at a school designated as a service school by law or by the Secretary of the military department concerned.

If that service conformed to required standards and qualifications.

(2) One point for each attendance at a drill or period of equivalent instruction that was prescribed for that year by the Secretary of the military department concerned and conformed to the requirements prescribed by law, including attendance at National Guard

d. Service in a nonfederally recognized status in the National Guard.

e. Service in the Fleet Reserve or the Fleet Marine Corps Reserve.

f. Service in any status other than that as a commissioned officer, warrant officer, flight officer, appointed aviation cadet, or enlisted member.

3. No person who, before 16 August 1945, was a Reserve of an Armed Force, or a member of the Army without component or other category covered by subparagraph 1a, above, except a Regular component, is eligible for retired pay under this paragraph unless he performed active duty after 5 April 1917, and before 12 November 1918, or after 8 September 1940, and before 1 January 1947, or unless he performed active duty, other than for training, after 26 June 1950, and before 28 July 1953. No person shall be entitled to retired pay under subparagraph 1, above, if he is entitled, under any other provision of law, to retired pay from an Armed Force or retainer pay as a member of the Fleet Reserve or the Fleet Marine Corps Reserve.

4. The last 8 years of satisfactory Federal service need not be the last 8 years of military service, nor do they have to be continuous. For example, an individual who served 14 years as a reservist and then 6 years in the Regular Marine Corps must serve an additional 6 years in a Reserve status to qualify for retired pay; and an individual who served 13 years in the Regular Marine Corps, then 7 years as a reservist, followed by 4 years in the Regular Marine Corps must serve an additional year in a Reserve status to qualify for retired pay. In the first example, an additional 6 years service in a Reserve status is necessary in order that the requirement that the last 8 years of satisfactory Federal service as a member of a Reserve component will be met. While this person has completed 20 years of satisfactory Federal service, the last 8 years of such service was not as a member of a Reserve component, as only 2 of the last 8 were served as a member of a Reserve component. In the second example, even though this person has completed over 20 years of satisfactory Federal service he must serve one more year as a member of a Reserve component in order to meet the requirement that the last 8 years of such service was as a member of a Reserve component.

5. The 50 points required for a year of satisfactory Federal service may be prorated for a partial year and the 15 gratuitous points for membership may be similarly prorated. In order to so prorate, the member must be removed from an active status at the end of the period to be prorated by discharge or transfer to the inactive status list or Retired Reserve. Retention in an active status after a member ceases to earn points may result in a part of a year which is otherwise satisfactory becoming not creditable as satisfactory Federal service. In order for a part of a year to be creditable as satisfactory Federal service, the member must be credited with sufficient points to be prorated over the entire part of the year that he remains in an active status.

6. Members of the Retired Reserve and former members of the Marine Corps Reserve who are fully qualified for retired pay in accordance with this paragraph may apply therefor. See paragraph 13167 for procedures (10 U.S.C. 1331 and 1332).

13163 COMPUTATION OF RETIRED PAY

1. For the purpose of computing the retired pay of a person entitled to retired pay under paragraph 13162, years of service and any fraction of such a year are computed by adding the following and then dividing the sum of the addition by 360:

a. Days of active service.

b. Days of full-time service while performing annual training duty or while attending a prescribed course of instruction at a school designated as a

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service school by law or by the Secretary of the military department concerned.

c. One day for each point credited under subparagraphs 13162.1b(2) and 1b(3), above, but not more than 60 days in any one year.

d. Fifty days for each year before 1 July 1949, and proportionately for each fraction of a year, of service, other than active service, in a Reserve component of an Armed Force, in the Army or the Air Force without component, or in any other category covered by subparagraph 13162.1a except a Regular component.

2. The monthly retired pay of a person entitled thereto under paragraph 13162 is computed according to the following formula:

Monthly basic pay at rates applicable on date when retired pay is granted of highest grade held satisfactorily at any time in the Armed Forces	Multiplied by 2½% of years of service credited to him under subparagraph 1, above	Subtract excess over 75% of pay upon which computation is based (10 U S C 1333 and 1401)

13164 TIME NOT CREDITABLE TOWARD YEARS OF SERVICE

1. The following service will not be counted in any computation of years of satisfactory Federal service under paragraph 13162 or years of service for the computation of retired pay under paragraph 13163:

a. Service in an inactive status on the inactive status list.

b. Time spent after retirement or transfer to the Retired Reserve.

2. Members of the Reserve are not eligible to earn retirement credits while on the inactive status list or in the Retired Reserve, and they are not entitled to gratuitous credits for membership during such periods (10 USC 1334).

3. See paragraph 13002 for other service not creditable in the case of officers.

13165 RETIREMENT WITHOUT PAY

1. A reservist, officer or enlisted, may request transfer to the Retired Reserve provided he:

a. Has completed a total of 20 years of honorable service in the Armed Forces; or

b. Has been found physically disqualified for active duty as a result of a service-connected disability regardless of total years of service completed; or

c. Has been found physically disqualified for active duty, not as a result of his own misconduct, regardless of total years of service completed.

2. A reservist, officer or enlisted, who has attained the age of 37 years may request transfer to the Retired Reserve provided he:

a. Has completed a minimum of 8 years satisfactory Federal service by having been credited with at least 50 retirement points each year; or

b. Has completed a minimum of 8 years Federal service, including at least 6 months of honorable service on active duty in time of war or national emergency; or

c. Has consistently supported the Armed Forces in an outstanding manner as determined by the Secretary of the Navy.

3. A reservist, officer or enlisted, may request transfer to the Retired Reserve provided he has completed 10 or more years of active commissioned service in the Armed Forces.

4. Upon assignment or transfer to the Retired Reserve, a member shall be placed on the retired list in the highest grade in which he has satisfactorily served, as determined by the Secretary of the Navy, or in the highest grade for which eligible according to law.

13166 PHYSICAL DISABILITY RETIREMENT

1. Reservists are eligible for physical disability retirement under the

conditions of part J of this chapter. Reservists retired for physical disability under the provisions of chapter 61, 10 U.S.C., are entitled to the same pay, rights, benefits, and privileges provided by law or regulation for retired members of the Regular Marine Corps.

13167 RETIREMENT PROCEDURES

1. Reservists shall submit requests for transfer to the Retired Reserve with or without pay to the Commandant of the Marine Corps via official channels. Transfers to the Retired Reserve are required by law to become effective on the first day of a month. In those cases where the member will attain the age 60 and become fully qualified for retired pay within a period of 4 months, a DD Form 108, Application for Retired Pay, will be completed in accordance with subparagraph 2, below, and enclosed with the request for retirement.

2. Members of the Retired Reserve and former members of the Reserve who are eligible under paragraph 13162 may apply for retired pay by use of DD Form 108 in accordance with instructions thereon. The form will be completed as accurately as possible from data readily available to the applicant. Only one copy of DD Form 108 will be required. The form should be forwarded so as to arrive at Headquarters Marine Corps not less than 2 months nor more than 4 months prior to the date the member elects to have his retired pay commence. Statements of service are not necessary to document these applications and will not be requested for the purpose of completing an application. However, the applicant should list any service in other branches of the Armed Forces other than the Marine Corps, indicating approximate dates when exact dates are not known. All service will be verified from official records when the application is processed. An individual may elect to have his retired pay commence as of the first day of the month following the month in which he becomes fully qualified for retired pay, or the first of any month subsequent to that date.

3. When a reservist who is subject to involuntary separation pursuant to this chapter is eligible for transfer to the Retired Reserve, he shall be so informed and afforded an opportunity to apply for such transfer prior to taking final action in his case. Such opportunity may be considered as having been given by the mailing of notice to the latest address of the reservist on file with the appropriate command maintaining his records and the granting of a reasonable period of time in which to receive his reply.

13168 STATUS IN THE RETIRED RESERVE

1. Title 10 U.S. Code 672 provides that a member of the Retired Reserve may be ordered to active duty in time of war or national emergency declared by Congress, or when otherwise authorized by law. However, no member of the Retired Reserve may be ordered to active duty without his consent unless the Secretary of the Navy, with the approval of the Secretary of Defense, determines that adequate numbers of qualified members of the Ready and Standby Reserve in an active status are not readily available.

2. The following general information is applicable to members of the Retired Reserve:

a. Members are not eligible to earn retirement credits or accrue additional satisfactory Federal service unless ordered to active duty as indicated in subparagraph 1, above.

b. Members are not required to participate in any training program, and they are not eligible to participate in any training or other program of the Marine Corps Reserve in a pay status.

c. Members are not required to submit qualification questionnaires or obtain periodic physical examinations.

d. Members may use their military title in connection with any business enterprises not prohibited by law.

e. Members are privileged to wear the prescribed uniform upon appropriate occasions of ceremony.

13169 STATUS OF FORMER MEMBERS

1. Former members of the Marine Corps Reserve who have resigned or been discharged may apply for retired pay under paragraph 13167, if qualified. Such former members may receive retired pay, but are not carried on the retired list and are ineligible for any privileges or rights of the Retired Reserve. They retain their civilian status. However, such former members who are in receipt of retired pay and who have served on active duty, other than active duty for training, for 8 or more years are entitled to certain medical care at facilities of the Armed Forces, subject to the availability of facilities.

13170 CURRENT ADDRESS OF RETIRED RESERVISTS

1. A reservist who is retired shall keep the Commandant of the Marine Corps (Code DGH) informed at all times of his current home mailing address where mail and messages addressed to him will be received. This report of current address is in addition to any report submitted for retired pay purposes.

13200 GENERAL

1. The information contained herein is only a guide to determine whether or not an officer who is to be separated from the service will be granted a certificate of discharge, and if so, to determine its character. This part should not under any circumstances be construed as regulations or authority for effecting the separation of Regular or Reserve officers. Commissioned officers and warrant officers, both Regular and Reserve, who are totally separated from the service, as distinguished from released from active duty, will receive certificates of discharge as hereinafter provided. The following matter, relative to the situations under which the various types of officer discharges will be issued, has been designed to create the greatest uniformity in policies and procedures between officer and enlisted separations as well as among the various branches of the Armed Forces. Part F of this chapter will be consulted in situations relating to officer separations not specifically covered herein.

13201 TYPES OF DISCHARGES

1. The following types of discharges are prescribed for issuance to officers of the Marine Corps or Marine Corps Reserve totally separated from the naval service:

Type of Discharge	Character of Separation
Honorable Discharge..	Honorable
General Discharge.....	Under honorable conditions
Discharge	Under conditions other than honorable

2. The foregoing discharges will be issued by the Secretary of the Navy and forwarded by the Commandant of the Marine Corps. Under no circumstances will any other organization issue any form of certificate of discharge to an individual separated from the service as a warrant or commissioned officer.

3. Ultimate determination as to the type and character of a total separation of any officer shall be made by the Secretary of the Navy. The type of discharge and character of separation is based on the officer's military record, as defined in subparagraph 13251.3. The following will be used as a guide in determining the type of discharge to be recommended:

a. An honorable discharge is a separation from the service with honor. It is issued for proper military behavior, and proficient and industrious performance of duty with due regard to the grade held and the capabilities of the individual concerned. An honorable discharge may be issued for the following reasons:

(1) Unqualified resignations.

(2) Discharge of Reserve officers on inactive duty for age in grade, as a result of failure to pass physical examination, or for other reasons which, by administrative determination, entitle them to honorable discharge.

(3) Discharge by reason of no future need for the services that an officer is qualified to perform.

(4) Discharge because of failure to pass professional examination for promotion or failure of selection for promotion.

(5) Academic or leadership training failure despite honest effort.

(6) Personality defects or physical deficiencies despite which the individual concerned is believed to have performed service to the best of his ability.

(7) Other conditions generally resulting in an honorable discharge for enlisted personnel.

b. A general discharge is a separation from the service under honorable conditions of an individual whose

military record is not sufficiently meritorious to warrant an honorable discharge. It may be issued for the following reasons:

(1) Administrative separations for cause in cases wherein the cause for separation or the previous record of the officer concerned is of such a nature as to preclude honorable discharge, but is not of such a nature as to require discharge under conditions other than honorable, for example:

(a) Academic or leadership training failure due at least in part to lack of effort.

(b) Personality defects or physical deficiencies unaccompanied by a record of performance deemed to represent the best of which the individual is capable.

(c) Separations of Reserve officers for failure to answer official correspondence, willful absence from scheduled drills, and like causes.

(d) Separation for any cause wherein review of the military record of the individual concerned indicates performance of duty of a consistently below average or unsatisfactory character.

c. A "discharge" as used herein is a separation of an officer under conditions other than honorable. It may be issued for the following reasons:

(1) Resignation to escape dismissal.

(2) Resignation for the good of the service and to escape trial by general court-martial.

(3) Resignation for the good of the service.

(4) Separations of officers by reason of record of conviction by civil authority upon criminal charges. Note exception in paragraph 13202 for officers "dropped from the rolls," to whom no certificate of discharge is awarded.

(5) Homosexuality.

(6) Drug addiction.

(7) Habitual drunkenness.

(8) Chronic default in the fulfillment of legal obligations.

(9) Other reasons which would result in the award of an undesirable or bad conduct discharge if the individual were in an enlisted status.

13202 SEPARATIONS NOT REQUIRING DISCHARGE CERTIFICATES

1. Certificates of discharge will not be issued to officers separated by one of the following procedures:

a. Dismissal pursuant to approved sentence following conviction before a general court-martial. The letter or other document informing the officer concerned of the final action in such a case and effecting his dismissal from the naval service shall be deemed equivalent in all respects to a dishonorable discharge.

b. Separation of an officer through dropping from the rolls of the service pursuant to Section 10, Appendix 2, Manual for Courts-Martial, U.S., 1951, or other statute existing or hereinafter enacted which may authorize such procedure.

c. Separation of an officer through dismissal, removal from office, or other separation procedure required by statutes existing or hereinafter enacted prohibiting certain activities by officers. Examples of the class of statutory prohibitions referred to, whether or not specifically applicable to Marine officers, are (1) carrying on of trade or business by fiscal officers in funds, debts, or public property of Federal or State Governments; (2) using appropriated funds to influence legislation; and (3) accepting bribes.

d. Separation through statutorily implied resignation upon accepting or holding of an appointment in the foreign service of the U. S. Government.

13203 DISCHARGES FOR OFFICERS SEPARATED BY REASON OF PHYSICAL DISABILITY

1. An officer who is discharged with or without severance pay by reason of physical disability will be given the type of discharge deemed most nearly consonant with the cause of his disability and his military record.

13204 RECOMMENDATIONS FOR DISCHARGE

1. In all cases in which administrative separation of an officer from the service is being recommended, the authority so recommending shall further make recommendation as to the type of discharge which should be awarded in accordance with the foregoing paragraphs. If the officer concerned should submit a resignation from the naval service in conjunction with the recommendation for separation, such resignation shall contain one of the following paragraphs, as appropriate:

a. "I have been informed and understand that if my resignation herein submitted be accepted, I shall subsequently receive a certificate of honorable discharge from the naval service."

b. "I have been informed and understand that if my resignation herein submitted be accepted, I shall subsequently receive a certificate of general discharge from the Marine Corps; that such a separation, although considered by the Navy Department to be under honorable conditions, is not the highest qualitative type of separation provided for officers of the naval service; and that, while I shall be entitled to the major portion of veterans' rights and benefits presently authorized for former officers whose service has been similar to my own, should any present or future statutes specifically require honorable discharge as a condition precedent to the granting of rights and benefits thereunder, my eligibility for any such rights and benefits may be at least doubtful."

c. "I have been informed and understand that if my resignation (for the good of the service) (for the good of the service and to escape trial by general court-martial) which is herein submitted be accepted, I shall subsequently receive a certificate of discharge from the Marine Corps which will state upon its face that it is under conditions other than honorable; that I may be deprived of substantial rights, benefits, and bounties which Federal or State legislation confers or may hereafter confer upon persons with honorable service in, or separation from, the Armed Forces of the United States; and that I may expect to encounter substantial prejudice in civil life in situations wherein the nature of service rendered in, or the character of separation from, the Armed Forces may have a bearing."

13205 PREPARATION OF DISCHARGE CERTIFICATES AND RELATED DOCUMENTS

1. Where separation is being accomplished otherwise than by acceptance of resignation, a brief statement of the facts constituting the cause for separation shall be included in orders or other documents informing the officer of the action being taken, but no such statement of the facts shall be set forth in or upon the certificate of discharge itself. In cases in which the date of separation from the service is specified in the orders or other document designed to effect such separation, the appropriate certificate of discharge will be forwarded therewith. When the date of separation is not so specified, the certificate will be forwarded at such time as the Commandant of the Marine Corps is advised of the date that the separation was actually effected.

PART F: TYPES OF DISCHARGES OF ENLISTED PERSONNEL

13250 GENERAL

See MCBul 1910 of 22 Sep 66 for E

1. All discharges and separations of enlisted personnel will be governed by and made in accordance with the provisions of this part, which is applicable to all enlisted and inducted personnel.

2. As used in parts F and G of this chapter, the term continental United States means the United States except Alaska and Hawaii unless otherwise indicated.

3. As used within this chapter the following definitions will apply:

a. Discharge. Complete severance from all military status.

b. Release from Active Duty. Termination of active duty status and transfer or reversion to a Reserve component not on active duty.

c. Separation. A general term which includes discharge or release from active duty.

d. Administrative Separation. Discharge or release from active duty upon expiration of appointment or enlistment, or prior to expiration of appointment or enlistment in the manner prescribed by law or the Secretary of the Navy, but specifically excluding separation by sentence of a general or special court-martial.

e. Military Record. Includes an individual's behavior while a member of a military establishment, including general comportment and performance of duty, and reflects the character of the service he has rendered while a member of an armed service.

f. Prior Enlistment or Period of Service. Service in any component of an Armed Force, including the Coast Guard, which culminated in the award of a separation certificate or report attesting to the type and character of service rendered during that period.

13251 TYPES AND REASONS FOR DISCHARGE; SPECIAL CONSIDERATIONS

1. There are five types of discharges, with corresponding characters as follows:

Type of discharge	Character of separation	Given by--
Honorable discharge	Honorable	Administrative action
General discharge	Under honorable conditions	-do-
Undesirable discharge	Conditions other than honorable	-do-
Bad conduct discharge	-do-	General or special court-martial
Dishonorable discharge	Dishonorable	General court-martial

2. There are twelve formal reasons for discharge which are as follows:

a. Expiration of enlistment or fulfillment of service obligation, as applicable.

b. Convenience of the Government.

c. Own convenience.

d. Dependency or hardship.

e. Minority.

f. Disability.

g. Unsuitability.

h. Unfitness.

i. Misconduct.

j. Sentence of court-martial.

k. Security.

l. When directed by the Secretary of the Navy.

3. The character of separation or type of discharge awarded upon administrative separation from the current enlistment or period of service will be determined solely by the member's military record during that enlistment

including any extensions thereof. Records of nonjudicial punishment imposed during a prior enlistment or period of service may not be considered. (See subpar. 4, below.)

a. Military record as used herein includes an individual's military behavior and performance of duty, and reflects the character of the service he has rendered while a member of the service. The military record is not limited to entries in the service record, but includes all information pertaining to the military record.

b. Military behavior as used herein refers to the conduct of the individual while a member of the service.

c. An honorable discharge is a separation from the service with honor.

d. A general discharge is a separation from the service under honorable conditions of an individual whose military record is not sufficiently meritorious to warrant an honorable discharge.

4. Except for misrepresentations, including omissions, made in connection with an enlistment or induction, any activities that a member of the service engaged in before he acquired status in the service may not be considered in determining the type and character of discharge or separation to be issued. The type and character of the discharge will be determined solely by the member's military record.

a. In determining whether a member should retain his current military status or be administratively separated, the member's entire military record, including records of nonjudicial punishment imposed during a prior enlistment or period of service and any other factors which are material and relevant, shall be evaluated. Commanders, investigating officers, duly constituted boards and other agencies charged with making such determinations will consider records of nonjudicial punishment imposed during a prior enlistment or period of service only if such records of punishment would, under the particular circumstances of the case, have a direct and strong probative value in determining whether retention or administrative separation should be effected.

(1) Cases in which the circumstances may warrant use of such records shall ordinarily be limited to those involving patterns of conduct which would become manifest only over an extended period of time.

(2) When a record of nonjudicial punishment imposed during a current enlistment or period of service is considered, isolated incidents and events which are remote in time, or have no probative value in determining whether retention or administrative separation should be effected, shall have minimal influence on the determination.

(3) If a determination is made that a member should be administratively separated, the provisions of subparagraph 3 and of this paragraph apply.

5. An honorable or general discharge will be issued, as warranted by the individual's military record, when discharge is for one of the following reasons: expiration of enlistment, convenience of the Government, own convenience, dependency or hardship, minority, disability, and unsuitability. When the discharge of an individual for one of the foregoing reasons is directed by higher authority, and such authority does not specify the type of discharge or character of separation, the commander effecting the discharge will determine the type of discharge as honorable or general, based on the military record of the individual in accordance with instructions herein.

6. In those cases where an individual may be issued either an honorable or general discharge, and the commander or higher authority is of the opinion that the individual concerned should be issued a type of discharge different from that indicated by conduct and duty proficiency markings as set forth herein,

a full report of the circumstances with recommendations shall be forwarded to the Commandant of the Marine Corps (Code DMB) for decision. These exceptional cases are limited to those wherein an honorable discharge is recommended in lieu of a general discharge, or a general discharge is recommended in lieu of an honorable discharge. When an individual is to be transferred for discharge, the recommendation should be made prior to the transfer and a copy will be forwarded to the activity to which the person is to be transferred.

7. Commanding Generals of Marine Corps Recruit Depots will determine the type of discharge to be issued to a recruit who is discharged prior to completion of recruit training for one of the reasons listed in subparagraph 5, above, unless otherwise directed by higher authority. The determination of type of discharge in such cases will not be delegated to commanding officers. An honorable or general discharge will be issued, as warranted by the individual's military record in accordance with instructions herein. The recommendations of boards convened in connection with separation of recruits may be considered in making the determination in each case.

8. An honorable, general, or undesirable discharge may be issued when discharge is for security reasons. Discharge for security reasons will be effected only when directed by the Commandant of the Marine Corps or the Secretary of the Navy after appropriate proceedings in accordance with separate directives which deal explicitly with this matter.

9. An undesirable discharge will be issued when an individual is discharged by reason of unfitness or misconduct, unless otherwise directed by the Commandant of the Marine Corps.

10. When a commander is considering recommending an individual of the grade of sergeant (E-5) or above for discharge by reason of unsuitability, unfitness or misconduct, he may, where considered appropriate, request from the Commandant of the Marine Corps (Code DGK) copies of fitness reports and any other pertinent information which may be related to the reason for discharge, or type of discharge to be issued.

13252 HONORABLE DISCHARGE

1. An honorable discharge is a separation from the service with honor. Issuance of an honorable discharge is conditioned upon:

a. Proper military behavior. In the case of personnel of the grade of corporal (E-4) and below, proper military behavior will be evidenced by the possession of a minimum final average conduct mark of 4.0.

b. Proficient and industrious performance of duty commensurate with the grade held and the capabilities of the individual concerned. In the case of personnel of the grade of corporal (E-4) and below, such performance of duty will be evidenced by the possession of a minimum final average duty proficiency mark of 3.0.

c. Eligibility for discharge by virtue of one of the following reasons:

(1) Expiration of enlistment or fulfillment of service obligation, as applicable.

(2) Convenience of the Government.

(3) Own convenience.

(4) Dependency or hardship.

(5) Minority.

(6) Disability.

(7) Unsuitability.

(8) Security.

(9) When directed by the Commandant of the Marine Corps or Secretary of the Navy.

2. An honorable discharge will not be issued if an individual has been convicted of an offense by general court-martial or has been convicted by more than one special court-martial in the current enlistment, period of obligated service, or any extensions thereof, except as provided in subparagraphs 3 and 4, below. In other instances, where a commander or higher authority considers that, in view of particular circumstances, an enlisted or inducted person should receive an honorable discharge as an exception to the foregoing, he should so recommend to the Commandant of the Marine Corps (Code DMB), forwarding a full report of the circumstances.

3. An individual who has been awarded one of the following listed decorations during his current enlistment, period of obligated service, or any extension thereof, may, where otherwise ineligible, be given an honorable discharge: Medal of Honor, Navy Cross, Distinguished Service Medal, Silver Star Medal, Legion of Merit, Distinguished Flying Cross, Navy and Marine Corps Medal, Bronze Star Medal, Air Medal, Commendation Ribbon, Gold Life Saving Medal, Silver Life Saving Medal, or any decorations of the other Armed Forces of the United States comparable to the decorations listed above. Each case will be determined on the basis of the individual's military record.

4. An individual, who is discharged by reason by physical disability incurred in line of duty may, where otherwise ineligible, be given an honorable discharge. Each case will be determined on the basis of the individual's military record.

13253 GENERAL DISCHARGE

1. A general discharge is a separation from the service under honorable conditions. Issuance of a general discharge is conditioned upon:

a. A military record not sufficiently meritorious to warrant an honorable discharge.

b. Eligibility for discharge by virtue of one of the reasons listed in subparagraph 13252.1c.

2. When it is considered that a general discharge may be warranted in lieu of an honorable discharge in the case of a noncommissioned officer of the grade of sergeant (E-5) or above, a report of the circumstances with recommendations may be forwarded to the Commandant of the Marine Corps (Code DMB) for determination. Such procedure is not appropriate when a general discharge is clearly warranted based on information pertaining to the military record of the individual which is available to the commander effecting discharge.

13254 UNDESIRABLE DISCHARGE

1. An undesirable discharge is an administrative separation from the service under conditions other than honorable. It is issued for unfitness, misconduct, or for security reasons. However, whenever the particular circumstances in a given case so warrant, a recommendation for an administrative discharge other than undesirable may be made to the Commandant of the Marine Corps (Code DMB). Such a recommendation will include the alternate reason for discharge and the type of discharge deemed most appropriate, since an honorable or general type discharge may not be based upon reasons of unfitness or misconduct. An undesirable discharge will not be issued in lieu of trial by court-martial except upon the determination of a general officer exercising general court-martial jurisdiction, or by higher authority, that the interests of the service as well as the individual will best be served by administrative discharge. This does not preclude recommendation for an undesirable discharge when an individual is in a disciplinary status or disciplinary action is pending.

13255 BAD CONDUCT DISCHARGE

1. A bad conduct discharge is separation from the service under conditions other than honorable. A bad conduct

discharge may be given only by approved sentences of general or special courts-martial and is appropriate for offenses that warrant separation as included punishment but are not of sufficiently grave a nature as to warrant dishonorable separation.

13256 DISHONORABLE DISCHARGE

1. A dishonorable discharge, as its title denotes, is a separation from service under dishonorable conditions. Dishonorable discharges may be given only by approved sentences of general courts-martial and are appropriate for serious offenses warranting dishonorable separations as included punishment.

13257 TABLE OF MATTERS RELATING TO DISCHARGES OR RELEASES FROM ACTIVE DUTY

1. The following table of matters relating to discharges or releases from active duty is furnished as a ready reference. The entries in the table are to be considered as a guide only. Pertinent references should be consulted for detailed instructions and exceptions under certain conditions.

TABLE OF MATTERS RELATING TO DISCHARGES

Reason for Discharge	Authority	Conditions Affecting the Type and Character of Discharges	Character of Discharge	DD Form	Mileage (a)	Transportation in Kind (a)	Issue Civilian Clothing (b)	Cash Allowance (c)	Retain and Wear Uniform Home (d)	Reenlistment Bonus Recoupment (e)
Expiration of Enlistment or Fulfillment of Service Obligation as applicable	Par. 13258 or 13351	Par. 13251 13252 13253	Honorable or Under Honorable Conditions	DD 256-MC DD 257-MC	Yes	No	No	No	Yes	No
Convenience of the Government	Par. 13261	Par. 13251 13252 13253	Honorable or Under Honorable Conditions	DD 256-MC DD 257-MC	Yes	No	No	No	Yes	No (f)
Own Convenience	Par. 13262	Par. 13251 13252 13253	Honorable or Under Honorable Conditions	DD 256-MC DD 257-MC	Yes	No	No	No	Yes	Yes
Dependency or Hardship	Par. 13263	Par. 13251 13252 13253	Honorable or Under Honorable Conditions	DD 256-MC DD 257-MC	Yes	No	No	No	Yes	No
Minority	Par. 13264	Par. 13251 13252 13253	Honorable or Under Honorable Conditions	DD 256-MC DD 257-MC	Yes	No	No	No	Yes	No
Disability	Par. 13260	Par. 13251 13252 13253	Honorable or Under Honorable Conditions	DD 256-MC DD 257-MC	Yes	No	No	No	Yes	No (g)
Unsuitability	Par. 13265	Par. 13251 13252 13253	Honorable or Under Honorable Conditions	DD 256-MC DD 257-MC	Yes	No	Yes	No	No	No
Security	Par. 13269.	Par. 13251.8 13252 13253	Honorable or Under Honorable Conditions	DD 256-MC DD 257-MC	Yes	No	Yes	No	No	Yes (h)
		Par. 13251.8 13254	or Undesirable	DD 258-MC	No	Yes	Yes	Yes	No	Yes (h)
Unfitness	Par. 13266	Par. 13251.9 13254	Undesirable	DD 258-MC	No	Yes	Yes	Yes	No	Yes
Misconduct	Par. 13267	Par. 13251.9 13254	Undesirable	DD 258-MC	No	Yes	Yes	Yes	No	Yes
Sentence of Court-martial	Par. 13268	Par. 13255 13256	Bad Conduct or Dishonorable	DD 259-MC DD 260-MC	No	Yes	Yes	Yes	No	Yes

(a) See paragraph 13303; Joint Travel Regulations; and Navy Travel Instructions, paragraph 7150-3d.
(b) See paragraph 13307.
(c) See paragraph 13309 and Navy Comptroller Manual, paragraph 044180.
(d) See paragraph 13317.
(e) See paragraph 14001 and Navy Comptroller Manual, paragraphs 044070-4 and 044075-4.
(f) Unless directed by CMC or unless marriage is the basis in the case of a woman member.
(g) Unless resulting from misconduct or willful neglect or unless incurred during a period of unauthorized absence.
(h) When directed by CMC.

13258 DISCHARGE FOR REASON OF EXPIRATION OF ENLISTMENT OR FULFILLMENT OF SERVICE OBLIGATION

1. Commanders are authorized to discharge enlisted personnel upon normal date of expiration of enlistment, extension of enlistment, or period of induction. The normal date of expiration of enlistment for any enlistment is the date of the month immediately preceding the appropriate anniversary of the date of enlistment as adjusted for the purpose of making up any time lost from the enlistment, extension of enlistment or period of induction.

2. Discharge of enlisted personnel for reason of fulfillment of service obligation will be accomplished in accordance with the provisions of part H of this chapter. Paragraph 13351 will be cited as the authority for discharge.

13259 DISCHARGES AT SEA

1. Discharges will not be executed while an enlisted person is attached to a Marine Detachment Afloat, except for the purpose of immediate reenlistment, or accepting a commissioned or warrant grade.

13260 DISCHARGE FOR PHYSICAL DISABILITY

1. The Commandant of the Marine Corps, and commanders, when specifically authorized by separate directive, may direct or effect discharge for physical disability when as a result of medical findings, an individual has been found physically unfit to perform the duties of his grade. Discharge for reasons of physical disability is given only as the result of an individual's appearance before a physical evaluation board or a board of medical survey. For further instructions, see paragraph 13305 and part J of this chapter.

13261 DISCHARGE OR RELEASE FROM ACTIVE DUTY FOR CONVENIENCE OF THE GOVERNMENT

1. The Commandant of the Marine Corps may authorize or direct the discharge or release from active duty of enlisted personnel for the convenience of the Government for any one of the following reasons:

a. General demobilization or by an order applicable to all members of a class of personnel specified in the order.

b. To accept appointment as an officer in the Marine Corps, Marine Corps Reserve, or in another branch of the Armed Forces for active duty only.

c. Upon certification by a medical officer that an enlisted woman is pregnant, the commander shall discharge the woman for the convenience of the Government, or in the case of overseas commands will transfer the enlisted woman to the continental United States for discharge. The type of discharge certificate issued will be as warranted by her service record, regardless of her marital status. In the case of discharge for reason of pregnancy of an unmarried minor (under 21 years), the commander will notify the parents or guardian of the woman concerned. If as a result of a spontaneous or therapeutic abortion or a stillbirth, the pregnancy is terminated prior to separation from the service, the woman will be discharged unless she requests in writing that she be retained in the service. In such case, the woman may, at the discretion of the commander be retained in the service, if found physically qualified.

d. For reasons of national health, safety, or interest, only when recommended by a government agency authorized to make such determination and recommendation. It is not expected that cases of this nature will come to the attention of individual commanders. However, should such be the case, a prompt report containing all available information should be made to the Commandant of the Marine Corps (Code DMB).

e. By reason of erroneous induction, when so stated by the Office of

the Director of Selective Service, or by reason of erroneous enlistment. Any case coming to a commander's attention which purports to be of this nature shall be investigated as fully as possible and a complete report, including such certified statements as appear necessary, made promptly to the Commandant of the Marine Corps (Code DMB).

f. Other good and sufficient reasons when determined by the Commandant of the Marine Corps or the Secretary of the Navy.

g. For the purpose of holding public office as set forth in subparagraph 13050.6.

2. Commanding generals of Marine Corps recruit depots may authorize or direct discharge of recruits for the convenience of the Government citing the authority in subparagraph 1e, above (erroneous enlistment or erroneous induction) if it is determined in accordance with existing regulations that the recruit failed to meet the required physical standards when accepted for enlistment or induction.

3. The commander shall discharge for the convenience of the Government or, in the case of overseas commands will transfer to the continental limits of the United States for discharge:

a. A married enlisted woman, at her written request, provided she is not stationed at or sufficiently close to the duty station or residence of her husband to permit the maintenance of a joint residence and provided she meets all applicable conditions set forth below.

(1) A transfer request to the same or nearby duty station or place of residence of her husband has been submitted by the enlisted woman to the Commandant of the Marine Corps (Code DF) and has been denied.

(2) The separation of husband and wife has exceeded 18 months.

(3) The enlisted woman is not serving on an extension of enlistment or reenlistment entered into subsequent to marriage.

(4) The enlisted woman has completed 24 months service following completion of a service school if length of course was over 24 weeks.

b. An enlisted woman when it is established that such woman:

(1) Is the parent by birth or adoption of a child under 18; or

(2) Has personal custody of a child under 18; or

(3) Is the stepparent of a child under 18 and the child is within the household of the woman for a consecutive period of more than 30 days a year; or

(4) During her current enlistment or extension of enlistment has given birth to a living child.

13262 DISCHARGE OR RELEASE FROM ACTIVE DUTY FOR OWN CONVENIENCE

1. The Commandant of the Marine Corps may authorize or direct the discharge or release from active duty of Marines for their own convenience. Requests for discharge will, as a policy, not be granted when submitted solely for the purpose of (1) entering another branch of the Armed Forces in an enlisted status, (2) accepting civil employment, or (3) accepting employment with other government agencies in a civilian capacity.

2. It is not desired to prevent personnel from applying for discharge for personal reasons; however, when it is evident after interview with the person concerned that his desire for separation is based on personal benefit, such

as for one of the reasons stated above, he should be informed of the general policy and discouraged from submitting an official request for discharge for such reasons. If he still wishes to submit a request for discharge, he should be allowed to do so, in which case substantiating documents bearing on his particular case should be required of the applicant to accompany his request. In the case of aliens, the provisions of paragraph 13326 are applicable.

3. Discharge "by purchase" will not be authorized.

13263 DISCHARGE OR RELEASE FROM ACTIVE DUTY FOR REASON OF DEPENDENCY OR HARDSHIP

1. The Commandant of the Marine Corps and all Marine general officers in command may authorize and direct the discharge or release from active duty of enlisted personnel for dependency or hardship.

2. Enlisted persons who desire to request discharge or release from active duty for dependency or hardship reasons shall be informed of these regulations and of the proper procedure to follow. It should be clearly explained to each applicant that submission of a request is no assurance that discharge or release will be authorized. Each request of this nature that is received shall be carefully and sympathetically considered and decided on its individual merits.

3. Undue hardship does not exist solely because of altered present or expected income or because the individual is separated from his family or must suffer the inconveniences normally incident to military service. Discharge or release from active duty by reason of hardship or dependency will not be authorized:

a. For personal convenience alone.

b. When the Marine is in a disciplinary status. This does not preclude submission of application while in a disciplinary status.

c. When the Marine requires medical treatment.

d. Solely by reason of the pregnancy of the Marine's wife.

4. Discharge or release from active duty will not be disapproved under the provisions of this paragraph solely because:

a. The enlisted person's services are needed in his organization.

b. He is indebted to the Government or to an individual.

5. Discharge or release from active duty for hardship or dependency will be warranted and may be authorized and directed when the following conditions are met:

a. Undue and genuine dependency or hardship exists.

b. Dependency or hardship is not of a temporary nature.

c. The Marine has made every reasonable effort to relieve the hardship by means of application for dependents allowance and voluntary contributions which have proven inadequate.

d. Conditions have arisen or have been aggravated to an excessive degree since entry into the Marine Corps or entry on current tour of extended active duty. An example of a meritorious case is one in which the evidence shows that as a result of the death or disability of a member of the Marine's family, his discharge or release from active duty is necessary for the support or care of a member or members of the family.

e. Discharge or release from active duty will result in the elimination of, or will materially alleviate the condition, and there are no means of alleviation readily available other than by such discharge.

6. After explaining the regulations to an applicant, he will be permitted to

submit a written application for discharge or release from active duty for dependency or hardship. Consideration and assistance will be given in the preparation of request. Requests must be accompanied by at least two affidavits substantiating the dependency or hardship claim. Where practicable, one such affidavit should be from the dependent concerned. The request should contain the following additional information:

a. Reason in full for request.

b. Complete home address of dependent and applicant.

c. Names and addresses of persons familiar with the situation.

d. Statement as to marital status and date of marriage.

e. Financial obligations; specific amounts and methods of contributions to dependent.

f. Names, ages, occupations, and monthly incomes of members of the individual's family, if any; where applicable, incomes to include monetary benefits derived as the result of being beneficiary to a life insurance policy indicating whether payment was made in a lump-sum settlement or on a monthly basis, and the reasons why these members cannot provide the necessary care or support of the individual's family; and a statement that no members of the family have been omitted. Income as used herein will include wages, compensation of any type, Social Security benefits, interest and rental income from property and all other sources. If the request is based on financial conditions of specific members of the family, a statement of both monthly income and expenses of such members, and a statement of their assets and liabilities will be included. Assets will include a listing of all property, securities, and funds owned, indicating value, except clothing and household furnishings.

g. If dependency is the result of death of a member of the Marine's family, occurring after his entrance into the service, a certificate or other valid proof of death should be furnished. If dependency or hardship is the result of disability of a member of the Marine's family, occurring after his entrance in the service, a physician's certificate should be furnished showing specifically when such disability occurred, the nature thereof, and probable duration.

7. The immediate commander will forward such application by endorsement, including:

a. A definite recommendation.

b. A statement regarding service obligation.

c. Status of any disciplinary action pending.

d. Effective date, amount and purpose of all allotments. If the applicant claims to be making cash contributions, he shall be required to produce substantiating evidence, such as money order receipts, etc.

8. The commander who has authority to convene special courts-martial will appoint a board, consisting of not less than three members, before whom the Marine will appear. This board shall consist entirely of military personnel. It will be the responsibility of the board to study and evaluate all available information, interview the applicant, and make recommendations to the command concerning ultimate disposition of the case, including a recommendation as to whether an individual who has a remaining service obligation should be discharged or released from active duty. The report of the board will include a brief summary of any factors considered in arriving at its recommendations which are not apparent in the application. The authority contained herein to appoint a board may be limited by higher authority when such action is deemed desirable; e.g., when one board may conveniently consider all cases in a larger command.

9. Upon receipt of a written request from the individual concerned, together with the supporting evidence outlined in subparagraph 6, above, the command exercising discharge authority will:

a. Review carefully the basis on which the request is made.

b. Commands exercising discharge authority may request supplemental information from the American Red Cross pertaining to the application for discharge or release from active duty of individuals for hardship. These requests will be restricted to specific information in those cases only where additional information is needed to make a determination. If the case is disapproved after receipt of the American Red Cross report, the command will include the report when forwarding the case to the Commandant of the Marine Corps (Code DMB).

c. If the case has not previously been considered by a board, appoint a board to consider the case as outlined in subparagraph 8, above.

d. If the discharge or release from active duty is considered warranted, the command will take final action on the application regardless of the recommendations of the board. If the individual is discharged, application and all supporting papers will be forwarded, with closed out service record, to the Commandant of the Marine Corps (Code DGH). For those individuals released from active duty, the application and supporting papers will be forwarded to the Commandant of the Marine Corps (Code DGH); service records will be forwarded to the appropriate Reserve command in accordance with current directives.

e. If the discharge or release from active duty is not considered warranted, the command will forward the application with all supporting documents, together with a synopsis of the proceedings and recommendations of the local review board, to the Commandant of the Marine Corps (Code DMB), for review and final determination. The synopsis should contain any pertinent information not included in the man's application or other supporting documents that will aid in making final determination.

f. If, at any time prior to final action, the applicant indicates a desire to withdraw the application or a desire not to be discharged even though the application is not formally withdrawn, the cognizant command will obtain a signed statement from the applicant to that effect. The statement will be included with the application when forwarded to the Commandant of the Marine Corps (Code DMB) and an entry will be made on page 11 of the service record book showing that the applicant signed such a statement.

10. Commands authorized to direct discharge or release from active duty in accordance with this authority are further authorized to make the final determination, when the Marine concerned has a military obligation, as to whether the conditions of hardship or dependency for which the individual is being considered may be expected to continue throughout the period of obligated service. If it is considered that the hardship or dependency will continue throughout the period of obligated service, the Marine may be discharged, in which case the period of obligated service is terminated. In case of doubt, the Marine will be transferred to or retained in the Marine Corps Reserve to complete his obligated service.

11. In effecting separations under this authority, the procedures set forth below will be followed:

a. If the individual to be separated has a home of record in the continental United States:

(1) Commands located in the United States will effect the separation locally.

(2) Commands located outside the United States will transfer the individual concerned to the nearest Marine Corps activity in the United States for separation.

b. If the individual to be separated is entitled to and elects transportation to a point outside the United States upon separation, he will be transferred to the Marine Corps activity nearest to the point to which transportation is authorized.

12. Any information concerning the private affairs of Marines or their families shall be treated as confidential, and shall not be disclosed to persons other than in connection with their official duties, nor will the source of such information be disclosed.

13264 DISCHARGE FOR REASON OF MINORITY

1. Subject to the restrictions contained in subparagraph 4, below, the Commandant of the Marine Corps may authorize or direct the discharge of enlisted personnel for minority when it is considered to be in the best interests of the Government.

2. Subject to the restrictions set forth in subparagraph 4, below, all Marine

general officers in command are authorized to effect the discharge of enlisted or inducted personnel for reason of minority. Overseas commands will transfer personnel to the United States for such discharge.

3. Organizations not in the jurisdiction of one of the commands listed above will forward a report of the case to the Commandant of the Marine Corps (Code DMB), including the evidence prescribed in subparagraph 6a, below; a definite recommendation as to desirability for retention, and a statement from the subject person. If the person is not considered desirable for retention, he shall be retained at, or transferred to a continental shore station and the Commandant of the Marine Corps will be so advised.

4. Discharge for minority may be effected subject to the following restrictions:

a. Regular Marine Corps and Marine Corps Reserve

(1) If under a verified age of 17 years, the individual will be discharged regardless of whether or not he enlisted with proper consent.

(2) If it has been verified that the individual has passed his 17th birthday but not his 18th, he will be discharged, provided: (a) enlistment was made without proper consent and application of parent or guardian for release has been received by the command concerned or the Department of the Navy within 90 days from the date of enlistment; or (b) if in the opinion of the commander the individual is not sufficiently mature for retention. A negative opinion in this respect should be supported, if practicable, by a qualified psychiatric evaluation.

(3) When it has been verified that the individual has passed his 18th birthday he will be retained.

b. Inductee

(1) If the individual is under 18 years and 6 months of age, when verified, he will be discharged unless, pursuant to Selective Service regulations, the minor, after attaining age 17, volunteered for induction with the written consent of his custodial parent or legal guardian.

c. Women

(1) If enlisted and under 18 years of age she will be discharged.

(2) If enlisted without proper consent and has passed her 18th birthday but not her 21st birthday, when verified, discharge upon application of parent or legal guardian provided that such application has been received by the command concerned or the Department of the Navy within 90 days after the enlistment.

5. The statutory and administrative minimum ages for enlistment are as follows:

	Statutory	Administrative
Regular Marine Corps		
Men	14	17
Women	18	18
Marine Corps Reserve		
Men	14	17
Women	18	18

a. The discharge of any enlisted person who is determined to be under the statutory minimum age is mandatory, and request of parent or guardian is not required. This provision is not applicable to a minor who is enlisted while under the minimum statutory age limit and remains in the service after reaching the statutory age. Such a request will be processed in accordance with subparagraph 4, above, where appropriate.

6. In any case where it becomes apparent or it is alleged that there is a discrepancy of age or name in the enlistment contract, or when the validity of custodian's consent is questioned, prompt action shall be taken to ascertain the true facts, and whether or not such facts provide a basis for discharge, local records will be corrected and a complete report made to the Commandant of the Marine Corps (Code DMB).

a. The evidence described below will be acceptable for establishing proof of age and for correction of records:

(1) A certified copy of birth certificate showing date of birth and date birth was recorded. To be acceptable, it must be recorded previous to enlistment.

(2) A certified copy of baptismal certificate, or other church record, showing age or date of birth.

(3) A certified extract from a school census record.

(4) A certified hospital record of birth.

(5) A certified census enumeration extract.

b. Any difference in the name contained in the evidence and the name under which the individual enlisted must be clarified by public record or affidavits of two disinterested persons testifying from their own knowledge as to the identity of the person concerned.

7. The Commandant of the Marine Corps requires that written consent be obtained from the custodial parent or legal guardian in cases of all male minors under 18 years of age, and all women under 21 years of age.

8. The enlistment of a minor with false representation as to age, or without consent, will not alone be considered a fraudulent enlistment. (See par. 13267.)

9. The commander effecting a minority discharge shall notify the next of kin, giving the type of discharge and, in general terms, the reason for discharge. Care and discretion shall be exercised in phrasing the notification in order that the reason for discharge may not be construed by the person concerned as derogatory to the individual or to reflect adversely on his character.

10. A person whose enlistment or induction is terminated by reason of minority shall not, as a result of such enlistment or induction, be considered to have acquired a period of obligated service under law, nor is a service under any enlistment or induction which was so terminated creditable toward the fulfillment of any subsequently acquired obligation.

13265 DISCHARGE FOR REASON OF UNSUITABILITY

1. The Commandant of the Marine Corps, and Marine general officers in command, may authorize or direct discharge by reason of unsuitability, except that all cases involving sexual perversion or homosexual tendencies will be referred to the Commandant of the Marine Corps (Code DK) for decision. Such discharge will be effected when it has been determined that an individual is unsuitable for further military service because of:

a. Inaptitude. Applicable to those persons who are best described as inapt, due to lack of general adaptability, want of readiness or skill, unhandiness, or inability to learn.

b. Enuresis.

c. Character and behavior disorders, disorders of intelligence, and transient personality disorders due to acute or special stress as listed in "Department of Defense Disease and Injury Codes" (TB Med 15/NAVMED P-5082/AFM 160-24) and revisions thereof.

d. Other good and sufficient reasons when determined by the Commandant of the Marine Corps or the Secretary of the Navy.

e. Apathy, defective attitudes and inability to expend effort constructively; as a significant observable defect, apparently beyond the control of the individual, elsewhere not readily describable.

f. Alcoholism; chronic, or addiction to alcohol.

g. Homosexual tendencies.

2. Commanding generals of recruit depots may authorize or direct discharge of recruits by reason of unsuitability, citing the authority in subparagraph 1d, above (other good and sufficient reasons as determined by the Commandant of the Marine Corps or Secretary of the Navy) under the following conditions:

a. Upon enlistment the recruit concealed the fact that he was married, or

b. Upon enlistment the recruit concealed a juvenile or youthful offender record, and

c. A general discharge is appropriate.

3. In cases where a commander considers an enlisted person unsuitable for further military service, he will refer the case to the appropriate commanding general, or the Commandant of the Marine Corps (Code DMB) for decision. Prior to recommending the discharge of an enlisted person for unsuitability, the commander will investigate or cause the case to be investigated. The person concerned shall be informed of the contemplated action and the reason therefor, and after the Uniform Code of Military Justice, article 31 is read and explained to him, he shall be given an opportunity to make a statement in his own behalf. In every case of discharge for reason of unsuitability recommended by a commander, a complete report giving all the circumstances of the case, together with a signed statement from the person concerned or a certification that he does not desire to make a statement, shall be forwarded.

4. A recommendation for discharge by reason of unsuitability should be submitted in appropriate cases notwithstanding any pending disciplinary action or status as the result of disciplinary action.

5. At the time of submission of a recommendation for discharge, an entry will be made on page 11 of the service record showing this fact and the reason therefor. If the recommendation for discharge is disapproved, an entry to this effect will likewise be recorded on page 11 of the service record.

6. When final action is taken on a recommendation for discharge by reason of unsuitability, all papers shall be forwarded to the Commandant of the Marine Corps (Code DGH) for file in the individual's official record.

13266 DISCHARGE FOR REASON OF UNFITNESS

1. The Commandant of the Marine Corps and all Marine general officers exercising general court-martial jurisdiction, may direct the discharge or retention in the service of enlisted or inducted persons recommended for discharge by reason of unfitness, except that cases involving sexual perversion will be referred to the Commandant of the Marine Corps (Code DK) for decision.

2. The commander will recommend an individual for discharge for reason of unfitness when it is determined that his military record is characterized by one or more of the following:

a. Sexual perversion including but not limited to:

(1) Lewd and lascivious acts.

(2) Homosexual acts.

(3) Sodomy.

(4) Indecent exposure.

(5) Indecent acts with or assault upon a child.

(6) Other indecent acts or offenses.

b. Frequent involvement of a discreditable nature with civil or military authorities.

c. An established pattern for shirking.

d. Drug addiction or the unauthorized use or possession of habit-forming narcotic drugs or marijuana.

e. An established pattern showing dishonorable failure to pay just debts.

f. For other good and sufficient reasons when determined by the Commandant of the Marine Corps or the Secretary of the Navy.

3. Before recommending a discharge for unfitness, the commander shall investigate or cause each case to be investigated. The circumstances, facts, and offenses shall be substantiated by

service record entries and/or other pertinent information and copies thereof shall be enclosed with the recommendation. All recommendations indicating the existence of a physical disability will be supported by a report of a medical board, or a psychiatric report in cases of character and behavior disorders or other mental infirmities, if practicable. The individual recommended for such discharge will, if his whereabouts is known, be properly advised of the basis for the contemplated action and afforded an opportunity to request or waive, in writing, each of the following privileges:

a. To have his case heard by a board of not less than three officers.

b. To appear in person before such board, subject to his availability; e.g., not in civil confinement.

c. To be represented by counsel, who, if reasonably available, should be a lawyer. Military counsel of his choice will be provided if reasonably available, otherwise, military counsel deemed reasonably available will be appointed. He may retain civilian counsel at no expense to the Government.

d. To submit statements in his own behalf. Prior to receiving any statement, the provisions of Uniform Code of Military Justice, article 31, shall be read and explained to the individual.

4. At the time of submission of a recommendation for discharge, an entry will be made on page 11 of the service record book showing this fact and the reasons therefor. If recommendation for discharge is disapproved, an entry to this effect will likewise be recorded on page 11 of the service record.

5. A board consisting of not less than three officers shall be convened by each general officer exercising general court-martial jurisdiction, or by such subordinate commanding officers or officers in charge as the officer exercising general court-martial jurisdiction may direct, for the purpose of considering recommendations for undesirable discharge in all cases where the individual concerned has not waived in writing the right to have his case heard by a board of officers, and to make recommendations to the convening authority as to the final disposition in each case. When a board is convened under delegated authority as authorized in this paragraph, the recommendations of the commanding officer or officer in charge, and the report of the board with the convening authority's recommendation thereon, will be forwarded to the general officer exercising general court-martial jurisdiction for appropriate action.

a. The membership of a board shall include at least one woman officer when a case of an enlisted woman is under consideration.

b. If the individual under consideration is a member of the Reserve component, the membership of the board shall include:

(1) A majority of Reserve officers if available locally,

(2) If a majority of Reserve officers is not available locally, at least one Reserve officer.

c. If the requirement set forth in subparagraph b(1), above, cannot be met, the record shall include a certificate of the convening authority to that effect. If any other requirement cannot be met from officer personnel available locally, instructions will be requested from the Commandant of the Marine Corps (Code DK).

6. The recommendation for discharge, and the report of the board in each case considered by a board, will be submitted to the convening authority for approval or disapproval. Based on the

convening authority's decision, the following will apply:

a. Should the recommendation of the board be approved, the convening authority may immediately direct discharge or retention of the individual concerned.

b. Should the board of officers recommend discharge and the convening authority disapprove such recommendation, he may direct retention of the individual concerned.

c. Should the board of officers recommend retention and the convening authority not approve the recommendation, the entire proceedings will be referred to the Commandant of the Marine Corps (Code DK) for decision.

d. Should the commander, board of officers, or convening authority recommend an administrative discharge other than an undesirable discharge, in accordance with paragraph 13254, the case will be referred to the Commandant of the Marine Corps (Code DMB) for decision. (See subpar. g, below, for exception.) Any other case in which the convening authority regards an undesirable discharge as warranted while the board of officers recommended an honorable or general discharge will be referred to the Commandant of the Marine Corps (Code DMB) for decision.

e. In cases where the individual concerned has waived the right to have his case heard by a board of officers, the general officer exercising general court-martial jurisdiction may direct discharge or retention of the individual.

f. In any case where the convening authority considers that there is a question as to proper disposition, the matter will be referred to the Commandant of the Marine Corps (Code DK) for instructions.

g. In cases involving fraudulent enlistments when a board of officers recommends discharge of a Marine under 21 years of age for any reason set forth in subparagraph 13267.2b, Marine Corps general officers exercising general court-martial jurisdicition may direct a discharge of the type recommended by the board or discharge as unsuitable without referral to the Commandant of the Marine Corps for decision. In such cases the paragraph of this manual corresponding to the discharge awarded will be cited; e.g., paragraph 13265.1d.

h. In cases involving fraudulent enlistment for any reason set forth in subparagraph 13267.2b(2) the following will be accomplished:

(1) Ascertain all the facts by inquiry to civil authorities to determine actual offenses committed, circumstances in the case, disposition by juvenile or youth offender courts, actual confinement served and whether civil probation exists.

(2) Any other information deemed relevant to an evaluation of the case.

(3) Evaluate the facts obtained, man's statement, and military service rendered to determine whether discharge or retention should be directed.

(4) If discharge is deemed proper, it should be for unsuitability under honorable conditions unless circumstances warrant a lower type discharge.

i. When final action is taken on any report or recommendation, all papers shall be forwarded to the Commandant of the Marine Corps (Code DK) for review.

7. Commanding officers and officers in charge, not under the command of a Marine general officer exercising general court-martial jurisdiction, will comply with the procedures as set forth in subparagraphs 3, 4, and 5, above. Such officers will convene a board of officers and refer recommendations for discharge to the board in cases where the individual concerned does not waive in writing his right to have his case heard by a board of officers. The recommendation of the commanding officer or officer in charge, and the report of the board in each case considered by a board, with the convening authority's recommendation thereon, will be forwarded to the Commandant of the Marine Corps (Code DK) for final action.

8. Personnel serving outside the continental United States shall be transferred to the nearest Marine Corps activity in the United States by the general officer who directs or recommends the discharge. Authority for discharge will be included in the orders transferring the individual to the United States.

9. Commanders of activities outside the continental United States, not under command of a Marine general officer authorized to direct discharge, will transfer to the nearest Marine Corps activity in the United States those individuals who have been recommended for discharge by a board convened under the provisions of subparagraph 5, above, or who have been recommended for discharge by their commander and have waived in writing, the right to have their case heard by a board of officers. Commanders in their endorsement of the proceedings of the board or their recommendation for discharge will indicate the activity in the United States to which the individual is being transferred.

10. For notification to parents, spouses, or guardian of enlisted persons who are discharged prior to the expiration of enlistment, see paragraph 7006.

13267 DISCHARGE FOR REASON OF MISCONDUCT

1. General instructions relating to discharge by reason of misconduct are as follows:

a. The Commandant of the Marine Corps and Marine general officers exercising general court-martial jurisdiction, may direct the discharge or retention in service of enlisted or inducted personnel recommended for discharge by reason of misconduct.

b. When an individual is to be retained in the service and civil restraint (including probationary reporting) exists, civil authorities will be requested to terminate or suspend such restraint for the duration of the enlistment. (This action should be taken by the commanding general making the final determination or by the Commandant of the Marine Corps in cases where the Commandant of the Marine Corps makes final determination as to retention in the service.)

2. The commander or officer in charge shall make a report of suspected or apparent misconduct of enlisted or inducted persons for any of the following reasons and shall include in the report a recommendation for discharge or retention in the service of the person concerned:

a. Prolonged unauthorized absence. When unauthorized continuous absence of one year or more has been established by official records, but punitive discharge has not been authorized by competent authority.

b. Procurement of a fraudulent enlistment, induction or period of obligated service through any deliberate material misrepresentation or concealment which, except for such misrepresentation or concealment, may have resulted in rejection. (See subpar. 13266.6g.) This includes, but is not limited to the following:

(1) A police record, or conviction by civil court.

(2) A record as a juvenile delinquent, wayward minor, or youthful offender. (See subpar. 13266.6h.)

(3) Previous service in any branch of the Armed Forces.

(4) Physical defects.

(5) Marriage or dependents.

(6) Preservice homosexual act(s) or tendencies.

c. Conviction by civil authorities (foreign or domestic) or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty under the Uniform Code of Military Justice is death or confinement in excess of 1 year; or which involves moral turpitude; or where the offender is adjudged a juvenile delinquent, wayward minor, or youthful offender as a result of an offense involving moral turpitude. If the offense is not listed in the Manual for Courts-Martial Table of Maximum Punishments, or is not closely related to an offense listed therein, the maximum punishments authorized by the U. S.

Code or the District of Columbia Code, whichever is lesser, applies. For the purpose of this subparagraph only, an individual shall be considered as having been convicted even though an appeal is pending or is subsequently filed.

3. The enlistment of a minor with false representation as to age will not alone be considered a fraudulent enlistment. (See par. 13264.)

4. In forwarding cases of apparent fraudulent enlistment or induction, commanding officers or officers in charge shall include documentary evidence with regard to the alleged fraud.

5. In cases of conviction by civil authorities or by consular court subsequent to enlistment, a copy of the court order or order of commitment, or the certificate of the Judge or the Clerk of the Court, advising as to the charge on which convicted, and the sentence adjudged, will be enclosed with the report and recommendation. After verification, the commanding officer or officer in charge will include in his recommendation the maximum sentence provided for the offense.

6. The instructions and procedures set forth in subparagraphs 13266.3 through 13266.9, shall govern in disposing of cases of individuals considered for discharge by reason of misconduct.

7. For notification to parents, spouses, or guardian of enlisted persons who are to be discharged prior to expiration of their enlistment, see paragraph 7006.

13268 DISCHARGE ADJUDGED BY SENTENCE OF COURT-MARTIAL

1. The words "discharge" and "discharges" hereinafter used in this paragraph will refer to dishonorable discharges and bad conduct discharges adjudged by sentences of courts-martial.

2. It has been, and continues to be, the Navy Department's policy that convening and reviewing authorities should approve discharges only in those cases where enlisted persons' records and conduct show conclusively that they are not fit for retention, and where retention is clearly not in the Government's interest. Great care and judgment should be exercised in cases of theft. (See subpar. 5810.3, Marine Corps Manual.)

3. Under the provisions of the Manual for Courts-Martial, United States, 1951, a dishonorable discharge should be reserved for those who should be separated from the services under conditions of dishonor. Bad conduct discharges are appropriate for one who has been convicted repeatedly of minor offenses and those whose punitive separation from the service appears to be necessary.

4. A convening authority, in those cases where he approves a punitive discharge, will include in his action a brief synopsis of the disciplinary features as well as favorable matters of the service of the accused during his current enlistment or current extension of enlistment as reflected in the individual's service record book.

5. Prior to taking his action, however, a copy of the synopsis will be furnished the accused or his counsel as appropriate for such statement in rebuttal or explanation as the accused may desire to make.

6. Discharges as a result of sentences of courts-martial will be effected only after appellate review of the proceedings and clemency action in accordance with current directives have been completed. In those cases where confinement is adjudged in addition to a discharge, the discharge shall not be effected until the completion of appellate review or completion of the sentence of confinement, whichever is later. An exception to the foregoing may be made where the period of confinement is to be served in a Federal penal institution. In such cases the discharge may be effected upon the completion of appellate review without waiting until the sentence of confinement is completed.

7. Except when the discharge has been suspended for a stated number of months to permit the person to continue in the service after serving satisfactorily during a probationary period, the transfer of personnel sentenced to discharge (including those to be discharged on account of vacation of suspended sentence) who are serving outside the continental limits of the United States will be governed by the following instructions:

a. When an enlisted person who has been sentenced to discharge, is serving outside the continental limits of the United States, whether it is ashore or on board ship, transfer will be made to the Marine Corps activity within the continental limits of the United States nearest the port of debarkation, for retention or redesignation of a place of temporary custody or confinement in accordance with current directives.

b. Transfer to the continental limits of the United States in case of a person sentenced to discharge will not be effected until review has been completed by the officer exercising general court-martial jurisdiction, the promulgating order issued, and appropriate entries made in the service record book to show the action taken by the officer exercising general court-martial jurisdiction.

c. Transfer to the continental limits of the United States, in those cases where, pursuant to the Manual of the Judge Advocate General, the record of trial is submitted directly to the Office of the Judge Advocate General without review by an officer exercising general court-martial jurisdiction, will be effected after appropriate entries have been made in the service record book to show the action taken by the convening authority.

d. When transfer to the United States is directed, report of same shall be made to the Judge Advocate General of the Navy in accordance with the Manual for Courts-Martial, United States, 1951, paragraph 96, with copy to the Commandant of the Marine Corps (Code DK), indicating the type of court-martial, sentence as approved at the time of transfer, the name of the activity to which the individual is transferred, and the estimated date of reporting to the new activity. Upon the arrival of such personnel at the new activity, the commander of that activity will immediately advise the Judge Advocate General of the Navy by message, airmail letter, or speedletter, with copy to the Commandant of the Marine Corps (Code DK). When a different activity or Naval Disciplinary Command is redesignated as the place of temporary custody or confinement, this fact will be set forth in the report, and the date of transfer to that activity or command will be stated.

e. No punitive discharge is to be effected outside the continental limits of the United States, except in accordance with instructions of the Secretary of the Navy or the Commandant of the Marine Corps.

8. When an enlisted person serving at a station within the continental limits of the United States has been sentenced to discharge, and the discharge has not been suspended for a stated number of months to permit the person to continue in the service after satisfactorily serving during a probationary period, the individual will be retained at the place of trial or transferred to another activity, or a Naval Disciplinary Command, in accordance with periodic directives of the Commandant of the Marine Corps and the Bureau of Naval Personnel governing designation of places of confinement. When an individual is transferred to another station or to a Naval Disciplinary Command, report of the transfer will be made to the Judge Advocate General of the Navy, with copy to the Commandant of the Marine Corps (Code DK). (See Manual for Courts-Martial, United States, 1951, par. 96.)

9. When an enlisted person serving within the United States, attached to a vessel or organization destined for transfer to foreign duty has been sentenced to discharge and the discharge

has not been suspended for a stated number of months to permit the person to continue in the service after serving satisfactorily during a probationary period, he shall be transferred to a Naval Disciplinary Command if he meets the established criteria for transfer to such a command; otherwise he shall be transferred to the Marine Corps activity nearest to the port of departure prior to sailing. In such cases report of transfer will be made as set forth in subparagraph 8, above.

10. An enlisted woman who has been sentenced to discharge will be transferred to the nearest post, station, or barracks, where women are serving.

11. Where execution of a portion of a sentence which adjudges a discharge is suspended subject to a probationary period, the suspension may be vacated pursuant to the procedure set forth in paragraph 97.b, Manual for Courts-Martial, United States, 1951. Commanders are directed to give careful consideration to reports of offenses committed by personnel serving in such status, and to undertake proceedings for the vacation of suspension of the sentence only where it is established by the record that such action is appropriate and in the best interest of the Marine Corps. For a new offense the commander may, (a) award nonjudicial punishment, or recommend or direct trial by court-martial, (b) initiate procedure for vacation of suspension, or (c) both.

12. A chief warrant officer may be dismissed from the service and a warrant officer may be dishonorably discharged from the service pursuant to the sentence of a general court-martial. In time of war, the President may order the dismissal of such officers.

13269 DISCHARGE FOR REASON OF SECURITY

1. The Commandant of the Marine Corps or the Secretary of the Navy may direct discharge for reasons of security with the character of discharge and under conditions stipulated in directives that deal explicitly with this matter when retention is not clearly consistent with the interest of national security.

13270 DISCHARGE WHEN DIRECTED BY THE SECRETARY OF THE NAVY

1. The Secretary of the Navy may authorize or direct discharges in individual cases.

13271 DISCHARGE OF SECURITY FORCE PERSONNEL, PACIFIC OCEAN AREA

1. The Commanding General, Fleet Marine Force, Pacific, shall exercise such administrative control over matters relating to discharges involving enlisted personnel of the Marine Corps Security Forces, Pacific Ocean Area, as is otherwise delegated to all Marine general officers in command and all Marine general officers exercising general court-martial jurisdiction, in accordance with part F of this chapter.

13300 TIME AND PLACE OF DISCHARGE

1. A regular or reservist stationed within the continental limits of the United States will be discharged from the Marine Corps at the duty station to which assigned at the time he becomes eligible for such discharge.

2. Prior to expiration of enlistment or expiration of any extension of enlistment or when separation from active duty for any other reason is authorized, Marines serving on foreign shore and at sea, including such times as a ship may be in a United States port, who do not desire or are not eligible to reenlist or extend their enlistment will be transferred by the field commander concerned or commander of Marine Detachment Afloat to the Marine Corps activity nearest a port of entry within the continental United States except as provided in subparagraph 3, below. Transfer will be effected to ensure arrival not later than 10 days prior to the effective date of discharge or release. Attention is invited to the provisions of paragraph 4110.

3. Enlisted personnel who are eligible for separation, and who are entitled to elect transportation to a destination outside the continental United States, shall be transferred to the Marine Corps activity nearest their destination. Such transfer will be made in accordance with current directives and in sufficient time to allow those persons to arrive not later than 10 days prior to the effective date of separation.

4. Enlisted personnel becoming eligible to be separated under honorable conditions while serving outside the United States or its territories or possessions, in other than belligerent countries may, at their own request, be separated at their duty stations. Personnel shall indicate their election by executing on page 11 of the service record a request to be so separated. Such separation in the case of enlisted women becoming eligible to be separated by reason of pregnancy is contingent upon the individual having established residence in the area in which the duty station is located or being married to a person who has such a residence.

a. Individuals desiring separation in a foreign country whether for the purpose of traveling or residing in a foreign area after separation from the service shall, at a time substantially prior to the normal date of separation, make application for a passport in accordance with current directives and for permission to remain in the foreign country or its possessions. These applications should be accompanied by statements from the commander relative to the date the person will be eligible for separation under honorable conditions.

b. In the case of enlisted personnel, the commander shall, prior to separation of the individual ascertain that he will be issued a passport and has been or will be granted permission to remain in the foreign area. In this connection, the commander may accept a written statement from the appropriate consular or diplomatic representative to the effect that the individual concerned has applied for a passport and that it appears that he is eligible to receive a passport upon his separation from the service. In general, a consular or diplomatic representative will be in a position to make this latter statement upon receipt of proper proof of the individual's claim to United States citizenship or nationality. Permission to travel or reside in a foreign country may be substantiated by a written statement from the foreign government concerned that the individual has been granted or it is anticipated that he will be granted permission to remain in the foreign area in question.

c. Officer personnel will submit requests to be separated on foreign station to the Commandant of the Marine Corps (Code DF). Contained in their request shall be a statement that application has been made for a passport and indications are that such passport will be granted upon separation. In addition, the request shall include

a statement that permission to remain in the foreign area has been or will be obtained.

13301 EFFECTIVE TIME OF SEPARATION

1. A discharge takes effect upon delivery of the discharge certificate. The release to inactive duty of members of the Regular Marine Corps who are transferred to the Marine Corps Reserve and concurrently released to inactive duty, takes effect upon delivery of the separation document.

2. In cases where discharge has been authorized or directed and the individual is unavailable due to his unauthorized absence or confinement in a civilian jail, prison, or institution and personal delivery of the certificate is not possible or feasible, the discharge will be effective on the date shown on the discharge certificate.

3. Title 38 U.S. Code, 106(c) provides that, for the purpose of entitlement to benefits administered by the Veterans' Administration, an individual discharged or released from a period of active duty shall be deemed to have continued on active duty during that period of time immediately following the date of such discharge or release from such duty determined in accordance with current regulations to be required for him to proceed to his home by the most direct route, and in any event, until midnight of the date of such discharge or release. If a discharged member is injured while returning home and requires hospitalization, he may be eligible for benefits from the Veterans' Administration and should be advised to file an appropriate claim to that agency.

4. If discharge is being effected as a result of immediate entry or reentry into any component of the Armed Forces, the discharge will be dated as of the date preceding such entry or reentry.

5. The release from active duty of a reservist who was assigned to active duty as a reservist is effective at the expiration of authorized travel time. The discharge of a reservist as the result of expiration of enlistment or fulfillment of service obligation will be effective on the date shown on the discharge certificate.

6. When the date of discharge is not indicated, administrative discharges will be effected at the earliest practicable date and normally not later than 5 working days from the time of receipt of the discharge order by the command concerned.

7. Discharge certificates and final pay or a substantial portion thereof will be prepared and ready for delivery to the Marine concerned upon the date of discharge or release from active duty.

a. Delivery of discharge certificates will be made on the date of discharge to those Marines who have indicated that they do not desire to extend or reenlist.

b. Marines who desire to extend or reenlist will be required to execute their enlistment contracts or extensions of enlistment on the dates their current enlistment contracts expire, or prior thereto, to be effective on the date next succeeding the date of discharge or expiration of enlistment. Delivery of the discharge certificate will be accomplished on a date subsequent to the date of discharge.

c. Commanders are authorized to effect discharge, or to order a reservist home for release from active duty, as appropriate on the last working day preceding a Saturday, Sunday, or holiday when the normal expiration of enlistment or date of detachment from the command in the case of a reservist falls on one of those days providing the individual Marine concerned consents in writing. The reason for discharge will be for convenience of the Government. Subparagraph 13261.1a and this subparagraph will be cited as authority. Personnel desiring to reenlist immediately will not be discharged early under this subparagraph. The following statement of consent will be entered on page 11 of the service record and signed by the Marine concerned:

"I hereby consent to be (discharged) (detached from my command) on _____ in lieu of my normal date of (expiration of enlistment) (detachment) on _____ _____ . I understand that entitlement to pay and allowances and credit for active Federal service ceases on the actual date of my separation from active service."

(1) The following instructions are applicable to personnel discharged or released early under authority contained in this subparagraph.

(a) Personnel shall be considered eligible for the Good Conduct Award in all instances where eligibility therefor would have been established through normal expiration of obligated active service.

(b) Recoupment of reenlistment bonus will not be made.

(c) In the event of future recall, personnel will be considered in the same status as those who have completed their enlistments or periods of extended active duty.

13302 CATEGORIES FOR DISCHARGE AT DUTY STATIONS WITHIN THE UNITED STATES

1. Commanders will process and discharge, at their present stations, all enlisted personnel eligible for discharge who fall within one of the following categories: For personnel arriving in the United States from sea or foreign duty, the commander referred to is that of the post or station at or nearest the port or aerial port of entry.

a. Those who have no obligated service under law and who will be discharged for reason of expiration of enlistment.

b. Those who will be discharged for enlistment or reenlistment.

c. Those whose discharge is directed by proper authority prior to expiration of enlistment.

2. Except for reenlistment or when discharge is otherwise directed by competent authority, enlisted personnel who have not completed their obligated service under law will not be discharged upon expiration of enlistment. They will be transferred to the Marine Corps Reserve in accordance with current directives.

13303 TRAVEL UPON SEPARATION

1. Detailed instructions relating to the travel of personnel upon separation from the service or release from active duty are contained in Joint Travel Regulations and in the U. S. Navy Travel Instructions.

2. If it is impossible to verify the place elected for the purpose of mileage from local records, the commander will accept a certificate from the individual as substantiation which will state the place elected for purpose of mileage and identify such place as the home of record, place from which ordered to active duty, the place of induction, or the place of entry into the service as he may elect. This certificate will be inserted in the service record book or officer's qualification record.

13304 RETENTION IN SERVICE TO LIQUIDATE INDEBTEDNESS

1. Neither Regular nor Reserve personnel will be retained on active duty for the purpose of liquidating indebtedness to the Government.

13305 PHYSICAL EXAMINATIONS TREATMENT, AND PROCEEDINGS

1. A complete physical examination shall be given to all enlisted personnel prior to discharge, transfer to Reserve, or release from active duty. Examination in the cases of personnel being discharged or retired upon the approved report of a medical board, or a physical evaluation board shall be given only if requested by the person being discharged or retired. Physical examinations shall be given in accordance with the Manual of the

Medical Department and current directives. If as a result of such examination the enlisted person is found unfit for the performance of duty, his case shall be referred to an appropriate medical board.

2. Discharge or release from active duty normally will not be effected when any of the following actions are being taken or contemplated:

a. Physical evaluation board processing until the Secretary of the Navy has taken final action on the board proceedings and the Commandant of the Marine Corps has promulgated such action.

b. Medical board hearing, or;

c. Necessary medical or dental treatment.

d. For further instructions see part J of this chapter.

3. An enlisted Marine on active duty whose term of enlistment expires while he is suffering from disease or injury incident to service and not due to his own misconduct, and who needs medical care or hospitalization, may be retained on active duty, with his consent, until he recovers to the extent that he is able to meet the physical requirements for reenlistment or until it is determined that recovery to that extent is impossible. (See par. 13451.)

13306 GOVERNMENT PROPERTY

1. Government property in possession of enlisted personnel or on charge to them will be recovered prior to discharge. In case of shortages, commanders will take appropriate action to determine responsibility in accordance with current instructions.

13307 UNIFORMS AND CLOTHING

1. The instructions relating to uniform clothing of personnel being discharged are contained in Individual Clothing Regulations.

2. A person discharged with a dishonorable, bad conduct or undesirable discharge or for reason of unsuitability or security shall have all uniform coats, overcoats, raincoats, liners, trousers, utility uniforms, caps and hats in his possession, together with all grade and branch of service insignia, service stripes, and brass or bronze buttons pertaining thereto, recovered by his commander prior to discharge, and if necessary, an outfit of civilian outer clothing will be issued to him in accordance with current instructions.

3. Uniforms recovered from women Marines discharged as stated in subparagraph 2, above, shall be interpreted to mean all uniform coats, overcoats, skirts, dresses, utility uniforms, duffel bag, boots, handbag cover and strap, rain cap cover, hood for raincoat, neckties, scarfs, gloves, caps and hats, together with all grade and branch of service insignia, service stripes, and uniform buttons thereto. They will be permitted to retain the raincoat, handbag, and other items not specified above. If they do not possess an olive drab overcoat, the allowance of civilian clothing furnished shall include a civilian topcoat when weather conditions require.

13308 ACCRUED LEAVE

1. Prior to discharge the leave account will be balanced to the date of discharge to determine the total amount of leave accrued. For instructions relative to settlements for leave upon separation see paragraph 15119.

13309 PAY ACCOUNTS

1. The disbursing officer carrying the individual's account will be notified at least 3 working days prior to date of discharge.

2. An enlisted person who is discharged for any reason with a dishonorable, bad conduct, or undesirable discharge and who would be otherwise without funds to meet his immediate needs shall, upon discharge, be paid a sum not to exceed $25 or such portion

thereof as will, together with other funds available to the individual concerned, total $25. For detailed instructions regarding this cash allowance see Navy Comptroller Manual, paragraph 044180.

13310 INTERVIEW BY RECRUITING OFFICERS

1. Prior to discharge each individual will be interviewed by post or organization recruiting officer, who will, if the individual is considered desirable for reenlistment, point out the benefits of continued service in the Marine Corps. If the individual has definitely decided not to reenlist, interest should be aroused in the Marine Corps Reserve, pointing out the benefits to be obtained.

2. Personnel should also be instructed to apply to the nearest recruiting officer, and not direct to the Commandant of the Marine Corps, should they desire to reenlist at some subsequent date. Recruiting officers have all the necessary information and can answer questions in much less time than if inquiry is made direct to the Commandant of the Marine Corps. Individual cases will be referred to the Commandant of the Marine Corps (Code DP) when necessary, by the recruiting officers.

13311 ADDRESS OF MARINE CORPS DISTRICT DIRECTOR

1. Each individual discharged and not reenlisted in the Regular Marine Corps will be informed of the address of the Director of the Marine Corps District nearest his prospective home address, and that on questions relative to Marine Corps service the Director may be consulted.

13312 PREPARATION OF THE DISCHARGE CERTIFICATE

1. All enlisted discharge certificates will be prepared by the organization having custody of the service record book. The instructions contained in paragraph 15074 will govern custody and preparation of the discharge certificates.

13313 DELIVERY OF DISCHARGE CERTIFICATE

1. The delivery of the honorable discharge certificate invariably will be made in person by an officer; in the case of a person who has completed his enlistment honorably or under honorable conditions, the delivery should be made by the post or regimental commander, or if that is impracticable, by the company commander, accompanied by the expression of a hope that the individual will reenlist or good wishes for a successful career.

13314 ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DISCHARGE (DD FORM 214)

1. The Armed Forces of the United States Report of Transfer or Discharge, DD Form 214, will be prepared and delivered to each person at the time of his separation from active service for reasons other than death.

2. Instructions contained in paragraph 15072 shall govern preparation and disposition of the Armed Forces of the United States Report of Transfer or Discharge.

▶13315 DELETED (Ch. 10)

13316 HONORABLE DISCHARGE BUTTON AND HONORABLE DISCHARGE PIN

1. For eligibility for the honorable discharge button and honorable discharge pin, see paragraph 8100.

13317 WEARING OF UNIFORM AFTER DISCHARGE

1. Marines whose character of discharge is honorable or under honorable

conditions, except when discharge is for unsuitability or for reason of security, may retain and wear their uniforms from the place of discharge to their homes, within 3 months after date of discharge. The phrase "from the place of discharge to his home, within 3 months after the date of such discharge," refers to the period between the date of discharge and the date of the person's arrival at his home and does not permit the wearing of the uniform after arrival home, even though the 3-month period has not expired. If such personnel served during war they shall, when not on active service, be entitled, upon occasion of ceremony, to wear the uniform of the highest grade held by them during their war service.

13318 NATIONAL SERVICE LIFE INSURANCE AND INSURANCE UNDER THE INSURANCE ACT OF 1951

1. In case an individual held National Service Life Insurance he should receive the fourth copy of the notification of discontinuance of allotment for National Service Life Insurance, Form VA 365.

2. Each individual carrying National Service Life Insurance should receive explicit notice that he may pay premiums direct to the Veterans' Administration, District Office, P. O. Box 8079, Philadelphia, Pennsylvania, if he wishes to continue his insurance.

3. Each individual covered by the Insurance Act of 1951 should be carefully counseled regarding the post-service insurance available to him. The time limitation on applying for this insurance should be emphasized (38 U.S.C. 701-724, 781-784). (See par. 11100.)

13319 BENEFIT PAMPHLET

1. Each individual separated will be given a copy of the DD pamphlet "Going Back to Civilian Life," (NAVMC-2537). (See par. 11350.)

13320 WARNING TO INDIVIDUALS NOT ELIGIBLE FOR REENLISTMENT

1. Every person discharged who is not eligible for reenlistment will be informed that: (a) fraudulent enlistment in any branch of the service will undoubtedly be detected by fingerprints, and (b) if concealment of his previous service and discharge results in his reenlistment, he will be subject to disciplinary action.

13321 CLOSING OUT OF SERVICE RECORD BOOK

1. The service record book of each person separated will be completed in accordance with the instructions contained in paragraph 15100.

13322 FORWARDING OF SERVICE RECORD BOOKS

1. In all cases where individuals have been discharged, the service record books will be forwarded in accordance with instructions contained in paragraph 15100.

2. In order to avoid confusion and delay in final settlement, no transfers will be made or authorized after an individual's accounts have been closed preliminary to discharge.

13323 DELIVERY OF BAGGAGE AND PERSONAL EFFECTS

1. The individual's baggage and personal effects, upon discharge, will be delivered to the railroad station or other point of departure by the command concerned.

13324 VOID ENLISTMENTS

1. The law prohibits the enlistment in the Marine Corps of a person who is:

a. A male and under 14 years of age;

b. A female and under 18 years of age;

c. Insane;

d. Intoxicated; or

e. Has deserted in time of war from any of the Armed Forces unless, in time of war, his enlistment is permitted by such authority as the Secretary of the Navy designates. (10 U.S.C. 5532)

2. An enlistment entered into by a person of one of the categories listed in subparagraph 1 is void.

3. All cases of enlistments apparently entered into in violation of the prohibition in 10 U.S.C. 5532 shall be reported to the Commandant of the Marine Corps (Code DGK) immediately. After investigation of the facts and subject to any provision of law pertinent thereto, the Commandant of the Marine Corps will direct the action to be taken and the disposition of the person concerned. The foregoing reporting requirement applies, in addition to cases falling under subparagraph 1, to the following illegal enlistments:

a. Unauthorized execution of a contract of enlistment into the Marine Corps or Marine Corps Reserve while already a member of any component of any Armed Force of the United States or execution of such contract while on a retired list of any component of any Armed Force of the United States.

4. For pay status of persons under above illegal enlistments, see 39 Comp. Gen. 742 and 860 in conjunction with paragraph 044204.8, Navy Comptroller Manual.

13325 NOTIFICATION OF NATURALIZED PERSONNEL BEING SEPARATED UNDER OTHER THAN HONORABLE CONDITIONS

1. Provision is made by law to revoke the citizenship of naturalized citizens who are discharged either dishonorably or under other than honorable conditions. The Immigration and Naturalization Service, Department of Justice is responsible for the institution of proceedings for the revocation of citizenship in any such cases.

2. In the event any naturalized citizen who is a member of the Marine Corps is being discharged either dishonorably or under other than honorable conditions, the commander of the dischargee shall forward immediately to the Commandant of the Marine Corps (Code DK), a report of such case in order that the required certification may be prepared and transmitted to the Immigration and Naturalization Service upon the person's discharge for determination as to the propriety of revocation of citizenship. This report will include the fact of discharge and the date thereof. The report will also include whatever information is shown on the dischargee's service records with respect to naturalization.

13326 SEPARATION OF ALIENS

1. In any case where personnel who are not citizens of the United States are to be separated within the United States or its Territories or Possessions, the nearest district office of the Immigration and Naturalization Service, Department of Justice, shall be notified of such pending separation and prospective date thereof. Such notification shall be submitted in sufficient time to permit the immigration authorities to take such action as they may deem appropriate prior to the date on which the individual is to be separated.

2. Section 328 of the Immigration and Nationality Act (8 U.S.C. 1439) provides for expeditious naturalization of permanent resident aliens upon completion of 3 full years service in the Armed Forces of the United States provided certain other qualifications are met. In order not to jeopardize their eligibility for naturalization, permanent resident aliens serving on an enlistment or tour of extended duty of 3 years or more will not be discharged until completion of 3 full years service, solely for the convenience of the Government under the provisions of any early release program. Further, the above provisions will be explained to any alien

who makes application for discharge by reason of own convenience or hardship prior to completion of 3 years service. Notwithstanding the foregoing, if any alien desires discharge for one of the above reasons, he may be discharged provided he makes the following signed statement on page 11 of the service record:

"I understand that my requesting discharge prior to completion of 3 full years of service may jeopardize my eligibility for expeditious naturalization under 8 U.S. Code 1439. However, understanding the above, I request early discharge."

The above policy should not be construed as giving aliens an entitlement to retention in service for at least 3 full years regardless of their military record. Adequate provisions are contained in this manual for the separation of personnel whose performance of duty or conduct does not justify their continued retention in the service.

3. Section 315 of the Immigration and Nationality Act (8 U.S.C. 1426) provides for permanent denial of eligibility to become a citizen of the United States to any alien who applies or has applied for exemption or discharge from training or service in the Armed Forces of the United States on the ground that he is an alien, and is or was relieved or discharged from such training or service on such grounds. The above provisions will be explained to any alien who makes application for discharge by reason of own convenience on the grounds that he is an alien. Aliens accepting discharge solely on grounds of being an alien shall be required to make the following signed statement of understanding on page 11 of the service record:

"I understand that 8 U.S.C. 1426 provides that any alien who applies for discharge from the service of the United States on the ground that he is an alien, and is discharged from such service on such ground, shall be permanently ineligible to become a citizen of the United States."

Aliens separated under the foregoing conditions are not eligible and shall not be recommended for reenlistment.

13327 DISCHARGE OF ALIENS

1. Title 10 U.S. Code 651 provides that each male person who enlists in the Armed Forces prior to his 26th birthday incurs a military service obligation. Aliens accepted for enlistment are not exempt by law from the military service obligation, and upon separation from active service are normally transferred to or retained in an appropriate Reserve component to complete any remaining period of obligated service.

2. Commanders are authorized to discharge an alien upon completion of a term of active service or from an inactive duty Reserve status, upon the written request of the individual concerned, provided the applicant indicates that immediately subsequent to discharge, he will establish permanent residence in his native country or other country foreign to the United States.

3. Aliens who declare their intention to establish a permanent residence in the United States will not be relieved of their military service obligation.

4. Aliens who declare their intention to establish permanent residence outside the United States may be retained in an obligor status upon request.

13350 GENERAL

1. The Commanding General, Marine Air Reserve Training Command; Directors, Marine Corps District; Commanding Officer, Marine Corps Reserve Data Services Center and commanders of Organized Marine Corps Reserve Units (hereafter termed commanders, where appropriate) are authorized to discharge enlisted reservists, on inactive duty under their command in accordance with regulations promulgated for discharge of Marines from the Regular Marine Corps, and for reason set forth below as amplified by instructions contained in the succeeding subparagraphs:

a. For fulfillment of service obligation.

b. For own request.

c. For enlistment or appointment in the Regular Marine Corps or for appointment in the Marine Corps Reserve.

d. For enlistment in the Regular Army, Navy, Air Force or Coast Guard.

e. For enlistment in another Reserve component of the Armed Forces.

f. For failure to complete basic military training.

g. For reason of erroneous assignment of military obligation.

h. Lack of interest (the Commanding General, Marine Air Reserve Training Command; and Directors only are authorized to discharge for this reason).

i. When classified in either a IV-F or I-Y status by the Selective Service System.

13351 DISCHARGE FOR FULFILLMENT OF SERVICE OBLIGATION

1. Commanders, shall discharge reservists upon completion of the 6-or 8-year term of service required for fulfillment of service obligation under 10 U.S. Code 651 and 50 Appendix, U.S. Code, 454d(3), Universal Military Training and Service Act, except those serving on a definite term enlistment contract or extension which has not expired.

13352 DISCHARGE FOR OWN REQUEST

1. Commanders are authorized to discharge reservists on inactive duty under their command upon the reservist's written request under the following conditions:

a. When the reservist is an alien resident of a foreign country. (See par. 13327.)

b. When a married enlisted woman has completed a minimum of 1 year of service and has served 6 months following any period of active duty for training. Requests for discharge under this subparagraph will be accompanied by documentary proof of marital status. (See par. 13363.)

13353 DISCHARGE FOR ENLISTMENT, INDUCTION OR APPOINTMENT IN THE REGULAR MARINE CORPS OR FOR APPOINTMENT IN THE MARINE CORPS RESERVE

1. The enlistment of a reservist is deemed to be automatically terminated upon his enlistment or induction in the Regular Marine Corps or upon his acceptance of appointment as an officer in the Marine Corps or Marine Corps Reserve. Upon receipt of official notification of such enlistment, induction or appointment, commanders will close out the service record of the reservist concerned, showing the date of discharge as of the day prior to enlistment or induction in the Regular Marine Corps or of acceptance of appointment. The discharge certificate

will be prepared and forwarded to, or retained by the commander of the organization to which the individual will be assigned in his new status for delivery to the individual.

13354 DISCHARGE FOR ENLISTMENT OR INDUCTION IN THE REGULAR ARMY, NAVY, AIR FORCE, OR COAST GUARD

1. Upon receipt of official notification of the enlistment or induction of a reservist in the Regular Army, Navy, Air Force or Coast Guard, commanders will effect the discharge of the reservist as of the day prior to such enlistment or induction, and forward the discharge certificate to his new organization, if known, otherwise to the Commandant of the Marine Corps (Code DGK) with a statement as to reason for nondelivery.

13355 DISCHARGE FOR ENLISTMENT IN ANOTHER RESERVE COMPONENT OF THE ARMED FORCES

1. Reservists not on active duty and having a military obligation under law who desire to enlist or accept appointment in another Reserve component of the Armed Forces of the United States, may, upon their application, or with their consent upon application of the Armed Force in which enlistment or appointment is desired, be discharged by the commander concerned, subject to the following conditions and procedures:

a. Request may be approved and a conditional release granted if:

(1) The gaining Armed Force has a specific vacancy for the reservists in an Organized unit within a reasonable distance of his home or place of business, and there is no Organized Marine Corps Reserve unit similarly available to him; or

(2) The gaining Armed Force has a specific vacancy for the reservist in an Organized unit within a reasonable distance of his home or place of business, and the reservist has special experience or professional, educational, or technical background which is clearly of greater use to the gaining Armed Force, and which use outweighs the value of the reservist's previous training in the Marine Corps; or

(3) The reservist will be enrolled in an officer training program of the gaining Armed Force. Where membership in the officer training program does not confer military status, discharge from the Marine Corps Reserve will be for the purpose of immediate enlistment in a Reserve component of the gaining Armed Force.

b. Determination as to whether the foregoing conditions are met will be made by the commander of the reservist concerned.

c. When a request is approved, the commander will furnish a conditional release to the originator of the request which shall contain the following elements:

(1) Statement that the request for discharge is approved, subject to the applicant's enlistment or acceptance of appointment in the gaining Armed Force, and will be effected upon notification to the approving authority of such enlistment or acceptance of appointment;

(2) Request that approving authority be notified by the gaining Armed Force of the effective date of such enlistment or acceptance of appointment;

(3) Date the reservist acquired his period of obligated service;

(4) Term of military obligation.

d. Upon receipt by the approving authority of evidence that the applicant has been enlisted or has accepted appointment in the gaining Armed Force,

discharge will be effected as of the day prior to the date of such enlistment or acceptance of appointment. Discharge certificate will be forwarded to the gaining Armed Force for delivery to the reservist.

2. Discharge of reservists, who do not have a military obligation, to enlist or accept appointment in a Reserve component of another Armed Force will be in accordance with the criteria and procedures stated in subparagraph 1, above, unless the reservist is eligible for discharge at his own request. Conditional release in such cases will state that the reservist has no obligated service under law.

13356 DISCHARGE FOR FAILURE TO COMPLETE BASIC MILITARY TRAINING

1. Commanders will discharge reservists who have completed their obligated service, upon failure to complete the minimum military training requirements prescribed in the current Reserve Training SOP, unless waiver and retention is authorized pursuant to such instructions as may be issued by the Commandant of the Marine Corps.

13357 DISCHARGE FOR REASON OF ERRONEOUS ASSIGNMENT OF MILITARY OBLIGATION

1. The commanders are authorized to discharge enlisted Marines erroneously assigned a military obligation. The following is applicable to the discharge so effected:

a. Authority for discharge will be this paragraph.

b. Character of discharge will be in accordance with the table shown in paragraph 13257 and the type which the Marine would have received if discharge had been effected upon expiration of enlistment inductee service.

c. Discharge will not be predated nor will a new DD Form 214 be issued.

d. Do not effect discharge without affording the Marine an opportunity to reenlist in the U. S. Marine Corps Reserve provided he is qualified.

13358 DISCHARGE FOR LACK OF INTEREST

1. The Commanding General, Marine Air Reserve Training Command; District Directors; and the Commanding Officer, Marine Corps Reserve Data Services Center are authorized to discharge for lack of interest, reservists on inactive duty under their command, provided the reservist concerned does not have a military obligation under existing law.

2. Lack of interest is defined as, and limited to one of the following:

a. Failure to answer official correspondence or to comply with the directives contained therein.

b. Failure to undergo a quadrennial physical examination when ordered.

13359 DISCHARGE OF RESERVISTS CLASSIFIED IV-F AND I-Y

1. Commanders will discharge those reservists assigned to their commands who are classified in either a IV-F or I-Y status by the Selective Service System.

13360 RECOMMENDATIONS FOR DISCHARGE

1. Commanders may recommend to the Commandant of the Marine Corps (Code DMB) that reservists be discharged for the following reasons: Convenience of the Government; own convenience; hardship; minority; unsuitability; unfitness; or misconduct. Recommendations will be prepared and processed in accordance with part F of this chapter. When an inactive duty reservist is informed of his right to appear in person before a board in connection with discharge for unfitness or misconduct, he should also be informed that such appearance will be at no expense to the Government. If he does not waive his right to appear in person, and he fails to appear after having been notified of the time

and place of meeting of the board, it will be considered that he is not reasonably available. The report of the board should clearly state the circumstances.

13361 NOT PHYSICALLY QUALIFIED

1. Upon receipt of a report from a medical officer that an enlisted reservist who is not on active duty, has been determined to be physically unqualified the commander concerned, will forward the Report of Medical Examination (SF 88) to the Commandant of the Marine Corps (Code DMB) via the Chief, Bureau of Medicine and Surgery, with recommendation as to retention, waiver, discharge, or transfer to another class.

2. The Commanding General, Marine Air Reserve Training Command; Directors; and the Commanding Officer, Marine Corps Reserve Data Services Center are authorized to take the action described below upon being notified by the Commandant of the Marine Corps that an enlisted reservist not on active duty has been found by the Chief, Bureau of Medicine and Surgery, to be physically unqualified for retention in the Marine Corps Reserve.

a. If the reservist is a member of Class II Reserve, transfer to Class III Reserve.

b. Inform the reservist of his status providing the following information and an appropriate form letter for reply:

(1) Medical description of physical defect.

(2) That laws governing the Armed Forces require that any person, who is not physically qualified for assignment to active duty, be discharged or retired from the Marine Corps Reserve.

(3) That in view of the foregoing he is requested to take one of the following courses of action:

(a) Submit a written request for discharge by reason of being physically unqualified.

(b) Request transfer to the Retired Reserve if eligible under existing regulations.

(c) Request a hearing before a physical evaluation board. Further, that expenses incurred incident to this hearing must be borne by the reservist concerned and that he would not be eligible to receive retired pay, severance pay or any other benefits as a result thereof. Additionally, that such hearings are expensive and that the physical evaluation board would be limited in its recommended findings only as to whether the Marine is physically qualified for active duty in the U. S. Marine Corps Reserve as set forth in the Disability Separation Manual, paragraph 0428.

(d) That if no reply is received within 30 days from the date of the letter of notification, it will be considered that the reservist does not desire a hearing and that action will be taken to discharge him involuntarily by reason of physical disqualification.

c. Upon completion of the foregoing, take such administrative action as may be indicated in accordance with the following instructions:

(1) Discharge the reservist upon receipt of his or her written request under authority contained in paragraph 13260.

(2) In the event the reservist requests a hearing, authorize his appearance before the nearest physical evaluation board at no expense to the Government in accordance with instructions contained in the Disability Separation Manual. Such authorization will be prepared in accordance with the format contained in figure 13-1. The addresses of the physical evaluation boards are shown in figure 13-2.

13362 DISCHARGE CERTIFICATE

1. A reservist whether discharged in accordance with the instructions contained in part H or pursuant to the provisions of part F will be awarded a

certificate of discharge of such type and character as is prescribed for his type of case. The discharge of reservists serving on active duty is governed by the provisions of part F.

2. For instructions governing preparation of discharge certificates see paragraph 15074.

3. Upon transmittal of discharge certificates, inform each Marine that it is his responsibility to report his change of status to his local board of the Selective Service System.

13363 DISCHARGE OF WOMEN WHO BECOME A PARENT OR CUSTODIAN OF A CHILD

1. Commanders shall discharge an enlisted woman in accordance with subparagraph 13261.3b when it is established that such woman comes within its purview.

13364 DISCHARGE OF RESERVISTS ON INACTIVE DUTY WHO HAVE BECOME REGULAR OR DULY ORDAINED MINISTERS OF RELIGION OR WHO DESIRE TO TAKE FINAL VOWS IN A RELIGIOUS ORDER

1. Members of the Marine Corps Reserve on inactive duty who have become regular or duly ordained ministers of religion or who desire to take final vows in a religious order may request separation as follows:

a. Officers will submit resignation of commission to the Secretary of the Navy through official channels via the Commandant of the Marine Corps (Code DMA).

b. Enlisted personnel will submit requests for discharge via official channels to the Commandant of the Marine Corps (Code DMB).

2. The following definitions apply for the purposes of this paragraph:

a. "Regular minister of religion," is defined as a person who as his customary vocation preaches and teaches the principles of religion of a church, a religious sect, or religious organization of which he is a member, without having been formally ordained as a minister of religion, and who is recognized by such church, sect or organization as a regular minister.

b. "Duly ordained minister of religion" is defined as a person who has been ordained in accordance with the ceremonial ritual, or discipline of a church, religious sect, or religious organization established on the basis of a community of faith and belief, doctrines and practices of a religious character, to preach and to teach the doctrines of such church, sect, or organization and to administer the rites and ceremonies thereof in public worship, and who as his regular and customary vocation preaches and teaches the principles of religion and administers the ordinances of public worship as embodied in the creed or principles of such church, sect, or organization.

c. The above definitions do not include a person who irregularly or incidentally preaches and teaches the principles of religion of a church, religious sect or religious organization or who may have been duly ordained a minister in accordance with the ceremonial rite, or discipline of a church, religious sect or religious organization, but who does not regularly, as a vocation, teach and preach the principles of religion and administer the ordinances of public worship as embodied in the creed or principles of his church, sect,or organization.

3. Resignation of a commission or application for discharge must be accompanied by a statement or certificate from an appropriate official of

the church, religious sect, or religious organization attesting that the reservist is a regular or duly ordained minister of religion as defined in the foregoing paragraph, or if the reservist desires to take final vows in a religious order, his resignation or application for discharge must be accompanied by a statement or certificate from an appropriate official of the religious order showing that in order to proceed further with his acceptance into the religious order, it is required that the reservist be separated from any military status he may have.

13400 RETIREMENT OF ENLISTED PERSONNEL AFTER THIRTY YEARS ACTIVE SERVICE

1. An enlisted member serving in the Regular Marine Corps who applies for retirement after completing 30 or more years of active service in the Armed Forces shall be retired. Such retirements are normally approved by the Secretary of the Navy acting for the President. For this purpose, an "enlisted member" includes a member of the Regular Marine Corps who holds a permanent enlisted grade and a temporary appointment in a commissioned or warrant officer grade. Unless otherwise entitled to a higher grade, each member shall be retired in the grade in which serving at the time of retirement. Upon retirement, an enlisted member, unless otherwise entitled to a higher pay by reason of being advanced to a higher grade in which he served satisfactorily as an officer under temporary appointment, is entitled to retired pay at the rate of 75 percent of the basic pay to which he would be entitled if serving on active duty in the pay grade in which he was serving on the day before retirement (10 U.S.C. 6326 and 6151).

2. Service creditable for retirement includes active service, except active duty for training, in the Army, Navy, Air Force, Marine Corps, Coast Guard, and Reserve components thereof, performed prior to 10 August 1956; and such active service, including active duty for training, performed on and after 10 August 1956. For the purpose of this paragraph "active service" is defined as "active duty" and means full-time duty in the active military service of the United States.

3. In computing active service for retirement of enlisted members and for transfer to the Fleet Marine Corps Reserve, the following periods of time lost as defined and computed in accordance with paragraph 044019, Navy Comptroller Manual, must be deducted from Regular Marine Corps enlistments or other periods of active service:

a. Unauthorized absence.

b. Confinement.

c. Nonperformance of duty.

d. Sickness misconduct.

e. There shall also be deducted from active service for retirement of enlisted members and for transfer to the Fleet Marine Corps Reserve:

(1) Time served under an enlistment which was voided by discharge on the ground that the member had perpetrated a fraudulent enlistment.

(2) Time held beyond expiration of enlistment or obligated active service while awaiting or undergoing trial by court-martial or awaiting completion of appellate review of such trial, unless (a) the trial resulted in acquittal of all charges involved, (b) no finding of guilty was upheld upon appellate review, or (c) the member was placed in a full duty status.

(3) Time served under a sentence which included unsuspended, forfeiture of all pay and allowances, unless (a) the sentence was disapproved or set aside upon appellate review, or (b) the member was placed in a full duty status.

(4) Periods of leave without pay granted in accordance with current instructions (see SecNav Instruction 1050 series) to await completion of appellate review of court-martial sentences which included punitive discharge.

(5) Service performed while under the minimum statutory age for enlistment, 10 U.S. Code 3254, 3256, 5533, 8254, 8256; 32 U.S. Code 313, regardless of whether the enlistment is terminated by reason of minority.

13401 PROCEDURE FOR EFFECTING VOLUNTARY RETIREMENT

1. Application for retirement shall be addressed to the Secretary of the Navy via official channels and the Commandant of the Marine Corps. The application shall be submitted so as to arrive at Headquarters Marine Corps not more than 3 months and not less than 2 months in advance of the desired retirement date and will have attached a Report of Medical Examination, SF 88, in duplicate indicating the individual is physically qualified for retirement.

2. Upon approval of the Secretary of the Navy, an authorization for transfer to the retired list will be forwarded to the commander by the Commandant of the Marine Corps. Transfer to the retired list will specify a date upon which transfer is to be effective. Transfer to the retired list must, by law be effective on the date specified unless the Secretary of the Navy approves a change prior to the effective date. The law, 5 U.S. Code 47a, requires that such retirements shall take effect on the first day of a month.

3. In time of peace an individual will be released from active duty on the date preceding the effective date of retirement. Release from active duty takes effect at midnight on last of month immediately preceding date of retirement.

4. Discharge certificates will not be issued regardless of the reason for retirement.

5. Enlisted Marines contemplating voluntary retirement shall obtain a preretirement physical examination not more than 4 months and not less than 2 months prior to the desired retirement date in order to determine their fitness for voluntary retirement. If a disability is disclosed, the Marine may be subject to physical disability retirement in accordance with part J of this chapter. A request for retirement should not be submitted until the individual is found to be physically qualified for retirement. If, after a member has submitted a request for voluntary retirement, disease or injury intervenes and such disease or injury may warrant consideration for physical disability retirement or medical treatment beyond the requested date of retirement, the cognizant command will immediately notify the Commandant of the Marine Corps by message and the individual will be advised to withdraw his application for retirement pending determination of his case.

6. An individual being released from active duty upon retirement shall be directed to inform the Commandant of the Marine Corps (Code CDH) for pay purposes of any change in address, and of the necessity in all communications of giving full name, grade, and service number. He shall be further directed to keep the Commandant of the Marine Corps (Code DGH) informed at all times of current home mailing address where he will receive mail and messages addressed to him. This report of current address is in addition to that submitted for pay purposes. He shall also be informed that he may wear his uniform from place of release to home, if travel is performed within 3 months after the date of his release, and on other occasions when the wearing of the uniform is appropriate; see Marine Corps Uniform Regulations.

7. Upon retirement, the individual's service records will be closed out and forwarded to the Commandant of the Marine Corps (Code DGH) and the disbursing officer who is carrying the pay records of the member will be notified. Prior to forwarding the service records, the commander will include in the member's record a home mailing address.

8. When an enlisted member of the Marine Corps is to be placed on the retired list after 30 years service, the presentation of his retirement papers will be made an occasion of ceremony the scope of the ceremony and the number of troops participating being

left to the discretion of the commander of the post or station.

9. When an enlisted member of the Marine Corps is placed on the disability retired list or the temporary disability retired list as directed by the Commandant of the Marine Corps, the service record book will be closed out and forwarded to the Commandant of the Marine Corps (Code DGK). No discharge certificate will be issued.

13402 RETIREMENT OF MEMBERS OF THE FLEET MARINE CORPS RESERVE

1. When a member of the Fleet Marine Corps Reserve has completed 30 years of combined active and inactive service, or when he is found not physically qualified, he shall without application be transferred to:

a. The retired list of the Regular Marine Corps if he was a member of the Regular Marine Corps at the time of his transfer to the Fleet Marine Corps Reserve.

b. The Retired Reserve of the Marine Corps Reserve if he was a member of the Marine Corps Reserve at the time of his transfer to the Fleet Marine Corps Reserve.

2. For the purpose of retirement, a member's years of service are computed by adding:

a. The years of service credited to him upon his transfer to the Fleet Marine Corps Reserve;

b. His years of active and inactive service in the Armed Forces before his transfer to the Fleet Marine Corps Reserve not credited to him upon that transfer;

c. His years of service, active and inactive, in the Fleet Marine Corps Reserve.

3. Unless otherwise entitled to higher pay as set forth in paragraph 13403, each member transferred to the retired list or the Retired Reserve as provided in this paragraph is entitled to retired pay at the same rate as the retainer pay to which he was entitled at the time of his transfer to the retired list or the Retired Reserve (10 USC 6331).

4. Upon an individual's retirement from the Fleet Marine Corps Reserve, appropriate entries shall be made in his service record book by the Director of the Marine Corps District to which he is attached. The service record book will then be forwarded to the Commandant of the Marine Corps (Code DGH).

13403 ENLISTED PERSONNEL ON THE RETIRED LIST

1. An individual on the retired list may be ordered to active duty in time of war or national emergency. A retired person serving on active duty shall receive full pay and allowances of his grade.

2. A retired individual serving on active duty in time of war or national emergency will be released from active duty only in accordance with such instructions as may be issued by the Commandant of the Marine Corps.

3. Retired enlisted personnel not on active duty shall receive such retired pay as may be provided by law, and shall be paid monthly by the Commandant of the Marine Corps (Code CDH).

4. Retired enlisted personnel not on active duty are entitled to medical treatment and hospitalization on space available basis; see Manual of the Medical Department, United States Navy. When hospitalized in a naval hospital, they are entitled to a daily ration.

5. Upon transfer to the retired list, enlisted members who formerly served as officers, will be advanced on the retired list to the highest officer grade in which they served satisfactorily under a temporary appointment as determined by the Secretary of the

Navy. A warrant officer, W-1, or enlisted member so advanced to a commissioned grade on the retired list who applies to the Secretary of the Navy within 3 months after his advancement, shall, if the Secretary approves, be restored on the retired list to his former warrant officer or enlisted grade, as the case may be, and shall thereafter be considered for all purposes as a warrant officer, W-1, or an enlisted member as the case may be.

a. Each enlisted member other than a former member of the Fleet Marine Corps Reserve, who is advanced on the retired list under the provisions of subparagraph 5, above, upon retirement after completion of 30 years of active service, is entitled to retired pay at the rate of 75 percent of the basic pay to which he would be entitled if serving on active duty in the grade to which advanced on the day before retirement.

b. Each former member of the Fleet Marine Corps Reserve who is advanced on the retired list under the provisions of subparagraph 5, above, is entitled to retired pay based upon the grade to which advanced. Such retired pay shall be at the rate of 2-1/2 percent of the basic pay of the grade to which advanced, determined by the same period of service used to determine the basic pay of the grade upon which his retainer pay is based, multiplied by the number of years of service creditable for his retainer pay at the time of retirement, but the retired pay may not be more than 75 percent of the basic pay upon which the computation of retired pay is based (10 USC 6151).

13404 ELIGIBILITY FOR TRANSFER TO THE FLEET MARINE CORPS RESERVE

1. An enlisted member of the Regular Marine Corps or Marine Corps Reserve who has completed 19 years and 6 months or more of active service in the Armed Forces may, at his request, be transferred to Class I(d) of the Fleet Marine Corps Reserve. The approval or disapproval of a request for such transfer will be based on the needs of the service and the criteria in effect at the time the request is received (10 USC 6330).

a. Each member who is transferred to Class I(d) of the Fleet Marine Corps Reserve is entitled, when not on active duty, to retainer pay at the rate of 2-1/2 percent of the basic pay that he received at the time of transfer multiplied by the number of years of active service in the Armed Forces. Retainer pay may be recomputed to include any active duty performed after transfer.

b. If the member has been credited by the Secretary of the Navy with extraordinary heroism in the line of duty, which determination by the Secretary is final and conclusive for all purposes, his retainer pay shall be increased by 10 percent. However, in no case may a member's retainer pay be more than 75 percent of the basic pay upon which the computation of retainer pay is based.

c. All active service as defined in subparagraph 13400.2 is included in computing service for transfer to Class I(d). A completed minority enlistment in the Regular Navy is counted as 4 years of active service and an enlistment in the Regular Navy terminated within 3 months before the end of the term of enlistment is counted as active service for the full term. For the purpose of determining the number of years of service to be used as a multiplier in computing retainer pay, a part of a year that is 6 months or more is counted as a whole year and a part of a year that is less than 6 months is disregarded.

d. Deductions will be made for time lost in accordance with subparagraph 13400.3.

e. A member must be serving on a valid contract of enlistment or extension thereof to be eligible for transfer to the Fleet Marine Corps Reserve. There is no existing authority for automatic retention beyond the expiration date of an enlistment contract solely for such purposes. If a member is retained beyond the expiration of his enlistment for medical purposes, and is returned to a duty status as fit for duty, he must immediately extend his contract or reenlist, notwithstanding his expressed intention to transfer to the Fleet Marine Corps Reserve in the near future.

2. Members of the Regular Marine Corps who were in the naval service on or before 1 July 1925, may be transferred to Class I(b) of the Fleet Marine Corps Reserve upon completion of 16 but less than 20 years of active naval service; or to Class I(c) with 20 or more years of active naval service. (34 USC 1952 ed 854b and 854c.) Pay may be increased 10 percent for all men who may be credited with extraordinary heroism in the line of duty or whose average conduct mark for 20 or more years is not less than 95 percent of the maximum. Regulations pertaining to these classes are not set forth in detail because they relate to small closed classes and are therefore of limited interest. Qualified personnel who were in the Navy or Marine Corps on or before 1 July 1925, may obtain detailed information from the Commandant of the Marine Corps (Code DMB).

13405 APPLICATION FOR TRANSFER TO THE FLEET MARINE CORPS RESERVE

1. Requests for transfer to the Fleet Marine Corps Reserve shall be submitted to the Commandant of the Marine Corps (Code DMB), via official channels in sufficient time to arrive at Headquarters, U.S. Marine Corps, not earlier than 90 days, and no later than 60 days prior to the requested effective date of transfer. Applications submitted requesting exception to the foregoing policy, will be favorably considered only in cases involving genuine hardship or where necessary to meet the requirements of paragraph 4110. The requested effective date should be the last day of a month except when the requested date is the date of expiration of enlistment.

2. Requests for transfer should reference this paragraph and shall be submitted in the following form:

"1. In accordance with reference (a), it is requested that I be transferred to the Fleet Marine Corps Reserve on or about _____.

"2. I am eligible for assignment to Class I _____."

3. A Marine whose case is being considered or has been processed by a physical evaluation board, and who desires to apply for transfer to the Fleet Marine Corps Reserve prior to final action of the Secretary of the Navy, will be advised that in order to be eligible for physical disability benefits he must be entitled to receive basic pay at the time the Secretary of the Navy makes the necessary physical disability determination and that any untimely separation may be prejudicial to his case. If he does not desire to withdraw his request for transfer to the Fleet Marine Corps Reserve, his application should also include the following paragraph:

"Having been informed of my rights under Chapter 61, 10 U.S. Code, I agree to forego any disability benefits to which I may be entitled thereunder and I request transfer to the Fleet Marine Corps Reserve on _____." (See part J.)

4. When forwarding a request for transfer to the Fleet Marine Corps Reserve the commander will provide the following document and information with his endorsement:

a. Any extraordinary heroism which occurred during the current enlistment.

b. Future home mailing address.

c. Standard Form 88, Report of Medical Examination, in duplicate; see subparagraph 5.

d. Time lost during current enlistment.

e. Report of courts-martial awarded during current enlistment. (Example: Summary Court approved CA 16 Sep 60.)

f. In the case of a Marine who applies for transfer to Class I(c) with 20 or more years service, the average of any semiannual markings during current enlistment. Applies only to members who were in the naval service on or before 1 July 1925.

g. If enlistment contract has recently been extended or reenlistment effected, include date of execution and period for which extended or reenlisted.

5. Enlisted personnel who desire to request transfer to the Fleet Marine Corps Reserve shall be given a complete physical examination to determine if they are physically qualified for such transfer. Such examinations shall be given in accordance with the Manual of the Medical Department, U. S. Navy, and shall be completed not more than 4 months prior to the requested date of transfer. This examination will permit correction of minor physical defects, and if a disability is disclosed the individual may be subject to disability retirement in accordance with part J of this chapter. A request for transfer to the Fleet Marine Corps Reserve should not be submitted until such time as the individual is found to be physically qualified for such transfer.

6. Applications, once submitted in the proper manner, will not normally be cancelled. However, when a request for cancellation is made by an enlisted person, due to unforeseen meritorious conditions, the case shall be referred to the Commandant of the Marine Corps with all pertinent facts, together with affidavits or other supporting documentary evidence showing changed conditions that could not be foreseen.

7. Applicants for transfer to the Fleet Marine Corps Reserve will be retained on active duty pending receipt of instructions from the Commandant of the Marine Corps in the following circumstances. A detailed message report of conditions involved will immediately be made to the Commandant of the Marine Corps (Code DMB).

a. When the Marine loses time due to nonperformance of duty because of reasons listed in Navy Comptroller Manual, volume 4, in the interim period between date of submission of request and authorized date of transfer.

b. When the individual is awaiting disciplinary action, serving sentence of a court-martial, to include a Marine serving in a probationary status as a result of an approved suspended sentence awarded by court-martial.

c. Where the applicant has applied to the Commandant of the Marine Corps for remission of indebtedness to the Government and is awaiting action on his case.

8. If, after submission of an application for transfer to the Fleet Marine Corps Reserve, an individual's duty station is changed prior to receipt of the Commandant of the Marine Corps' action on his application, the Commandant of the Marine Corps shall be informed immediately by message making reference to this paragraph. In the event the authorization for transfer is subsequently received in the command from which the application was submitted, the authorization shall be forwarded promptly to the individual's new duty station by endorsement, with identifying data, and a copy of the endorsement sent to the Commandant of the Marine Corps.

13406 TRANSFER TO THE FLEET MARINE CORPS RESERVE AND RELEASE FROM ACTIVE DUTY

1. Enlisted personnel shall be transferred to the Fleet Marine Corps Reserve only upon authority of the Commandant of the Marine Corps. Transfers shall be effected on the last day of the month and personnel will assume their status as members of the Fleet Marine Corps Reserve on the first day of the following month. Exceptions to the foregoing will be made only in those cases where transfer has been requested upon expiration of enlistment. In such cases transfers will be effected on the date the enlistment expires and the Marine concerned will assume status as a member of the Fleet Marine Corps Reserve on the following date. Except in time of war or national emergency, personnel transferred to the Fleet Marine Corps Reserve shall be released from active duty on date of such transfer, unless an order to the contrary has been received.

2. Transfer to the Fleet Marine Corps Reserve shall not be made on a date other than as contained in the authorization, unless the Commandant of the Marine Corps' authority for a change

in the date is first obtained. When such a change is authorized by the Commandant of the Marine Corps, it will be attached to the original authorization for transfer. Any change must be authorized by the Commandant of the Marine Corps prior to the effective date of transfer.

3. If disease or injury occurs after the individual has submitted his request for transfer to the Fleet Marine Corps Reserve and it appears that he may be subject to retirement by reason of physical disability or he may require medical treatment beyond the requested date of transfer, the circumstances will be reported to the Commandant of the Marine Corps (Code DMB). If the authorization for transfer has been received, it should be returned with the report. If the authorization is subsequently received it should be returned by referencing the report. See part J of this chapter for information regarding physical disability retirement.

4. Commands effecting an individual's transfer to the Fleet Marine Corps Reserve and release to inactive status shall see that the following procedure is complied with:

a. Forward two copies of the commander's order to the individual transferring him to the Fleet Marine Corps Reserve to the Commandant of the Marine Corps (Codes DGH and CDH), and one copy to the Director of the Marine Corps District in which he will reside, and one copy to the Commanding Officer, Marine Corps Reserve Data Services Center.

b. A new health record will be prepared for the enlisted person and the old health record shall be disposed of in accordance with current instructions from the Bureau of Medicine and Surgery.

c. Forward the service record and new health record to the Commanding Officer, Marine Corps Reserve Data Services Center.

d. Fleet Marine Corps reservists will be instructed in writing by the commander that they must keep themselves in readiness for active service in the event of war or national emergency; that they must keep the Commandant of the Marine Corps (Code DGH), the Director of the Marine Corps District in which they reside and the Commanding Officer, Marine Corps Reserve Data Services Center informed of their current home mailing address in addition to any address they report for purposes of pay; that they must answer promptly all letters addressed to them by the proper authority; and that they must inform the director of any change in health which might prevent service at sea or in the field in time of war. They shall also be informed that they may wear their uniform from place of release to home if travel is performed within 3 months after the date of release, and on such other occasions when the wearing of the uniform is appropriate; see MCO P1020.34B, Marine Corps Uniform Regulations.

e. Fleet Marine Corps reservists on inactive duty are entitled to medical treatment and hospitalization; see the Manual of the Medical Department, United States Navy. When hospitalized in a naval hospital they are entitled to a daily ration.

13407 RETIREMENT OF ENLISTED RESERVISTS

1. Additional provisions for retirement of enlisted reservists are set forth in part D of this chapter.

PART J: PHYSICAL DISABILITY RETIREMENTS AND SEPARATIONS OF OFFICERS AND ENLISTED PERSONNEL

13450 GENERAL

1. Regulations promulgated by the Secretary of the Navy for administration of the provisions of law which pertain to physical disability separation and retirement of members of the naval service are contained in the Disability Separation Manual, NAVEXOS P-1990, which should be consulted in each case. These regulations provide that no member of the naval service shall be separated or retired by reason of physical disability from an active duty status without a hearing before a physical evaluation board unless such hearing is waived by the member concerned. Further, that no member of the naval service shall be separated or retired by reason of physical disability from an inactive duty status without a hearing before a physical evaluation board if such member shall demand it.

2. When doubt exists as to the present state of health of any member of the Marine Corps or as to the ability of the member to perform the duties of his rank, an appropriate medical board may be convened to examine him. The medical board shall make recommendations regarding the disposition of the member.

3. If the promotion of an enlisted member is effected on or after the date that the signature of the Secretary of the Navy has been affixed to the order directing retirement for physical disability, the promotion is without effect.

4. Final disposition of any case of a member of the Marine Corps whose case has been referred to a physical evaluation board shall be made only as directed by the Commandant of the Marine Corps, based on the final determination of the Secretary of the Navy.

5. Personnel who have disciplinary action pending, or who are being investigated for possible misconduct will not be ordered before a physical evaluation board without specific approval of the Commandant of the Marine Corps. See the Disability Separation Manual for detailed instructions.

6. In accordance with 10 USC 1218, a member of the Marine Corps may not be discharged or released from active duty because of physical disability until he (1) has made a claim for compensation, pension, or hospitalization, to be filed with the Veterans' Administration, or has refused to make such a claim; or (2) has signed a statement that his right to make such a claim has been explained to him, or has refused to sign such a statement. All commanding officers connected with activities designated to separate personnel will ensure that no person shall be discharged, retired, or released from active service, by reason of physical disability, until he has had explained to him his right to file a claim for compensation, pension, or hospitalization. It should also be explained to each individual that any hospitalization or benefits which may be required or desired from the Veterans' Administration, at a later date, are generally contingent upon the filing of such claim. A delay in filing a claim may result in the eventual loss of monetary benefits or deprivation of hospitalization at a critical time. To eliminate this delay the following procedure will be followed:

a. Where the individual submits a claim for compensation, pension, or hospitalization. The pension claim shall be forwarded to the Veterans' Administration regional office having jurisdiction over the locality in which the individual intends to reside, accompanied by a photostatic or typewritten copy of the entire Health Record (except cover) and a certified copy of such of the following records as may have been completed:

(1) Standard Form 88, with dental section completed, reporting the separation physical examination.

(2) NavMed--M.

(3) Clinical Board Report.

(4) Final orders in the case of persons discharged or released from active service in accordance with the provisions of Title IV of the Career Compensation Act.

b. Where the individual does not desire to file a claim. A right that a member may assert after failing or refusing to sign a claim, as provided in subparagraph a, above, is not affected by that failure or refusal. In these cases the individual shall be requested to sign a statement on a page of his medical record as follows:

"I have been told that I am to be (discharged) (retired) or (released) from active duty in the naval service, by reason of physical disability and have been advised of my right to file a claim with the Veterans' Administration for compensation, pension, or hospitalization. I have decided not to submit a claim for any of those benefits at this time. I understand that my failure to file a claim at this time does not prejudice any right to submit a claim which I may assert in the future. I understand, however, that a delay in filing a claim may result in the eventual loss of monetary benefits or deprivation of hospitalization at a critical time."

This statement does not constitute a waiver of any rights and should not be referred to as a waiver. The signed statement should be attached to, and forwarded to the Bureau of Medicine and Surgery with, the terminated Health Record for filing. If at a later date the veteran decides to submit a claim for benefits, the statement will be forwarded to the Veterans' Administration with a copy of his medical record.

c. Where the individual does not desire to file a claim and refuses to sign a statement as set forth in subparagraph b, above. In these cases an appropriate entry shall be made in the medical record of the individual, signed by the cognizant officer, reading substantially as follows:

"_____ has had explained to him his right to file a claim for compensation, pension, or hospitalization with the Veterans' Administration. He did not desire to file such a claim at this time and refused to sign a statement acknowledging the explanation of his right and his decision not to submit a claim at this time. _____ was advised that a right that he may assert after failing or refusing to sign a claim at this time is not affected by his failure or refusal.

_____
(Signature of cognizant officer)"

d. The foregoing does not preclude the immediate transfer of any person to a Veterans' Administration facility for necessary hospital care.

e. Claims shall be submitted in accordance with paragraph 11350.

7. A member of the Marine Corps or Marine Corps Reserve who is separated or retired from the service by reason of physical disability may be eligible to elect either compensation from the Veterans' Administration or retired pay from the Marine Corps, or both, based on that disability. In no case may the total compensation received exceed the maximum granted by either the Marine Corps or the Veterans' Administration.

8. Additional instructions regarding separation by reason of disability are contained in current BUMED Instructions.

13451 VOLUNTARY SEPARATION PRIOR TO COMPLETION OF FINAL ACTION ON PHYSICAL DISABILITY PROCEEDINGS

1. A member of the Regular Marine Corps entitled to basic pay, or a member of the Marine Corps Reserve entitled to basic pay who has been ordered to active duty for a period of more than 30 days, other than involuntary active duty for training for not more than 45 days pursuant to 10 U.S. Code, 270(b), should not be discharged or released upon expiration of active

service if medical treatment or disability proceedings have not been completed. If such a member requests separation despite these circumstances, or prior to final action by the Secretary of the Navy, he will be instructed that the law, 10 U.S. Code, Chapter 61, requires that in order to be eligible for physical disability retirement or severance pay, such a member must be in receipt of basic pay at the time the Secretary of the Navy makes the necessary physical disability determination and that separation prior to such time may prejudice his case. If, after the explanation, an enlisted member does not withdraw his request for separation or release, the following entry will be made in the service record:

"I request that I be discharged (released from active duty) despite the explanation which has been given me, that in order to be eligible for physical disability retirement or severance pay I must be entitled to receive basic pay at the time the Secretary of the Navy makes his determination in my case. Notwithstanding possible prejudice in my case, I still desire separation."

Such entry shall be signed by the individual and witnessed by an officer prior to effecting separation. If the Marine refuses to sign such a statement, an entry of such refusal shall be made, his separation effected and the Commandant of the Marine Corps (Code DMB) informed. In all cases involving transfer to the Marine Corps Reserve and/or release from active duty a certified true copy of the Marine's statement will be forwarded to the Commandant of the Marine Corps (Code DMB) immediately upon separation.

2. In the case of officers, if orders for release from active duty, separation, or voluntary retirement have been received, the Commandant of the Marine Corps (Code DM) will be informed of the circumstances by message. However, involuntary separation or involuntary retirement which is mandatory under law cannot be deferred beyond the date specified by law, and a report is not required in such cases.

13452 DISPOSITION OF MARINE CORPS PERSONNEL AWAITING FINAL ACTION OF PHYSICAL EVALUATION BOARD PROCEEDINGS

1. A member of the Marine Corps or Marine Corps Reserve on active duty in excess of 30 days who has been considered by a physical evaluation board which finds that the member is unfit for duty and that continued treatment is not indicated may, subject to his consent, be ordered home to await orders pending action on the physical evaluation board proceedings. Commanding officers of naval hospitals will, after appearance of a Marine before a physical evaluation board, discharge such member to the organization to which administratively attached when his condition does not warrant continued treatment. Commanders will utilize the services of any member who does not desire to be ordered home to await action of physical evaluation board proceedings and whose condition does not warrant continued treatment.

2. Commanders will issue permanent change of station orders directing a member to proceed to his home to await orders pending final action on physical evaluation board proceedings when the following conditions exist:

a. A physical evaluation board has arrived at a recommended finding that the member is unfit to perform the duties of his grade, and the member has signed a statement that he accepts the prima facie findings and does not demand a full and fair hearing or he has appeared in person and received a full and fair hearing before the board.

b. The commanding officer of the naval hospital considers that further hospitalization and treatment are not required.

c. The services of the member may not be utilized to advantage.

d. The member so ordered has agreed to permit any accumulated unused leave to be charged off while in such status.

3. Orders for officers coming within the purview of this paragraph will be requested by message addressed to the Commandant of the Marine Corps (Code DFA).

4. Enlisted members will be issued orders in accordance with the format contained in chapter 5. If the orders would involve travel in Alaska, Hawaii or outside the United States, instructions will be requested by message addressed to the Commandant of the Marine Corps (Code DMB).

5. Enlisted members ordered home or to point of selection to await action on physical evaluation board proceedings will be entitled to payment of basic allowance for subsistence for the period following the date and hour of arrival home to include the date of separation from active service. Members without dependents will be entitled to basic allowances for quarters from and including the date of arrival home to include the date of separation from active service. Members with dependents will continue to be entitled to basic allowance for quarters as prescribed by current regulations to include the date of separation from active service. The date of arrival home for the purpose of crediting subsistence and quarters allowances will be determined by the disbursing officer on the basis of the member's itinerary or constructive rail travel via the shortest usually traveled route, whichever is earlier.

6. The unused leave balance of a member will be reduced for time spent at home awaiting orders, commencing the day following the date of actual arrival home or the date following the constructive date of arrival home or the date following the constructive date of arrival based on the shortest usually traveled route, whichever is earlier.

7. Transportation of dependents and household effects is authorized under change of station orders issued, in accordance with authority contained herein, for the distance not to exceed that from the old station to the home of record only. However, members will be advised that, since entitlement to transportation of dependents and household effects will not accrue unless and until the member's name is ultimately placed on the retired list or he is otherwise separated from the service, there is a possibility that claims for transportation for dependents and cost of the shipment of household effects paid prior to actual entitlement may be for checkage against the individual's account. Upon being placed on the permanent retired list, temporary disability retired list, or separated from the service, mileage and other transportation allowances, including transportation of dependents and household effects, will be settled or adjusted in accordance with the provisions of Joint Travel Regulations and Navy Travel Instructions.

8. A claim for reimbursement for travel performed by dependents incident to change of station orders issued under this authority will be submitted to the disbursing officer maintaining the Marine's pay record. A claim for reimbursement for travel performed by dependents incident to the member's retirement, placement on the temporary disability retired list, or discharge will be submitted to the Commandant of the Marine Corps (Code CD), and will be supported by the original and two certified copies of the change of station orders, plus the original and two certified copies of (1) the retirement orders, or (2) the "Transportation of Dependents and Household Effects" certificate which will be furnished him by the commander in the event of his discharge. At the time a member who has dependents is detached from his permanent duty station by orders issued under this authority, the disbursing officer will furnish him with sufficient copies of DD Form 766 for his use in submitting claims for transportation of

dependents, and will advise him of the procedure for submitting such claims.

13453 CURRENT ADDRESS OF PERSONNEL RETIRED FOR DISABILITY

1. An officer or enlisted man who is retired by reason of physical disability shall keep the Commandant of the Marine Corps (Code DGH) informed at all times of his current home mailing address where mail and messages addressed to him will be received. This report of current address is in addition to the report submitted to the Commandant of the Marine Corps (Code CDH) or Veterans' Administration for pay purposes.

From: Commanding General, Marine Air Reserve Training Command
To:
Via: Senior Member, Physical Evaluation Board (insert appropriate mailing address shown in Figure 13-2)

Subj: Authorization to appear before a Physical Evaluation Board

Ref: (a) Disability Separation Manual (NAVEXOS P-1990)

Encl: (1) Statement of Rights in triplicate (NAVEXOS-3332)

1. When notified by the via addressee that the necessary records are available for presentation of your case, you are authorized to report to that officer for an evaluation of your present physical condition.

2. In the evaluation of your physical condition, the Physical Evaluation Board is directed to conduct the proceedings in all respects as provided for hearings in the case of active duty members except that it will make only the recommended finding that you are or are not physically qualified for active duty in the U. S. Marine Corps Reserve. The Board's attention is invited to paragraph 0428 of reference (a).

3. The above is authorized with the understanding that you will not be entitled to reimbursement for mileage or expense in connection therewith. In case you do not desire to bear this expense or if for any reason you fail to report to the Physical Evaluation Board on the date specified, you will regard paragraph 1 of this authorization as revoked.

4. You are advised that if for any reason you are unable to report in person to the Physical Evaluation Board on the date specified, you may waive your right to appear in person. If you waive your right to appear in person, your case will be submitted to the Physical Evaluation Board for an examination on the record. It is requested that you execute the enclosed Statement of Rights and return it to the via addressee prior to the date set for your examination.

5. Whether you appear in person or waive your right to appear in person, you may be represented by counsel if you so desire. You are advised that if you desire counsel to assist or represent you in presenting your case before the Physical Evaluation Board, competent legal assistance is available without expense to you. Should you desire to avail yourself of this service, you may apply to the Senior Member of the Physical Evaluation Board.

6. By endorsement hereon the via addressee is requested to notify you of the date and place you are to appear.

(Signature of Commander)

Copy to:
BuMed (Code 3351)
CMC (Code DMB)
Individual concerned - 4

Figure 13-1

MAILING LIST OF PHYSICAL EVALUATION BOARDS

First Naval District
U. S. Naval Hospital
Chelsea 50, Massachusetts

Third Naval District
U. S. Naval Hospital
St. Albans, L. I., 12, New York

Fourth Naval District
U. S. Naval Hospital
17th St. and Pattison Avenue
Philadelphia 45, Pennsylvania

Fifth Naval District
U. S. Naval Hospital
Portsmouth, Virginia

Sixth Naval District
U. S. Naval Hospital
U. S. Naval Base
Charleston, South Carolina

Ninth Naval District
Building 1,
Great Lakes, Illinois

Eleventh Naval District
U. S. Naval Hospital
San Diego 34, California

Twelfth Naval District
U. S. Naval Hospital
Oakland 14, California

Headquarters Marine Corps
Henderson Hall, Building #3
Washington 25, D. C.

U. S. Naval Hospital
Camp Lejeune, North Carolina

U. S. Naval Hospital
Camp Pendleton, California

Note:

Address all correspondence to Senior Member.

EXAMPLE: Senior Member
Physical Evaluation Board
Headquarters, Ninth Naval District
Great Lakes, Illinois

Figure 13-2

CHAPTER 14

PAY AND ALLOWANCES

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CHAPTER 14

PAY AND ALLOWANCES

PART A: GENERAL

14000 SCOPE

1. Regulations regarding pay and allowances are contained in the Navy Comptroller Manual, volume 4, chapter 4, part B, except that information concerning allowances for travel of members and their dependents is contained in Joint Travel Regulations, Navy Travel Instructions, and chapter 5 of this manual. Instructions in this chapter are to amplify or specify qualification requirements and shore patrol entitlements.

14001 RECOUPMENT OF REENLISTMENT BONUS

1. Provision is made under Section 207 of the Career Compensation Act of 1949, as amended, 37 U.S.C., Section 308, whereby a prorata portion of the reenlistment bonus paid an enlisted member for a reenlistment or an extension of an enlistment entered into on or after 26 October 1951 will be refunded to the Government by an enlisted member who either voluntarily or as result of his own misconduct does not complete the enlistment or extension of enlistment for which the reenlistment bonus was paid. The Navy Comptroller Manual, paragraph 044070-4, contains the detailed regulations pertaining to the periods of time not served for which recoupment of reenlistment bonus is required and the manner in which the commander will submit the required information to the disbursing officer for appropriate action on the member's military pay record.

2. The recoupment of reenlistment bonus changes the information recorded on enlistment contracts. Detailed instructions on making such changes are contained in subparagraph 15105.1aa and in the Navy Comptroller Manual, paragraph 044072-2.

3. A member will not be retained in the service beyond the date he would otherwise be discharged solely for the purpose of recoupment of reenlistment bonus.

14050 DEFINITIONS FOR PURPOSES OF THIS PART

1. Government Mess. This term means any mess operated by the Government for the purpose of subsisting enlisted members of the Armed Forces without charge to the individual.

2. Rations In Kind Are Not Available. This term shall be considered applicable in the case of enlisted members on duty at stations where it is determined, in accordance with this part, that it is impracticable for subsistence in kind to be furnished by the Government. This includes situations where a government mess as defined in Joint Travel Regulations is in fact not available.

3. Permission to Mess Separately. This term shall be considered applicable in the case of enlisted members on duty at stations or while sick in hospitals where a mess for subsisting enlisted members is available and when such enlisted members are authorized to subsist themselves independently. Such term shall also be considered applicable in the case of enlisted members during all periods of authorized leave, including periods of leave or delay while en route between duty stations.

4. Assigned to Duty Under Emergency Conditions Where No Government Messing Facilities are Available. This term shall be considered applicable in the case of enlisted members assigned to duty under conditions requiring extraordinary expenses for subsistence as determined in accordance with this part.

5. Subsisted at Government Expense. This term shall be considered applicable to enlisted members who are subsisted in kind by the Government, and to enlisted members while they are in travel status and are entitled to a per diem allowance in lieu of subsistence or to a mileage allowance.

6. Pro Rata Allowance. This term shall be considered applicable to enlisted members being subsisted in kind or to those who have been granted permission to mess separately whose duties require them to be absent from their station and to buy at least one meal from other than a government mess and are thus entitled to a pro rata allowance for each such meal.

14051 POLICY

1. Normally, enlisted members will be subsisted in kind.

2. In the interest of uniformity in making determinations, government messes when available within the area, will be used to the fullest extent compatible with economy and efficiency.

3. The subsistence allowances referred to in this part shall not be authorized solely on the basis of marital status, dependency or the location of a member's residence or as extra incentive or compensation on the basis of the member's assignment to specified duties, such as bands, recruiting, chauffeurs, and orderlies.

4. In all cases where members of one or more services are performing duty at installations or are assigned to activities within the same area, the service commanders shall confer to assure that determinations of the authorization of basic allowances for subsistence are uniform when similar duty conditions exist. Each commander shall determine, within established guidelines, whether a government mess is available and, if so, the practicability of the Government furnishing subsistence in kind to personnel assigned to his command. In cases where two or more installation commanders within a given area are unable to reach voluntary agreement on determinations for similar duties, a complete report of the facts and circumstances will be reported to the Commandant of the Marine Corps (Code DF) for resolution. In cases where members of more than one service are performing duty at an installation, the installation commander shall make the determinations.

5. Enlisted personnel hospitalized and subsisted at government expense are not authorized any monetary allowance for subsistence. However, when a hospitalized member is granted permission to mess separately he is entitled to receive a subsistence allowance at the authorized rate.

6. Members permitted to mess separately are entitled to the commuted value of the ration, at the authorized rate, except as hereinafter provided in this part.

7. Members on authorized leave are entitled to the same basic allowance for subsistence as is authorized when permission to mess separately is granted.

8. Authorizations for the emergency rations rate, within the U.S. (excluding Alaska and Hawaii) not to exceed $3.42 per day may be made only in cases where:

a. Government messing facilities are in fact not available,

b. The member is assigned to duty under "emergency conditions" and,

c. Extraordinary expenses for subsistence are actually incurred.

"Emergency conditions" may be considered to exist when a member is assigned to duty in out-of-the-way places, the assignment is of a limited duration, and the member is required to procure at least two meals a day from commercial restaurants or contract messes. A member may be considered to have incurred "extraordinary expenses" where the actual cost of subsistence equals or exceeds $3.42 per day.

9. Authorizations under subparagraph 8, above, shall be granted only with the approval of the Secretary of the Navy, or his designee. Approval authority may not be redelegated. Such authorizations may be made for periods not to exceed 12 months. In approving original and subsequent authorizations, consideration shall be given to practicability and cost of establishing government messing or contract facilities.

14052 DETERMINATION OF IMPRACTICABILITY

1. Determinations that it is impracticable for subsistence in kind to be furnished by the Government shall be based on the location of a government mess in relation to the member's post of duty.

2. Normally, in the absence of other extenuating circumstances, determinations of impracticability will not be made unless the mess, by normal travel time, is more than 30 minutes each way via government-provided transportation. If the cost to the Government of providing the member transportation (government or commercial) to the mess would be more than the basic allowance for subsistence when rations in kind are not available less the commuted value of the ration, a determination of impracticability may be made.

3. The time and cost factors need not be applied for the noonday meal where an enlisted member's post of duty is not at a military or naval installation.

4. A determination of impracticability may be made by the Secretary of the Navy, or his designee, notwithstanding the foregoing for members whose assigned duties are such that utilization of a government mess would adversely affect their mission, such as investigative personnel.

5. An enlisted member, who regularly performs duty outside the confines of a military installation (such as a downtown office building), but resides off the military installation because family quarters are not available for assignment to him and his dependents, is entitled only to the subsistence allowance authorized when permission to mess separately is granted, if single quarters and messing facilities are available at a military installation and normally are assigned to or utilized by single members performing duty at the duty station. Such a member may also receive an additional supplemental subsistence allowance at the rate and under the conditions outlined in the Navy Comptroller Manual, paragraphs 044025-3e and 044026-2c.

14053 AUTHORIZED SUBSISTENCE ALLOWANCES

1. The Navy Comptroller Manual, paragraph 044025-3, based on 37 U.S.C. 402 and appropriate Executive and Department of Defense directives and Comptroller General decisions, provides the entitlement provisions for subsistence allowances which the regulations contained in this part supplement.

14054 FULL, PARTIAL, AND SUPPLEMENTAL ALLOWANCES

1. When it has been deemed impracticable, in accordance with paragraph 14052, for a member in a nontravel status to subsist in a government mess or be furnished rations in kind because of the nature of his assigned duties, the commander, or his designated representative, will submit substantiation of such event as prescribed in the Navy Comptroller Manual, paragraph 044026-2.

14055 REPORTS

1. An annual report of the number of members, by actual duty locations, who have been authorized to receive the emergency subsistence allowances under the provisions of paragraph 14051.8 will be furnished to the Commandant of the Marine Corps (Code DFE). This report will list the number, duration and actual duty location of each authorization in effect at any time during the 12-month period ending 30 April of each year and shall be submitted within 15 days thereafter. This reporting requirement is assigned Report Control Symbol DD-Comp(A)488. Negative reports are not required.

14056 COMMUTED RATIONS

1. An enlisted member (including an enlisted member without dependents) on permanent, temporary, or temporary additional duty at a station where a general mess is maintained may be authorized by his commander to mess separately and be paid a commuted ration allowance at the applicable daily rate. The commander's approval will be based on the condition that the mess to which the member is assigned will not be left with too few members to permit economical administration as a result of the approval of the request.

2. The commander of the activity responsible for the administration of the mess will establish the criteria applicable to the economical administration of the mess. In establishing these criteria, the commander will take into consideration the number of personnel fed, the ratio of paid supernumerary personnel to personnel authorized to subsist at government expense, mess commitments peculiar to the command, financial condition of the mess, etc. Such criteria will be published to all commands serviced by the mess and will be utilized by those commands in approving applications for commuted rations.

3. An enlisted member assigned to duty in the general mess may be authorized and credited commuted rations on the same basis and in the same manner as rations are authorized to be commuted for other members. Such a member is required to pay for all meals eaten by him during his tour of duty as well as other meals he may eat during off-duty hours.

4. Entitlement to commuted rations commences on the date and hour a written request of the member is approved in writing by the commander, or his designated representative. Retroactive approval is not authorized. A Commuted Rations Action form (NAVMC 10522-PD) will be used for this purpose. Once approved, the authorization to receive commuted rations remains in full force and effect:

a. While the member is on duty at the permanent, temporary and temporary additional duty station;

b. Upon intraorganizational transfer or upon transfer between commands located at the same station;

c. While on leave;

d. While sick in hospital, in a restricted status, or absent from his station under travel orders; and

e. Upon discharge and reenlistment, provided the reenlistment occurs at the same station at which discharged and within 24 hours of such discharge.

Under category c, above, entitlement to commuted rations is automatically suspended during any period of time an individual is in receipt of leave rations.

Under category d, above, entitlement to commuted rations is automatically suspended as of the date and hour of departure, or restriction. The suspension is automatically terminated as of the date and hour of return to the duty station, or when the restriction ends. A new application and authorization are not required. This suspension does not preclude authorization to mess separately and be paid a commuted ration allowance by the appropriate commander of a hospital or temporary duty station.

5. Group Travel

a. Entitlement to commuted rations for members on temporary additional duty, under group travel orders, continues in force, under the following circumstances:

(1) Temporary additional duty is performed under group movement orders involving at least three enlisted members.

(2) Travel to and from the temporary additional duty station will be performed between one meal hour and the next, e.g., depart permanent duty station 1000, 25 August 1961 and arrive at temporary additional duty station at 1100, 25 August 1961; depart temporary additional duty station at 1830, 8 September 1961 and arrive at permanent duty station 1900, 8 September 1961.

(3) Members are not entitled to a travel per diem allowance for subsistence while at the temporary duty station.

b. Remarks substantially in accordance with the following samples will be shown on travel orders. (See par. 16111 for sample unit diary entries.)

(1) By commanding officer of permanent duty station: "Personnel denoted by an asterisk (*) are entitled to commuted rations. Entitlement to this allowance continues for period of temporary additional duty directed herein in accordance with reference (-)." (The reference being MARCORPERSMAN, par. 14056.)

(2) By commanding officer of temporary additional duty station: "Personnel denoted by an asterisk (*) were not subsisted at government expense while on temporary additional duty at this station. Any meals eaten in a government mess were paid for on a supernumerary ration basis."

6. Entitlement to commuted rations terminates as follows:

a. Automatic termination

(1) As of the directed date and hour of departure from the duty station (except by intraorganizational transfer or transfer between commands located at the same station) by transfer or completion of temporary duty or temporary additional duty (see subpar. 5010.2);

(2) As of midnight of the date of discharge if reenlistment does not occur at the same station within 24 hours of such discharge;

(3) As of the directed date and hour of departure from the station under release from active duty or active duty for training orders.

b. Termination by action of commander: The commander, or his designated representative, is authorized to terminate entitlement to commuted rations at any time for good and sufficient cause such as (a) application of the member; (b) economic operation of the general mess required such termination; etc. Such a termination must be on a Commuted Rations Action form (NAVMC 10522-PD) to the member and is effective on the date and hour the termination is directed by the commander or at a later date and hour if so specified. The commander will assure himself that the member was duly notified on or prior to the date and hour of termination stated in the notification.

7. An enlisted member may not be authorized commuted rations for any period while in a travel status and entitled to a travel per diem allowance for subsistence or a mileage allowance. When such a member is performing temporary or temporary additional duty at a station and his travel per diem allowance is reduced because a Government mess is available for subsisting him, he is not considered as being in receipt of a travel per diem allowance for subsistence. Accordingly, he may be authorized commuted rations as prescribed in these regulations by the commander of the temporary duty or temporary additional duty station, which authority terminates on the date and hour of completion of such temporary duty or temporary additional duty, unless terminated earlier for cause. An illustration of a normally occurring situation is as follows:

FACTS

(1) Member is on duty at Station "A" and receiving commuted rations;

(2) He departs from Station "A" at 1300 on 15 July for TAD at Station "B";

(3) He reports at Station "B" at 1000 on 17 July and it is determined that messing facilities are available, thus entitling him to a reduced travel per diem allowance;

(4) Upon reporting at Station "B" he applies for commuted rations because his wife has accompanied him and he desires to reside with her, which application was approved on 17 July;

(5) He completed TAD at 0800 on 27 July and reports at Station "A" at 1500 on 29 July.

ENTITLEMENT TO COMMUTED RATIONS AT STATION "A"

As stated in subparagraph 4, entitlement is automatically suspended at 1300 on 15 July and the suspension is automatically terminated at 1500 on 29 July. Thus, the member's pay account would not be credited with commuted rations from and including the evening meal on 15 July to and including the noon meal on 29 July.

ENTITLEMENT TO COMMUTED RATIONS AT STATION "B"

The member is entitled to commuted rations from and including the noon meal on 17 July to and including the morning meal on 27 July.

8. Subsistence for enlisted members during the period of required travel, under permanent change of station orders, is provided in the mileage allowance when such allowance is payable; otherwise it will be provided separately by meal tickets, box lunches, contract-procured meals, or appropriate reimbursement for each meal, as authorized in the Joint Travel Regulations. Subsistence provided by the Joint Travel Regulations is applicable only up to the time and date the member reports for duty at the new duty station, which is the time and date his travel status terminates. It is emphasized that the member "belongs" to the joining command commencing with the actual hour and date of reporting thereto, and is entitled to rations in kind, or commuted rations in lieu thereof if properly entitled thereto, from such hour of actual reporting. The fact that he is not administratively joined until the following day has no relationship with the termination of his travel status.

9. Under the law, entitlement to commuted rations does not commence until the member has been authorized to mess separately, i.e., the date and hour the commander in fact approves the request of the member in writing and places the member on notice that he is so authorized to mess separately. Until such time, the member is being furnished subsistence in kind, regardless of where he eats his meals. Therefore, a delay in processing an application results in a monetary loss to a member who, in good faith, has been subsisting himself while awaiting approval of his request for commuted rations

or has been acting on the erroneous assumption that the authority to receive commuted rations at a previous duty station continued at his new duty station without action on his part. It is the policy of the Commandant of the Marine Corps to afford all enlisted members maximum consideration in this matter. Accordingly, all commands are enjoined to insure that:

a. Each member joining a station is afforded immediate opportunity to make application for commuted rations at the place where the member initially reports to the activity, and

b. If approval is to be granted, such approval is reduced to writing immediately in order for the allowance to become effective before the first meal hour occurring after reporting.

14057 COMMUTED RATIONS--PROCEED TIME

1. An enlisted member is entitled to commuted rations for proceed time authorized by chapter 5; however, he is not entitled to commuted rations for any period of authorized travel, including travel authorized by privately-owned conveyance.

14058 COMMUTED RATIONS--ENLISTED MEMBERS SUBSISTED IN OTHER THAN A GENERAL MESS

1. When an enlisted member is assigned to duty and subsisted in a mess other than the general mess, or is assigned in a service capacity to the public quarters of an officer and subsisted therein, the commuted value of his rations will be paid monthly to the treasurer of the mess in which he is subsisted or to the officer in whose quarters he is subsisted. Commuted rations authorized under this subparagraph will not be credited on the enlisted member's pay record, but instead will be paid on public voucher in accordance with the Navy Comptroller Manual, volume 4, chapter 6.

2. Each month the commander will submit a Military Pay Order (DD Form 114) in quadruplicate to the disbursing officer. The DD Form 114 will show the name and service number of each member whose rations are being commuted, the number of rations for each member, the applicable dates, the total number of rations to be commuted, and the following certificate:

"The enlisted members named hereon were detailed to and subsisted in the (insert 'quarters of' and grade and name of officer, or name of mess if not subsisted in an officer's quarters) for the period set opposite their names. It is directed that the commuted value of the rations of these enlisted members be paid to (insert grade and name of officer in whose quarters the members were subsisted, or 'Mess Treasurer' and name of mess, as appropriate)."

The disbursing officer will furnish a copy of the paid public voucher and a copy of the DD Form 114 to the payee of the voucher.

14059 LEAVE RATIONS

1. An enlisted member on authorized leave, including delay en route between duty stations chargeable as leave, as distinguished from liberty, and who is not furnished rations in kind, is entitled to a leave ration at the applicable rate for each day of leave. Leave rations are not payable for any period that leave is overstayed unless the absence over leave is excused by the commander as unavoidable; however, the enlisted member will be entitled to leave rations for the period of authorized leave, even though the absence over leave is not excused as unavoidable. An enlisted member is not entitled to leave rations for any period of excess leave or for any period during which he performs travel aboard a government vessel, including the days of embarkation and debarkation.

PART C: SHORE PATROL ALLOWANCES

14100 GENERAL

1. Commanders may authorize the payment of shore patrol allowances for quarters, subsistence, and certain other sundry expenses when facilities are not available to personnel performing shore patrol duty. All temporary shore patrol assignments to be performed in the area generally visited by liberty parties from the ship or station landing the patrol are considered as being performed in a non-travel status, thereby precluding any entitlement to per diem allowances normally associated with temporary duty. Members assigned shore patrol duties are in no sense transferred or detached from their permanent duty station. Shore patrol allowances are authorized in recognition of the Government's responsibility for providing subsistence and quarters, and when these military duties are performed at a place where Government quarters and/or messing facilities are not available, the monetary allowance is provided in lieu of the rations and quarters in kind.

2. Consideration must be given by commanders to the availability in the area of Government messing facilities and Government quarters, bearing in mind that such facilities need not be Navy or Marine Corps operated but may be operated by any of the armed services. Accordingly, fullest advantage should be taken of the availability of all Government facilities, and appropriate local arrangements should be made for their use wherever possible. In the audit of shore patrol expenditure vouchers, factors of major consideration include the availability of Government facilities and whether or not performance of the assigned duty in and of itself was responsible for any out-of-pocket expenditures for subsistence and quarters by the member performing the duty. Whether the member chooses to avail himself of the facilities is not for consideration; what is significant is their availability to him in such fashion as not to impair his performance of assigned duties.

3. Members serving on shore patrol duty in a travel status will be entitled to travel expenses in accordance with and at the rates authorized by regulations applicable to personnel in a travel status.

14101 AMOUNTS PAYABLE

1. When it is impracticable for members performing temporary shore patrol duties in the general area visited by liberty parties from a ship or station to return to their ship or post of duty (or facility operated by any of the other uniformed services) for meals and lodging, and they are required to procure additional quarters or meals at their own expense, they are entitled to reimbursement for actual expenses therefor not to exceed the following, any excess costs being borne by the member concerned:

a. Within United States except Alaska and Hawaii

Meals:	Breakfast	$1.00
	Dinner and Supper (each)	$1.75
Lodging:	Actual cost, not to exceed per day (see subpar. 2, below)	$7.50

b. Within Alaska and Hawaii and Outside the United States

Meals:	50 percent of travel per diem, listed in appendix B, Joint Travel Regulations, prorated on the basis of 1/5 for breakfast, 2/5 for dinner, and 2/5 for supper.
Lodging:	Actual cost, not to exceed 50 percent of travel per diem listed in appendix B, Joint Travel Regulations (see subpar. 2, below). When appendix B indicates that separate rates apply when Government quarters are/are not available, reimbursement will be based on the "not available" rate.

c. Additional Meal. Payment for a meal at other than the normal supper hour may be authorized when a member performs shore patrol duties for a period of at least eight hours during a period when no normal meal hours are scheduled. A member will not be entitled to this additional meal allowance if he is in receipt of basic allow-

ance for subsistence at the rate of $2.57 or $3.42 per day or in receipt of shore patrol allowances for three meals. Payment will be at the supper rate as applicable in subparagraphs a or b, above.

2. If the period of temporary shore patrol duty exceeds 15 consecutive days, the maximum lodging allowance payable is reduced by one-third on the 16th and each succeeding day, recognizing that the member should, under the circumstances, avail himself of the lower rates generally obtainable for a long-term rental as distinguished from day-to-day rates. An exception to the foregoing may be made in those cases involving bona fide extensions of shore patrol duty from periods of less than 16 days to periods of 16 days or more when such extensions are necessitated by an unforeseen exigency of the service such as unexpected delay in the sailing date of a ship. A practice wherein members are recalled to their permanent duty station at the end of a 15-day period but are soon thereafter reassigned to another 15-day period of shore patrol duty can only be viewed as abuse of the foregoing provisions.

3. Enlisted members assigned to permanent shore patrol billets may be authorized commuted rations, or a basic allowance for subsistence where rations in kind are not available, and basic allowance for quarters in accordance with the provisions of part B of this chapter and the Navy Comptroller Manual, volume 4, chapter 4.

4. Credits of basic allowance for quarters for members with or without dependents or station per diem allowance for quarters are not affected during periods while the members are assigned to shore patrol duties in a nontravel status. Allowances for quarters prescribed while assigned to shore patrol duties are in addition to those enumerated in the preceding sentence.

14102 HIRE OF AUTOMOBILES

1. Expenses for the hire of automobiles or other modes of transportation, including taxicabs, are not authorized items of shore patrol expenses except at transient ports or places where, in the opinion of the senior officer present, such hire is necessary to the efficient conduct of shore patrol activities because the area to be patrolled is large and places frequented by liberty parties are widely separated and no Government transportation is available. In addition to the hire of automobiles upon authorization of the senior officer present, as provided above, automobiles may be hired in cases of emergency, and in each case the hiring person will submit a full report of the circumstances to the senior officer present (via his commander) who will, if satisfied as to the necessity of hiring the vehicle, direct that the expenditure be allowed.

14103 RECEIPTS

1. Receipts must be obtained for lodging to substantiate expenditures but need not be obtained for meals. When meals are furnished along with lodging at a flat daily rate, it is not necessary that the receipt therefor itemize the meals separately from the lodging. Receipts will also be obtained for miscellaneous expenses, when practicable, except for carfare and official telephone calls. Receipts covering expenditures for automobile hire will be obtained by the person making the transaction. Upon completion of shore patrol duty, orders will be endorsed by appropriate authority to indicate what meals and lodging the member was required to procure while performing shore patrol duty. This endorsement should be in the following form:

(Date)

"During performance of shore patrol duty, member was required to procure 8 breakfasts, 10 dinners, and 13 suppers and was required to procure lodgings on 2/8, 2/9, 2/12, 2/13, 2/14, 2/17, 2/18, and 2/19."

The appropriate authority for the execution of this endorsement is the senior shore patrol officer or other officer under whose jurisdiction the shore

patrol duty was actually performed. In the absence of an affirmative showing on the above endorsement, it will be assumed that on "off-duty" days Government quarters and messing facilities were available to the member.

14104 ACCOUNTING DATA

1. Expenses outlined in this part, as well as other expenses in connection with maintaining shore patrol headquarters, will be considered as administrative expenditures of the commands establishing the shore patrol and/or shore patrol headquarters, and will be borne by funds available to them for administration, subject to regulations and to instructions and limitations as may be established by management bureaus or offices or by Headquarters, U. S. Marine Corps. Payments of shore patrol expenses will be charged to the accounting data listed in the Navy Comptroller Manual, volume 4, chapter 6.

14105 ADVANCE OF FUNDS AND SETTLEMENT OF CLAIMS FOR SHORE PATROL EXPENSES

1. Disbursing officers may advance funds and will settle claims for shore patrol expenses in accordance with instructions contained in the Navy Comptroller Manual, volume 4, chapter 6.

PART D: CERTIFICATES OF RESERVISTS AND RETIRED MEMBERS REGARDING PENSIONS, DISABILITY COMPENSATION, ETC.

Section 1: RESERVE PERSONNEL (EXCLUDING PERSONNEL ON EXTENDED ACTIVE DUTY IN TIME OF WAR OR NATIONAL EMERGENCY)

14150 GENERAL

1. Applicability. The provisions of this section are not applicable to members of the Marine Corps Reserve ordered to extended active duty in excess of 30 days in time of war or national emergency. For instructions concerning certificates of these members, see section II.

2. Election of Pension or Pay. A reservist who is in receipt of a pension, retainer pay, disability compensation, or retired pay, by virtue of his prior military service, from the Government of the United States, is prohibited from receiving pay or allowances, including allowances for subsistence, quarters, and travel, for any period of active duty, active duty for training, or inactive duty training, unless he specifically waives or relinquishes such pension, retainer pay, disability compensation, or retired pay for the period of such duty.

3. Effective Date of New Election. A reservist who elects to continue to receive his pension, retainer pay, disability compensation, or retired pay in lieu of pay and/or allowances for active duty, active duty for training, or inactive duty training, and who later changes his election, will be paid pay and/or allowances only from and including the date he executes the waiver certificate containing his new election, unless he specifically states in his certificate that the election is to be effective as of a later date.

4. Modification of Certificates. The wording of the certificates perscribed in this section may be modified to meet the requirements of special cases.

14151 CERTIFICATES REQUIRED WHEN ON ACTIVE DUTY

1. Reservists Not Receiving Pension. An Organized or Volunteer reservist who is assigned to active duty, either individually or as part of a unit, and who is not in receipt of a pension, etc., will submit to the commander of his first active duty station the following certificate in original only. The commander will submit the certificate to the disbursing officer.

a. Certificate

(Place) (Date)

I certify that I am not in receipt of a pension, retainer pay, disability compensation, or retired pay, by virtue of prior military service, from the Government of the United States, and that in the event I later become entitled to a pension, retainer pay, disability compensation, or retired pay, by virtue of military service, from the Government of the United States. I shall notify my commander immediately.

2. Reservists Receiving a Pension Who Elect to Receive Pay. A reservist who is in receipt of a pension, etc., and who elects to receive pay and allowances for the period of his active duty, will submit to the commander of his first active duty station the certificate, signed in triplicate, prescribed in subparagraph 2a, below. The commander will submit the original and both copies of the certificate to the disbursing officer, who will endorse thereon the certificate set forth in subparagraph 2b, below, and sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc. (for example, a district office of the Veterans' Administration); will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be inserted in the officer's qualification record or the enlisted member's service record book.

a. Certificate of Reservist

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby certify that I entered on active military service on (date) and that I elect to receive active duty pay and allowances in lieu of (pension, retainer pay, disability compensation, or retired pay, as applicable) now received from (agency paying the pension, etc.) (insert claim number if known). I hereby waive my (pension, etc.) for the entire period of my active service and will refund the amount of such (pension, etc.) that I have received or may hereafter receive for any portion of the period of my active service.

b. Endorsement of Disbursing Officer

First Endorsement (Date)

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has been credited active duty pay commencing (date of member's entrance on active service).

3. Reservist Receiving a Pension Who Does Not Elect to Receive Pay. A reservist in receipt of a pension, etc., who does not elect to waive or relinquish the pension, etc., for the period of his active duty, will submit to the commander of his first active duty station the certificate, signed in triplicate, set forth in subparagraph 3a, below. The commander will submit the original and both copies of the certificates to the disbursing officer, who will endorse thereon the certificate prescribed in subparagraph 3b, below, and sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc., (for example, a district office of the Veterans' Administration); will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be filed in the officer's qualification record or the enlisted member's service record book. The disbursing officer will open a pay record for the reservist by completing Item 1 and making the following notation in Item 4: "Not entitled to active duty pay and allowances--does not waive or relinquish (pension, etc.)." This pay record will be transferred in the usual manner, but will not be closed unless the reservist is separated from active duty or later makes an election under subparagraph 2, above.

a. Certificate of Reservist

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby certify that I entered on active military service on (date); that I am now receiving a (pension, retainer pay, disability compensation, or retired pay, as appropriate) from (agency paying the pension, etc.) (insert claim number if known); and that I elect to continue to receive such (pension, etc.) from said agency for the period of my active military service. I fully understand that my election precludes my entitlement to receive pay or allowances authorized by law for such duty (including allowances for subsistence, quarters, and travel). I will pay all of my transportation expenses and for all meals taken in a government mess. I will reimburse the Government for any subsistence or transportation, other than transportation by government conveyance, heretofore or hereafter furnished me by the Government during my current tour of active military service. This certificate will remain in effect until such date as I may waive my pension, etc.

b. Endorsement of Disbursing Officer

First Endorsement

(Date)

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has not been and will not be credited active duty pay or allowances during such period as the member's election as set forth above has been or remains in effect. If this member later elects to receive active duty pay and allowances, appropriate notice of such changed election will be furnished.

14152 CERTIFICATES REQUIRED WHEN ON INACTIVE DUTY TRAINING AND ACTIVE DUTY FOR TRAINING

1. Organized Reservists Not Receiving a Pension

a. Each member of the Marine Corps Reserve who is assigned to

an Organized Marine Corps Reserve unit and who is not in receipt of a pension, etc., will immediately submit to his commander the following certificate in original only. The certificate will be filed in the officer's qualification record or the enlisted member's service record book. Where practicable an enlisted member's certificate will be entered and signed on page 11 of his service record book rather than being submitted to the commander and then filed in the book.

(1) Certificate

(Place) (Date)

I certify that I am not in receipt of a pension, retainer pay, disability compensation, or retired pay, by virtue of prior military service, from the Government of the United States, and that in the event I later become entitled to a pension, retainer pay, disability compensation, or retired pay, by virtue of military service, from the Government of the United States, I shall notify my commander immediately.

b. Each money list upon which payment of active duty for training pay and/or allowances is made to officers or enlisted personnel of the Organized Marine Corps Reserve will bear the following certificate signed by the commander. Where it is more convenient or desirable, a separate certificate signed by the commander may be used instead of the certificate on the money list. When a separate certificate is used, it will be attached to the applicable original money list.

(1) Certificate. Each reservist whose name appears hereon has certified that he is not drawing a pension, retainer pay, disability compensation, or retired pay, by virtue of prior military service, from the Government of the United States.

2. Volunteer Reservists Not Receiving a Pension. A Volunteer reservist who is assigned to active duty for training, either individually or as part of a unit, and who is not in receipt of a pension, etc., will submit to the commander of his first training duty station the certificate, in original only, prescribed in subparagraph 1a(1), above. The commander will submit the certificate to the disbursing officer.

3. Reservists Receiving a Pension Who Elect to Receive Pay. A reservist who is in receipt of a pension, etc., and who elects to receive pay and/or allowances for inactive duty training and active duty for training, will submit to his commander the certificate, signed in triplicate, prescribed and at the times specified in subparagraph 3a or 3b, below, as applicable. The commander will submit the original and both copies of the certificate to the disbursing officer, who will endorse thereon the certificate set forth in subparagraph 3a or 3b, below, as applicable, and sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc.; will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be inserted in the officer's qualification record or the enlisted member's service record book.

a. Certificate of Organized Reservist Waiving a Pension, etc., to be Submitted Upon Joining an Organized Unit and on 1 July of Each Year

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby elect to receive inactive duty pay and active duty pay and allowances in lieu of (pension, retainer pay, disability compensation, or retired pay, as applicable) now received from (agency paying the pension, etc.) (insert claim number if known). I hereby waive my (pension, etc.) for (number) drills and (number) days of active duty for training, or a total of (number) days, with the understanding that in the event I do not perform this duty, my (pension, etc.) will be adjusted on the basis of duty actually performed. I will refund the amount of such (pension, etc.) that I have received or may hereafter receive for any duty performed in excess of that stated above.

First Endorsement

(Date)

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), will be credited such pay and allowances as may become due him (her) on and after (date of member's assignment to Organized unit or 1 July, as applicable).

Certificates submitted on 1 July should waive the pension, etc., for the maximum number of drills authorized and the days of active duty for training scheduled for the current fiscal year. If the member joins an Organized unit on other than 1 July, the certificate should waive the pension, etc., for the maximum number of drills authorized and the days of active duty for training scheduled for the remainder of the fiscal year.

b. Certificate of Volunteer Reservist Waiving a Pension, etc., to be Submitted Each Time He is Assigned to Active Duty for Training

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby certify that I entered on active duty for training on (date) and that I elect to receive active duty pay and allowances in lieu of (pension, retainer pay, disability compensation, or retired pay, as applicable) now received from (agency paying the pension, etc.) (insert claim number if known). I hereby waive my (pension, etc.) for (number) days, commencing on (date of entry on active duty for training) and ending on (date of release from active duty for training), and I will refund the amount of such (pension, etc.) that I have received or may hereafter receive for such period.

(Date)

First Endorsement

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has been credited active duty pay for the period (from-to, both dates inclusive).

4. Reservists Receiving a Pension Who Do Not Elect to Receive Pay. A reservist in receipt of a pension, etc., who does not elect to waive or relinquish the pension, etc., for the period of his inactive duty training and active duty for training, will submit to the commander the certificate, signed in triplicate, set forth in subparagraph 4a, below. The commander will submit the original and both copies of the certificate to the disbursing officer, who will endorse thereon the certificate prescribed in subparagraph 4b, below, and will sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc.; will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be filed in the officer's qualification record or the enlisted member's service record book. For instructions regarding the pay records of reservists who do not elect to waive or relinquish their pensions, etc., for periods of inactive duty training and active duty for training, see Navy Comptroller Manual, volume 4, chapter 4.

a. Certificate of Reservist

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby certify that I was assigned to the Organized Marine Corps Reserve on (date); that I am now receiving a (pension, retainer pay, disability compensation, or retired pay, as appropriate) from (agency paying the pension, etc.) (insert claim number if known); and that I elect to continue to receive such (pension, etc.) from said agency for the period of inactive duty training and active duty for training heretofore or hereafter performed. I fully understand that my election precludes my entitlement to receive pay or allowances authorized by law for such duty (including allowances for subsistence, quarters, and travel). I will pay all of my transportation expenses and for all meals taken in a government mess. I will reimburse the Government for any subsistence or transportation, other than transportation by government conveyance, heretofore or hereafter furnished me by the Government during my current assignment to the Organized Marine Corps Reserve. This certificate will remain in effect until such date as I may waive my (pension, etc.).

b. Endorsement of Disbursing Officer

First Endorsement

(Date)

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has not been and will not be credited pay or allowances for inactive duty training or active duty for training during such period as the member's election as set forth above has been or remains in effect. If this member later elects to receive pay for inactive duty training or active duty for training, appropriate notice of such changed election will be furnished.

Section 2: RESERVE PERSONNEL ON EXTENDED ACTIVE DUTY IN TIME OF WAR OR NATIONAL EMERGENCY

14175 GENERAL

1. Pension Election Restrictions. Any member of the Marine Corps Reserve receiving a pension, retainer pay, disability compensation, or retired pay, by virtue of prior military service, from the Government of the United States who is ordered to extended active duty in excess of 30 days in time of war or national emergency and is found physically qualified to perform active duty, will not be entitled to such pension, etc., for the period of the extended active duty unless the amount thereof is greater than the active duty pay and allowances (including allowances for subsistence, quarters, and travel) to which he is entitled. During the period the pension, etc., is suspended, the member will be entitled to active duty pay and applicable allowances. If the pension, etc., is greater than the active duty pay and allowances, the member may elect to receive either the pension, etc., or active duty pay and allowances. If he elects to receive the pension, etc., and later changes his election, he will be paid pay and applicable allowances from and including the date he executes the waiver certificate containing the new election, unless he specifically states in his certificate that the new election is to be effective as of a later date. Active duty pay and allowances must be paid to the member if they become equal to or greater than his pension, etc.

2. Modification of Certificates. The wording of the certificates prescribed in this section may be modified to meet the requirements of special cases.

14176 CERTIFICATES REQUIRED

1. Members Now Receiving a Pension. A reservist who is assigned to extended active duty in excess of 30 days in time of war or national emergency and who is not in receipt of a pension, etc., will submit to the commander of his first active duty station the certificate prescribed in subparagraph 14151.1a. The commander will submit the certificate to the disbursing officer.

2. Members Receiving a Pension. A reservist receiving a pension, etc., by virtue of prior military service, from the Government of the United states who is ordered to extended active duty in excess of 30 days in time of war or national emergency and is found physically qualified to perform active duty, will submit to the commander of his first active duty station the certificate, signed in triplicate, prescribed in subparagraph 2a, below. The commander will submit the original and both copies of the certificate to the disbursing officer, who will endorse thereon the appropriate certificate set forth in subparagraph 2b, below, and sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc.; will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be inserted in the officer's qualification record or the enlisted member's service record book. If the pension, etc., is greater than the member's pay and allowances and he elects to continue to receive the pension, etc., the disbursing officer will open a pay record for him by completing Item 1 and making the following notation in Item 4: "Not entitled to active duty pay and allowance -- does not waive or relinquish (pension, etc.) of $ (amount)." This pay record will be transferred in the usual manner, but will not be closed unless the reservist is separated from active duty or later makes an election to receive or is required to receive active duty pay and allowances.

a. Certificate of Reservist

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby certify that I entered on active military service in excess of 30 days on (date), and that I am receiving a (pension, retainer pay, disability compensation, or retired pay, as applicable) in the amount of $_____ from (agency paying the pension, etc.) (insert claim number if known). If my (pension, etc.) is greater than my active duty pay and allowances, I elect to receive my (pension, etc., or active duty pay and allowances, as elected) during my current tour of active military service. I will refund the amount of any overpayment of my (pension, etc.) that I have received or may hereafter receive for any portion of the period of my active service.

The following portion of this certificate will be executed only if the pension, etc., is greater than the active duty pay and allowances and the member elects to continue to receive the pension, etc.

I fully understand that my election precludes my entitlement to receive pay or allowances authorized by law for such service (including allowances for subsistence, quarters, and travel). I will pay all of my transportation expenses and for all meals taken in a government mess. I will reimburse the Government for any subsistence or transportation, other than transportation by government conveyance, heretofore or hereafter furnished me by the Government during my current tour of active military service. This certificate will remain in effect until such date as I may waive my (pension, etc.) or my active duty pay and allowances equal or exceed the amount of my (pension, etc.), whichever occurs earlier.

b. Endorsement of Disbursing Officer

(Date)

First Endorsement

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has been credited active duty pay (insert "and allowances," if applicable) in the monthly amount of $ _____ commencing (date of member's entrance on active service).

OR

(If pension, etc., is greater than the active duty pay and allowances and the member elects to continue to receive the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), is entitled to active duty pay (insert "and allowances," if applicable) in the monthly amount of $ _____ . This member has not been and will not be credited active duty pay or allowance during such period of his election as set forth above has been or properly remains in effect. If this member later elects to receive or is required by law to receive active duty pay and allowances, you will be so informed.

Section 3: RETIRED AND FLEET MARINE CORPS RESERVE PERSONNEL

14200 CERTIFICATE REQUIRED WHEN ON ACTIVE DUTY

1. Members Not Receiving a Pension. A retired member or a Fleet Marine Corps reservist who is assigned to active duty and who is not in receipt of a pension or disability compensation from the Veterans' Administration, will submit to the commander of his first active duty station the following certificate in original only. The commander will submit the certificate to the disbursing officer.

a. Certificate

(Place) (Date)

I certify I am not in receipt of, nor have I a claim pending for a pension or disability compensation, by virtue of my prior military service, from the Veterans' Administration.

(Signature and typed or printed grade, name, service number, and service component)

2. Members Receiving a Pension. A retired member or a Fleet Marine Corps reservist who is assigned to active duty and who is in receipt of a pension or disability compensation from the Veterans' Administration, will submit to the commander of his first active duty station the certificate, signed in triplicate, prescribed in subparagraph 2a, below. If the member has been assigned to active duty in excess of 30 days the commander will submit the original and both copies of the certificate to the disbursing officer, who will endorse thereon the certificate set forth in subparagraph 2b, below, and sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc. (for example, a district office of the Veterans' Administration); will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be inserted in the officer's qualification record or the enlisted member's service record book. If the member has been assigned to active duty for 30 days or less, the commander will submit the original and both copies of the certificate to the Commandant of the Marine Corps (Code CDH).

a. Certificate of Member

NOTICE OF REENTRANCE INTO ACTIVE MILITARY SERVICE

(Date)

I (grade, name, service number, service component, and organization), hereby certify that I entered on active military service on (date), and that I am receiving a (pension or disability compensation, as applicable) from the Veterans' Administration (insert claim number if known). I request termination of such (pension, etc.) for the period that I will be in receipt of active duty pay. I will refund the amount of (pension, etc.) that I have received or may hereafter receive for the period I receive active duty pay.

b. Endorsement of Disbursing Officer

First Endorsement

(Date)

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has been credited active duty pay commencing (date of member's entrance on active service).

14201 MODIFICATION OF CERTIFICATES

1. The wording of the certificates prescribed in this section may be modified to meet the requirements of special cases.

CHAPTER 15

RECORDS, REPORTS & ADMINISTRATIVE PROCEDURES

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15057 DELETED (Ch. 11)
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15060 DELETED (Ch. 11)
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15089 DELETED (Ch. 11)
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15110 ADDITIONAL INFORMATION AS TO PROMOTION STATUS ON TRANSFER (NAVMC 118(5)-PD)
15111 TIME LOST; ALLOTMENTS; WEAPONS FIRING RECORD (NAVMC 118(6)-PD)
15112 CLASSIFICATION AND ASSIGNMENT TEST RESULTS (NAVMC 118(8)-PD); MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES, EDUCATION COURSES, TECHNICAL TRAINING AND TESTS COMPLETED (NAVMC 118(8a)-PD)
15113 FLIGHT QUALIFICATION RECORD (NAVMC 118(8Av)-PD)
15114 COMBAT HISTORY - EXPEDITIONS - AWARDS RECORD (NAVMC 118(9)-PD)
15115 ADMINISTRATIVE REMARKS (NAVMC 118(11)-PD)
15116 OFFENSES AND PUNISHMENT (NAVMC 118(12)-PD)
15117 RECORD OF CONVICTION BY COURT-MARTIAL (Page 13) (NAVMC 118(13)-PD), AND SUPPLEMENTARY RECORD OF CONVICTION BY COURT-MARTIAL (Page 13A) (NAVMC 118(13A)-PD)
15118 RECORD OF EMERGENCY DATA (NAVMC 10526-PD)
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15120 SEA AND AIR TRAVEL (NAVMC 118(17)-PD)
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PART D: OFFICER'S QUALIFICATION RECORD

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15151 SPECIAL INSTRUCTIONS
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CHAPTER 15

RECORDS, REPORTS & ADMINISTRATIVE PROCEDURES

PART A: HEADQUARTERS MARINE CORPS MILITARY PERSONNEL FILES

15000 GENERAL

1. Every Marine has an official personnel file at Headquarters, U.S. Marine Corps which provides a complete military history of the Marine.

2. Nonpunitive letters of censure, other than those issued by the Secretary of the Navy, shall not be forwarded to Headquarters Marine Corps, quoted in or appended to fitness reports, or otherwise included in official Headquarters Marine Corps military personnel files.

3. Matter of an unfavorable nature will be filed in personnel files maintained at Headquarters, U.S. Marine Corps in the following manner:

a. Officer selection board jackets;

(1) Matter of an unfavorable nature will be filed in an officer's selection board jacket only after he has been afforded the opportunity to make a statement in regard thereto as required by Navy Regulations. Such statement will be filed in the selection board jacket together with the unfavorable matter, except that court-martial orders may be filed without affording him the opportunity of making a statement.

b. Officer correspondence jackets:

(1) Matter needed for the evaluation of performance will not be filed in an officer's correspondence jacket. This jacket is not a part of an officer's "record" referred to in Navy Regulations. However, matter which might be considered upon superficial examination as reflecting adversely upon the officer will not be filed in the officer's correspondence jacket unless there is also filed therewith a copy or copies of correspondence indicating the officer concerned has had, or is being given, an opportunity to make a written statement to be filed therewith.

c. Enlisted personnel files:

(1) Unfavorable matter may be filed in an enlisted personnel file provided there is also filed therewith a copy or copies of correspondence indicating that the individuals' commanding officer or this Headquarters has taken action or is taking action to afford the individual the opportunity to submit a statement regarding the unfavorable matter.

(2) Punitive unfavorable matter listed below, however, may be filed without the action set forth in subparagraph c(1), above, to wit:

(a) Court-martial orders and memoranda

(b) FBI fingerprint reports and related correspondence

(c) Reports of civil arrests and convictions and related correspondence

(d) Reports of absentees and deserters and related correspondence

(e) Waivers of fraudulent enlistments and related correspondence

(f) Reports and correspondence relating to administrative discharge action where individual is an unauthorized absentee at the time of discharge or is otherwise unavailable for statement.

(g) Denial or termination of security clearance.

15001 OFFICER PERSONNEL FILES

1. The officer personnel file is composed of two separate jackets, a selection board jacket and a correspondence jacket.

2. Selection Board Jacket. This jacket, which is divided into four sections, is

designed to provide a clear and complete coverage of the officer's mental, moral, and professional qualifications. The four sections of the selection form jacket are titled: Miscellaneous Matter, Favorable Matter, Unfavorable Matter, and Fitness Reports and Related Correspondence.

a. Certificates and miscellaneous matter section. In this part of the selection board jacket will be filed only the following:

(1) Certificates, diplomas, and other evidence of completion of courses of instruction received during service in the Marine Corps.

(2) Requests for change of orders for personal reasons and final action thereon.

(3) Requests for special duty or training or retention on extended active duty beyond normal release date, when disapproved or filed awaiting action.

(4) Resignations or applications for retirement, including those subsequently withdrawn.

(5) Reserve Retirement Credit Reports.

(6) Current official photograph of officer.

(7) Correspondence or other matter neither clearly favorable nor unfavorable in nature, but of interest to a selection board in passing on the officer's fitness.

(8) Orders promulgating the results of trial by general or special court-martial if the individual is acquitted or all convictions are set aside by higher authority.

b. Favorable matter section. In this part of the selection board jacket will be filed correspondence and other matter which reflect favorably on the mental, moral, or professional qualifications of the officer such as:

(1) Citations and awards received.

(2) Recommendations for citations and awards.

(3) Certificates of commendation received.

(4) Favorable comments in forwarding endorsements on special requests.

(5) Letters regarding inspections which contain favorable comments reflecting credit on the officer individually.

(6) Letters of commendation or appreciation from military/civilian sources for services rendered.

(7) Other favorable matter not specifically covered above, but of sufficient merit to assist a selection board in passing on the officer's fitness.

(8) Letters which contain favorable comments reflecting credit on an entire organization and not on individual officers will not be filed in the records of any officer other than the commander of the organization.

(9) Statements indicating the officer has passed the Officers Administrative Subjects Examination, that the officer is exempt from such requirement, or that the requirement has been waived.

c. Unfavorable matter section. In this part of the selection board jacket will be filed correspondence and other matter which reflect unfavorably on the mental, moral, or professional qualifications of the officer such as:

(1) Orders promulgating the results of trial by general or special court-martial resulting in conviction.

(2) Letters of censure with related correspondence.

(3) Correspondence concerning marital difficulties reflecting unfavorably on the officer's moral attitude or conduct.

(4) Disapproved requests for special duty or training which reflect unfavorably on the officer.

(5) Requests of commander for the reassignment of an officer when such request reflects unfavorably on the officer.

(6) Reports of misconduct or complaints regarding the officer from civilian sources, and final action thereon.

(7) Unfavorable comments in forwarding endorsements on special requests.

(8) Letters regarding inspections containing unfavorable comments which reflect discredit on the officer individually.

(9) Correspondence which indicates numerous or heavy debts or indifference to indebtedness.

(10) Correspondence and forms relative to medical surveys where hospitalization is due to the officer's own misconduct.

(11) Statement of disciplinary action taken by the approving authority when the officer is found responsible for the loss of government property by a board of survey.

(12) Denial or termination of security clearance.

(13) Statements indicating the officer has failed the Officers Administrative Subjects Examination or that the officer while in the mandatory testing zone has failed to take the examination.

(14) Other unfavorable matter not specifically covered above, but of sufficient importance to assist a selection board in passing on the officer's fitness.

(15) Statements by the officer regarding any of the above unfavorable matters.

d. Fitness report section. In this part of the selection board jacket will be filed only the following:

(1) Fitness reports and correspondence relative to incorrect, incomplete, or missing fitness reports.

(2) Statements by the officer concerned, the reporting senior, or the reviewing officer relative to a particular fitness report.

(3) Certificates or letters of commendation or censure attached to fitness reports when such certificates or letters have not previously been forwarded for filing in the officer's record as directed by paragraph 15068.

3. Correspondence Jacket. The correspondence jacket is divided into two sections as follows:

a. Orders section. Except for temporary additional duty orders, all orders and modifications thereto that are issued at Headquarters Marine Corps will be filed in this section of the correspondence jacket. Orders from sources other than Headquarters will not be filed.

b. Miscellaneous correspondence section. In this section of the correspondence jacket will be filed all correspondence and forms clearly pertinent to the officer's military history which are not prescribed for inclusion in the selection board jacket in subparagraph 2, above. Extra copies of correspondence and matter clearly not pertinent to the military history of the individual will not be filed. The following items are samples of material which are considered appropriate for file in this section of the correspondence jacket:

(1) Basic forms, documents, and correspondence relative to original commissioning, including evidence of birth, and college credits or certificate of graduation.

(2) Reports of medical examination.

(3) Allotment notices, stops, and other disbursing forms, and related correspondence.

(4) Uniform gratuity forms.

(5) U. S. Government Life Insurance, National Service Life Insurance, and Servicemen's Indemnity forms and correspondence.

(6) Promotion forms and correspondence.

(7) Statements of service for pay or other purposes.

(8) Detailing correspondence, including classification and approved requests for special duty or training, or retention on extended active duty beyond normal release date.

(9) Requests for delay from officers on temporary duty, and requests for additional leave while en route on change of station orders, and final action thereon.

(10) Final security clearance.

(11) Casualty reports and correspondence, and correspondence regarding an officer's welfare and treatment.

(12) Reports of hospitalization resulting from accidents or sickness incurred in line of duty and related correspondence.

(13) Forms and correspondence relative to final separation.

(14) Record of Emergency Data, NAVMC 10526-PD.

4. In correspondence addressed to subordinates, commanders are not authorized to state categorically that certain matter will be placed in the officer's selection board jacket at Headquarters Marine Corps. Commanders will ensure that pertinent correspondence is forwarded to Headquarters Marine Corps (Code DGH), for filing in officer records in cases similar to the following:

a. Where final action on special requests or on disciplinary matters is taken by an authority other than the Commandant of the Marine Corps.

b. Where there has been no copy specifically provided for filing in the officer's record at Headquarters Marine Corps of the following:

(1) Letters of commendation or appreciation from civilian sources or from persons not within the officer's regular chain of command.

(2) Letters regarding inspections containing comments which reflect favorably or unfavorably on the officer individually.

(3) Favorable or unfavorable comments in forwarding endorsements on special requests.

15002 ENLISTED PERSONNEL FILES

1. Two different types of files are used at Headquarters Marine Corps for enlisted personnel. For personnel serving on an initial enlistment, a two-sided jacket is used; for all other personnel, a jacket with four filing sections is used.

2. Two-sided Jacket. In this type file, service record books will be filed on the left side and all other items will be filed on the right side.

3. Four-sided Jacket. This file is maintained as follows:

a. Section 1: Correspondence -- Orders. Except for temporary additional orders, all orders and modifications thereto that are issued at Headquarters Marine Corps will be filed in this section. Orders from sources other than Headquarters Marine Corps will not be filed.

b. Section 2: Service Summary. This section will include:

(1) Enlistment contracts

(2) Agreements to extend enlistments

(3) Awards, citations, certificates or letters of commendation and appreciation.

(4) Certificates and diplomas and other evidence of completion of courses of instruction

(5) Certificates of appointment (promotion warrants)

(6) Changes of military occupation

(7) Disciplinary action reports

(8) Reports of separation

(9) Reserve retirement credit reports

c. Section 3: Fitness Reports. This section will include all fitness reports and related correspondence.

d. Section 4: Service Record Books.

15050 NAME

1. A Marine's name is the first and most commonly used method of identification. It is recorded on all his identification and service records, and on all correspondence regarding him or his records. Therefore, extreme care must be taken to ensure that the name and signature are correctly placed on all records.

2. The following instructions shall be used for name and signature entries in official records:

a. The words "Junior" or "Senior" or Roman Numerals "I," "II," etc., are as much a part of a man's name as is the first or last name. When the surname (last name) is recorded preceding the first name, middle initial or initials, enter Jr., Sr., II, etc., after the last initial.

b. Where the first or middle name consists of only one letter, it shall be enclosed in quotation marks, e.g., "L."

c. Where there is no middle name or letter in lieu of a middle name nothing will be entered. The use of the letter "N" enclosed in parentheses, e.g., (N), will not be used.

3. The following instructions shall be used in changing a name on official records after it is officially recorded:

a. A name on official records will be changed only at the request of the individual concerned to the Commandant of the Marine Corps (Code DGK). The request must be supported by a copy of a court order or other evidence which can be accepted as authority for legal change.

b. Where only minor differences in the spelling of a name occurs on Marine Corps records, a correction will be made by the Commandant of the Marine Corps (Code DGK), upon receipt of a sworn statement from the man showing the correct spelling.

c. Upon marriage, a woman Marine may have her surname changed on her official records by forwarding a request for change and a copy of the marriage certificate to the Commandant of the Marine Corps (Code DGK).

15051 SERVICE NUMBERS

1. Service numbers are assigned all officers and enlisted personnel. Once assigned, the number remains the same throughout the individual's officer or enlisted service. Numbers assigned to women will be prefixed by the letter "W."

2. Service numbers are assigned as follows:

a. To officers by the Commandant of the Marine Corps.

b. To enlisted personnel by Armed Forces Examining and Entrance Stations, Marine Corps Districts, Marine Air Reserve Training Command, and certain other organizations specifically authorized by the Commandant of the Marine Corps. Units of the Organized Marine Corps Reserve (Ground) will requisition service numbers from the Marine Corps District in which located. Units of the Organized Marine Corps Reserve (Air) will requisition service numbers from the Commanding General, Marine Air Reserve Training Command. Those organizations which are authorized to request service numbers from the Commandant of the Marine Corps (Code DGK), will requisition them in an amount not to exceed the estimated requirements for a 3-month period.

3. The following instructions shall be used in assigning service numbers to individuals:

a. Upon appointment, enlistment, reenlistment, or induction, insert the service number in the blank spaces provided for it in the officer's qualification record, service record book, health record, and identification records.

b. When a person claims prior Marine Corps service but has no proof

in his possession, the interested organization will request verification and service number from the Commandant of the Marine Corps (Code DGK). Include in the request the individual's full name, date and place of birth, date and place of last enlistment, and date and place of last discharge.

4. Occasionally an erroneous or duplicate service number is entered in Item 3 of the Enlistment Contract and Record (NAVMC 118(2)-PD), or Item 2 of the Record of Induction (DD Form 47). If this is detected at the Personnel Procurement Activity after the duplicate document has been forwarded to the Data Processing Installation, a message will be sent to the Commanding General of the cognizant Recruit Depot, with information copies to Commandant of the Marine Corps (Attention: Code DGK and APB) and to the cognizant Data Processing Installation giving both the erroneous and the correct service number. When duplicate service numbers are detected by the Data Processing Installation, they will query the Personnel Procurement Activity by message as to the correct service number. The Personnel Procurement Activity in their message reply will provide information copies to Commandant of the Marine Corps (Attention: Codes DGK and APB) and the cognizant Recruit Depot. In both instances stated above, the Personnel Procurement Activity message will contain the statement "cite this message as the authority for correction of records."

15052 POLICE RECORD CHECK (DD FORM 369)

1. General

a. The official fingerprint record is prepared for the purpose of determination by the Federal Bureau of Investigation of any criminal record an individual may have had prior to entry into the service. The record is filed by that organization for future identification as necessary.

b. The DD Form 369 may also be used by recruiting agencies for the purpose of making local police record checks. In this case, the completed form will be retained at the place of enlistment or reenlistment until time for disposal, and will not be forwarded for use as a fingerprint record as prescribed in subparagraph 2b, below.

2. Prepare a fingerprint record for an officer at the time of initial acceptance of appointment. Marine Corps Recruit Depots will complete the fingerprint record on all recruits incident to the National Agency Check. All enlisted personnel, other than recruits and those reenlisted within 24 hours, will have the fingerprint record completed upon enlistment.

a. Complete all entries on the form. In the block entitled "Service," enter "U.S. Marine Corps" or "U.S. Marine Corps Reserve" as appropriate, and the organization to which the individual is assigned or transferred.

b. Forward completed fingerprint records of officers and personnel enlisted in the Platoon Leaders Class, Officer Candidates Course, and the Women Officer Training Course to the Commandant of the Marine Corps (Code DP).

c. Forward completed fingerprint records of enlisted personnel who require recruit training as supporting document to the National Agency Check initiated at the Marine Corps Recruit Depots. For individuals other than those requiring recruit training, the Armed Forces Examining and Entrance Stations will forward the fingerprint record to:

Federal Bureau of Investigation
Attention: Identification Division
2d and D Streets, S.W.
Washington, D.C. 20535

15053 PHOTOGRAPHS

1. Official photographs will be furnished to Headquarters Marine Corps to provide identification of Marines.

2. The following instructions shall be used in the preparation and forwarding of official photographs:

a. The official photograph will be prepared upon appointment, enlistment, reenlistment, or induction at the station

to which the individual is attached, the recruit depot, or the first duty station to which the individual reports. Upon promotion of an officer (except a first lieutenant), a new photograph will be prepared.

b. Officers. The photograph shall be not more than 3 by 3 inches or less than 2 by 2 inches of the individual in uniform, uncovered and from a front view showing head and shoulders, and the uniform insignia shall be that of the officer's current grade. In addition to the promotion photograph required in subparagraph a, above, see MCO P5720.44, Marine Corps Informational Services Manual, for instructions regarding the preparation of official portraits and biographies when officers are promoted to the grade of colonel or above.

c. Enlisted. Use one copy of the photograph prepared in accordance with paragraph 15064.8.

d. Securely paste the photograph in the center of a sheet of white bond letter paper. Type the name, grade, service number, and date the photograph was taken, 1 inch below the photograph; have the individual sign below the typed information.

e. Forward the completed page to the Commandant of the Marine Corps (Code DGH). No letter of transmittal is required. Label the container "PHOTOGRAPH - DO NOT BEND."

15054 HOME OF RECORD AND LOCAL ADDRESS

1. Home of Record

a. Regular personnel

(1) The home of record of both Regular officers and enlisted personnel for determining certain benefits provided by law, as outlined in Joint Travel Regulations, is the individual's actual home at the time the member is commissioned, reinstated, appointed, enlisted, reenlisted, or inducted into the Marine Corps. In view of the above, the address recorded on the enlistment contract and the appointment acceptance and record must be the actual home of the individual and not just an address selected for convenience.

(2) Once recorded on the enlistment contract or the appointment acceptance and record, this address will not be changed without authority from the Commandant of the Marine Corps. This authority will only be granted when it is determined that an administrative error has occurred and the address shown was not the actual home of the individual at the time of entry into the service.

(3) Requests for correction of the Home of Record at Time of Enlistment (Appointment), as originally recorded, will be originated by the individual concerned and sent to the Commandant of the Marine Corps (Code DGK). The request must be justified by the following:

(a) Statement of the nature of the error;

(b) How the error occurred;

(c) Listing of the correct Home of Record of the individual at the time of entry into the service; and

(d) Any documents, or certified copies thereof, that will support the claim.

(4) Where authority is granted to correct the Home of Record at Time of Enlistment (Appointment), draw a thin, inked line through the erroneous entry without deleting it, and enter the correct information just above or below the original.

b. Reserve personnel

(1) The home of record of both Reserve officers and enlisted personnel is:

(a) The individual's actual home at the time the member is commissioned, reinstated, appointed, reappointed, enlisted or reenlisted into the Marine Corps Reserve, or

(b) The actual home established by effecting a change (from that recorded on the current enlistment contract or appointment acceptance and record in consonance with subparagraph (a), above, during a period of inactive duty.

(c) In any case, for determining certain benefits provided by law, as outlined in Joint Travel Regulations, the home of record for reservists is considered to be the individual's actual home at the time of receipt of orders to active duty, that is, that place where the reservist lived permanently and presumably would have continued to reside had not such residence been interrupted by orders to active duty. In respect to reservists discharged while on active duty who immediately reenter the Marine Corps Reserve and continue on active duty, the provisions of subparagraph (a), above, are applicable.

(2) All reservists on inactive duty are responsible for keeping their commanding officer informed of any change in their permanent residence so that, upon assignment to active duty, the home of record may be firmly established for determining payment of travel allowance and other benefits, both at the time of assignment to and release from active duty. A change in permanent residence of the type indicated in subparagraph (b), above, shall immediately be reported to the following:

(a) The commander, in the case of personnel assigned to an Organized unit.

(b) The Commanding Officer, Marine Corps Reserve Data Services Center in the case of Class III and Fleet Marine Corps reservists.

(3) The provisions of subparagraph 1a, above, pertaining to changing the home of record as originally recorded on the enlistment contract or appointment acceptance and record for Regular personnel also apply to Reserve personnel. The method for requesting correction of erroneous entries, as outlined therein, shall be followed.

c. Special provision

(1) In accordance with Joint Travel Regulations, home of record and place from which ordered to active duty do not change upon separation (other than upon expiration of enlistment or prescribed term of service) for the express purpose of continuation of active duty. It is therefore necessary in such case that the new enlistment contract or acceptance form continue to show the same home of record as the document previously in effect and in addition that the place from which ordered to active duty be carried forward to the administrative remarks page of the new record. (See subpar. 15115.3cc.)

(2) When a commander believes that current records of a member of his command may not be correct due to the special provision stated above, he shall request verification from the Commandant of the Marine Corps (Code DGK).

2. Local Address, Active Duty Personnel

a. For Marine Corps purposes, local address, for both regulars and reservists on active duty, is that address where the individual is currently residing and can be most readily contacted, when absent from military duties, by his commander.

b. Individuals shall immediately report to the commander, any change of local address. This address will be

recorded in the local records of a command, only.

3. Present Address, Nonactive Duty Personnel

a. In addition to reporting changes in their home of record as required in subparagraph 1(b)(2), above, members of the Marine Corps Reserve not on active duty are required to report any change in their present address. "Present address" may be a place where the member is actually residing, other than at his home of record, for business or personal reasons.

b. When a change of address is reported, the member will clearly indicate whether it constitutes a change of home of record or a change in "present address." All changes of address furnished by reservists will be considered to be changes in home of record unless clearly stated to be only a change in "present address."

4. Home of record or local address, as discussed in subparagraphs 1 and 2, above, may serve as evidence but do not in any way establish legal domicile, legal residence, or official residence, which can be determined only under civil laws for specific situations.

15055 CURRENT ADDRESS OF RETIRED PERSONNEL

1. All personnel on the retired list must keep the Commandant of the Marine Corps (Code DGH), informed at all times of the address where they may be contacted. This report of current address is in addition to that submitted for pay purposes.

▶15056 DELETED (Ch. 11)

▶15057 DELETED (Ch. 11)

15058 CONSENT, DECLARATION OF PARENT OR LEGAL GUARDIAN (DD FORM 373)

1. This form is provided for obtaining written consent of the parent(s) or guardian to enlistment of a male minor under 18 years of age and each woman under 21 years of age. Instructions for preparation and disposition of completed forms follow:

a. This form will be completed in triplicate.

b. Prior to signature of the parent or legal guardian, the term of service will be recorded on the form in the space indicated. The term of enlistment will not subsequently be increased without completion of a new form.

c. Signatures

(1) Parent or legal guardian. This item must be signed in the presence of the witnessing official, Marine Corps recruiting officer, or recruiter who will sign the form. Consent shall be given by:

(a) Both parents if living and not legally separated, or

(b) The surviving parent if one parent is deceased, or

(c) The custodial parent if parents are legally separated, or

(d) The legally appointed guardian if both parents are deceased, or if parents were legally separated and the custody of the applicant was awarded to a person other than one of the parents.

(2) Witnessing official. This signature will be that of a notary public or other official as provided in Uniform Code of Military Justice, article 136, who witnesses the signature of the parent(s) or legal guardian. The title will be shown. In this case no signature is required by a recruiting officer or recruiter.

(3) Recruiting officer or recruiter. This signature will be that of the Marine Corps recruiting officer or

recruiter who witnesses the signature of the parent(s) or legal guardian. The grade (and pay grade if applicable) will be shown over the appropriate title shown under the signature line. If this item is completed, no signature is required on the witnessing official line.

d. Verification of date and place of birth of applicant. Entries in this section will be made as follows:

(1) In all cases, record the name, place of birth, date of birth, and how the date of birth was verified.

(2) In cases where the last name of the applicant is different from that of the person or persons who have signed the consent papers, or where the applicant has furnished proof that he has no one legally qualified to furnish the required consent, an explanation will be given under "remarks," to include a description of the documentary evidence inspected.

(3) The signature will be that of the recruiter who verifies the information in this section.

e. The completed forms will be disposed of as follows:

(1) Original: Forward with the duplicate enlistment contract as a supporting document to the unit diary which reports the joining.

(2) Duplicate: Forward with other documents and pages in accordance with instructions contained in paragraph 15100.2d.

(3) Triplicate: Retain in the recruiting station files. Disposal of these files will be in accordance with the current Marine Corps directives governing disposition of records.

15059 DELETED (Ch. 11)

15060 DELETED (Ch. 11)

15061 ARMED FORCES SECURITY QUESTIONNAIRE (DD FORM 98)

1. Each applicant for initial appointment or initial enlistment to or in the Marine Corps or Marine Corps Reserve shall execute a DD Form 98 prior to such appointment or enlistment. Execution of DD Form 98 normally shall not be required for reappointment or reenlistment provided that the individual to be reappointed or reenlisted has had continuous service (no more than 90 days lapse therein) in the Marine Corps or Marine Corps Reserve and has previously satisfactorily completed DD Form 98. Each member of the Marine Corps Reserve (except those enlisted in the Six Months Training Program and subsequently ordered to active duty for training within a period of one year from initial enlistment) upon entering a tour of extended active duty, either voluntarily or involuntarily, shall further execute DD Form 98 immediately upon reporting to the initial activity to which official orders require him to report for such duty. Retired members of the Marine Corps and Marine Corps Reserve shall execute DD Form 98 prior to being recalled to active or extended active duty.

2. If an applicant for initial appointment or initial enlistment intentionally fails or refuses to execute DD Form 98 in its entirety the appointment or enlistment will be denied.

3. If the completed DD Form 98 contains any answer other than "no" for question # 2, part IV, or if a retired member of the Marine Corps or Marine Corps Reserve, or member of the Marine Corps Reserve being recalled to active or extended active duty as applicable, either voluntarily or involuntarily, intentionally fails or refuses to execute DD Form 98 in its entirety, the forwarding command or officer will do the following:

a. Withhold the appointment, enlistment, recall orders or orders to active duty or extended active duty, as

appropriate. Exception: When the answer to the question 2r, part IV, is "yes," the applicant may be completely processed without reference to Headquarters Marine Corps, as provided below, provided that:

(1) The applicant is otherwise qualified, and

(2) The inquiry into the background to determine eligibility clearly reveals that there has been no attempt on the part of the applicant to hide his true identity, and

(3) There is nothing which may cause suspicion as to the applicant's loyalty.

b. Forward the completed or partially completed DD Form 98 and all appointment or enlistment papers, recall orders, or orders to active or

extended active duty direct to the Commandant of the Marine Corps to the applicable code indicated below, with a letter report outlining in detail the circumstances surrounding the incident:

(1) Code DP - applicants for appointment, or applicants for enlistment in the Platoon Leaders Class, Officer Candidate Course, and Women Officer Training Course.

(2) Code DP - applicants for enlistment other than those concerning officer training programs.

(3) Code DF - retired members of the Marine Corps and Marine Corps Reserve being recalled to active or extended active duty, or members of the Marine Corps Reserve being recalled to extended active duty with the Regular Establishment, either voluntarily or involuntarily.

(4) Code AFC - members of the Marine Corps Reserve being ordered to extended active duty with the Reserve Establishment.

4. In all cases other than those set forth in subparagraph 3, above, the completed DD Form 98 will be forwarded as a supporting document with the duplicate copy of the oath of acceptance, enlistment contract, recall orders, or orders to active or extended active duty, as appropriate.

15062 NOTIFICATION OF HOME ADDRESS AT TIME OF LATEST ENTRY INTO ACTIVE SERVICE (DD FORM 53)

1. This form is provided for notifying State Directors of Selective Service of the home address of an individual at the time of latest entry into active service.

2. The DD Form 53 will be prepared for the following persons, including women Marines:

a. Each person who enlists or reenlists in the Regular Marine Corps.

b. Each officer who accepts initial appointment to warrant or commissioned grade while serving on active duty.

c. Each reservist who reenlists in the Marine Corps Reserve while on extended active duty.

Refer to MCBul 1140 of 7 Jul 67

d. Each reservist, officer or enlisted, who is ordered to extended active duty by individual or unit mobilization orders.

3. No form will be prepared for persons who are:

a. Inducted.

b. Ordered to active duty for training only.

c. Found not physically qualified for active duty upon reporting for physical examination.

4. The form will be completed by the organization at which the individual:

a. Enlists or reenlists.

b. Accepts initial appointment to warrant or commissioned grade while serving on active duty (other than active duty for training) with the Marine Corps; if not serving on active duty on the date of acceptance, by the first organization to which joined after reporting for active duty.

c. First reports for extended active duty, if a reservist, except:

(1) Recruiting stations effecting Reserve enlistments for immediate assignment to active duty will complete the form.

(2) When an Organized Reserve unit is mobilized, the form will be completed by the Organized unit.

5. The selective service number to be entered in Item 14 may be found on the Registration Certificate (SSS Form No. 2), the Notice of Classification (SSS Form No. 110), or the Notice of

Identification (SS Form No. 391), one of which should be in the possession of the person concerned. In the event the individual is not of registration age, record "not registered" in Item 13 and leave Item 14 blank.

Refer to MCBul 1140 of 7 Jul 67

6. Disposition of Completed Forms

a. Completed forms will be mailed to the appropriate State Director of Selective Service listed in paragraph 15072 except that:

(1) A form containing a home address which cannot be identified with one of the addresses listed in paragraph 15072 shall be sent to the Director of Selective Service, Washington 25, D. C.

15063 WAIVER OF PHYSICAL DISQUALIFICATION (STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION AND STANDARD FORM 89, REPORT OF MEDICAL HISTORY)

1. Requests for waiver of physical disqualifying defects for enlistment, reenlistment, or voluntary extension of enlistment will be submitted to the Commandant of the Marine Corps (Code DP).

2. The request shall consist of completed Standard Form 88 in duplicate, accompanied by Standard Form 89 completed by the applicant. Instructions contained in the Manual for the Medical Department, U. S. Navy, apply.

3. Requests for waiver of physical disqualifying defects shall not be made by message.

4. When waiver is granted, record the nature of the defect waived and the authority therefor, on the reverse of the enlistment contract and record or the extension of enlistment, as appropriate.

15064 IDENTIFICATION CARDS

~~MPR MCBul 1070 of 9 Jun 65~~

1. Three different identification cards are prescribed for Marines:

a. DD Form 2MC, a green card insert laminated between two sheets of plastic, is prescribed for issue only to members of the Marine Corps and Marine Corps Reserve on active duty for periods in excess of 90 days.

b. DD Form 2MC (RET), a gray card insert laminated between two sheets of plastic, shall be issued to retired members of the Armed Forces who are entitled to retired pay.

c. DD Form 2MC (RES), a red card insert laminated between two sheets of plastic, may be issued to members of the Reserve who are not otherwise entitled to either of the cards prescribed above. DD Form 2MCR, 1 Jan 1950, which is currently available in the supply system may be used as a substitute until further notice.

2. Personnel may possess not more than one of the aforementioned cards at any one time.

3. The identification card shall identify the individual to whom issued; mere possession, however, does not necessarily entitle personnel to enter all Armed Forces installations or to have access to classified areas. The appropriate card shall be carried by the individual at all times, except that when required by proper military or civil authority, it shall be surrendered for purposes of identification or investigation, or for purposes of replacement or destruction as provided herein.

4. Commanders maintaining stocks of identification cards are personally responsible for the following security and accountability functions:

a. The approval of requisition for cards.

b. Verification of serial numbers and total number of cards received as shown on the shipping list.

c. Furnishing adequate stowage to provide for strict security of blank cards at all times.

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d. The maintenance of a permanent log which shows the final disposition of each card in serial number sequence.

e. Every 6 months or upon relief of the issuing agent, inventory blank cards, sight those in the process of issuance, and inspect the permanent log to verify the disposition of each card. A signed entry will be placed in the log indicating compliance with this paragraph.

5. Appropriate identification cards shall be issued under the following conditions:

a. Officers:

(1) Appointment.

(2) Change of grade.

(3) Assignment to and release from extended active duty.

(4) Retirement.

(5) In case of loss.

b. Enlisted:

(1) Enlistment and reenlistment.

(2) Extension of enlistment.

(3) Assignment to and release from extended active duty.

(4) Promotion to the grades Corporal through Sergeant Major/Master Gunnery Sergeant.

(5) Reduction.

(6) Transfer to the Fleet Marine Corps Reserve or retirement.

(7) In case of loss.

6. Responsibility for Issuance

a. DD Form 2MC shall be issued by field activities to personnel reporting for a period of active duty which will exceed 90 days. Field activities also shall issue cards to personnel on extended active duty on the occasions specified in subparagraph 5, above.

b. DD Form 2MC(RET) shall be issued as follows:

(1) Upon retirement or transfer to the Fleet Marine Corps Reserve, the card shall be issued by the separation activity in exchange for the identification card held by the individual at that time.

(2) When, due to loss, mutilation, change in status, etc., it is necessary to replace a DD Form 2MC(RET) for a Fleet Marine Corps reservist, the card shall be issued by the appropriate Reserve command.

(3) If a retired Marine requires replacement of the DD Form 2MC(RET) for any reason, Marine Corps installations with necessary facilities shall issue such card upon presentation of a valid identification card and/or retirement orders which are sufficiently clear to permit determination of card entitlement and appropriate card entries.

c. DD Form 2MCR shall be issued as follows:

(1) On appointment, enlistment, or reenlistment in the Marine Corps Reserve, the card shall be issued by the organization effecting the action.

(2) On release from extended active duty (except 6-month trainees), the card shall be issued by the separation activity in exchange for DD Form 2MC.

(3) If a reservist, retired without pay, requires replacement of DD Form 2MCR for any reason, Marine Corps installations with necessary facilities shall issue such card upon presentation of a valid identification card and/or retirement orders which are sufficiently clear to permit determination of card entitlement and appropriate card entries.

(4) When replacement of DD Form 2MCR for personnel, other than those retired without pay, is required due to loss, mutilation, change in status, etc., the card shall be issued by the Reserve organization to which the individual is joined.

(5) In the case of members of the six-month training program, the following special procedures apply:

(a) Upon entrance into the Marine Corps Reserve, cards shall be issued as specified in subparagraph c(1), above.

(b) When trainees are assigned to the 6-months tour of extended active duty, the DD Form 2MCR shall be collected at the first active duty station, and placed in the envelope prescribed for retention of photographs. If required, photographing and lamination will be accomplished at the first active duty station.

(c) Unit commanders will reissue the retained cards upon completion of the 6-months tour of active duty.

(d) When personnel enlist in the Regular Establishment during the period of 6-months active duty, the DD Form 2MCR shall be removed and destroyed.

(6) In the case of personnel enlisting in the Marine Corps Reserve for the purpose of applying for a Reserve Officer Candidate program, a temporary DD Form 2MCR shall be prepared by the procurement officer and delivered to the individual upon approval of the application by the Commandant of the Marine Corps. When a member of a Reserve Candidate program reports for active duty for training, the training command shall prepare and issue a DD Form 2MCR in exchange for the temporary card.

7. Whenever a new identification card is issued to an individual or whenever an individual is separated, the officer effecting the action is responsible for the recovery and destruction of the old identification card. For reservists in the six-month training program, this requirement is waived to the extent shown in subparagraph 6c(5), above.

8. Identification cards will be completed in accordance with the following instructions:

a. General

(1) Use typewriter with black ribbon for all entries.

(2) Use black or blue-black ink for signature. Do not use a sharp pointed pen which might tear the fiber of the card.

(3) The card will be protected by lamination prior to issuance.

b. Face of card

(1) Grade

(a) Officers: Enter official abbreviation of grade.

(b) Enlisted: Enter official abbreviation of grade.

(2) Expiration date. For officers, retired personnel (except for temporary disability), Fleet Marine Corps Reserve personnel, and Reserve personnel not on active duty serving under an indefinite term enlistment contract, enter "Indefinite." For Regular enlisted personnel, enter date of expiration of enlistment. For Reserve enlisted personnel on extended active duty, enter the date of expiration of active duty. For Reserve enlisted personnel not on active duty (other than those with indefinite term contracts), enter the date of expiration of obligated service or 6 years from date of issuance whichever is earlier. For personnel on the temporary disability retired list, enter the 5 year expiration date.

(3) Signature. Type first name, middle initial, and last name under the line. Have the individual sign exactly as typed.

(4) Photograph

(a) An uncovered full face portrait (in uniform) showing service number at the bottom will be taken and three 1- by $1\frac{1}{4}$-inch prints made. As an exception to the foregoing, civilian

clothes may be worn in making photographs for gray cards (DD Form 2MC (RET)). One photograph will be securely pasted on the space provided; the others will be disposed of as follows:

1. Enlisted. Use one print for preparation of the official photograph required by paragraph 15053; place the remaining print in a plain envelope (not larger than $4\frac{1}{2}$ by 10-3/8 inches). Perforate the envelope on one short edge to fit the metal binding tabs in the service record book and insert as the last document in the service record book. When inspection reveals the absence of a photograph, a new one shall be prepared.

2. Officers. Place in a plain envelope (not larger than $4\frac{1}{2}$ by 10-3/8 inches). Perforate the envelope on one short edge to fit the metal binding tabs in the officer's qualification record and insert as the last document in the officer's qualification record.

(b) In preparing DD Form 2MCR or DD Form 2MC(RET), a copy of the photograph in the service record book or the officer's qualification record may be used if it is not possible or administratively feasible to secure a new photograph of the individual.

(c) Photographs need not be placed on DD Form 2MCR for Volunteer reservists or reservists retired without pay.

c. Reverse of card

(1) Fingerprints

(a) For DD Form 2MC(RET) or DD Form 2MCR, fingerprints need not be entered.

(b) For DD Form 2MC, affix fingerprints as indicated. If an index finger is missing, the next finger on the same hand should be used. Care should be taken to obtain clear prints.

(2) Personal data. Enter as appropriate.

(3) Blank block. Enter "NO MEDI-CARE" in the blank block opposite the "Date of Issue" block on DD Form 2MC(RET) for reservists retired with pay in accordance with 10 U.S.C. 1331-1337 but with less than 8 years full time active service (other than active duty for training).

(4) Signature of issuing officer

(a) DD Form 2MC may be signed by the commander or by an officer designated by him. DD Form 2MCR and DD Form 2MC(RET) may also be signed by: The Commanding General, Marine Air Reserve Training; Marine Corps District Directors; commanding officers, Marine Air Reserve Training detachments; Inspector-Instructors; commanding officers of Organized Marine Corps Reserve Units; officers who effect enlistments or reenlistments in the Marine Corps Reserve; and other officers designated by the foregoing officers.

9. Identification cards will be processed by organizations authorized necessary photographic and lamination equipment. Cards for Marine Corps personnel at or in close proximity to naval issuing activities, and for whom Marine Corps facilities are not available, will be prepared by the naval activity upon request. Identification cards for naval personnel at or in close proximity to Marine Corps activities having identification card facilities, and for whom naval facilities are not available, will be prepared by the Marine Corps activity upon request. In each case the activity requesting the service will supply the necessary identification cards.

10. Periodically, it may be necessary to issue a temporary DD Form 2MC until such time as a permanent card can be prepared and issued. Commanders may issue temporary cards when, in their opinion, such action is justified and serves the good of the service. Temporary DD Form 2MC will be prepared and issued in accordance with the following instructions:

a. The card will be prepared in the same manner as the permanent DD Form 2MC, except that in the space provided for a photograph, the words

"Temporary Card" will be typed, and each card must contain a definite expiration date, such date not to exceed 60 days from date of issuance.

b. The temporary card will be taken up and destroyed by the command to which the individual is attached upon issuance of the permanent DD Form 2MC.

11. Penalties are provided under Article 134 of the Uniform Code of Military Justice (10 U.S.C. 934) for certain actions relative to identification cards. For certain of the offenses, the penalties include 3 years' confinement and a dishonorable discharge. Among the types of actions prohibited are the following:

a. Falsely making, forging, counterfeiting, altering, or tampering with an Armed Forces Identification Card;

b. Using or possessing an Armed Forces Identification Card except as authorized under regulations pursuant to law;

c. Personating or falsely representing oneself to be or not to be the person to whom such card has been duly issued;

d. Willfully allowing any other person to have or use one's identification card; or

e. Photographing, printing, or in any other manner executing any engraving, photograph, print, or impression in the likeness of an identification card except as authorized under regulations pursuant to law. (In this connection, personnel are cautioned that they may not use or permit the use of the identification card as collateral for the return of property, nor permit others to photograph the identification card for purposes of check cashing, establishment of credit, or other purposes.)

15065 GENEVA CONVENTIONS IDENTIFICATION CARD (DD FORM 528)

1. The Geneva Conventions Identification Card is designed for issue to military personnel in an area where there is possibility of capture as a prisoner of war. In the event of capture, the card will be surrendered to the capturing authorities for use in preparation of prisoner of war rolls required of signatories of the Geneva Conventions.

2. The Geneva Conventions include the following categories of persons as "Protected Personnel": Medical personnel, staff personnel exclusively engaged in the administration of medical units and establishments, and chaplains. Cards issued to "Protected Personnel" will be overstamped (on the FACE) in red, permanent, waterproof-type ink, with a cross of dimensions not less than $1\frac{1}{2}$ inches, and the words "Chaplain" or "Medic," as appropriate, clearly reproduced in the center.

3. Commanders will prepare a card for the following personnel:

a. All Marine Corps personnel on active duty, or active duty for training for a period in excess of 90 days.

b. Other members of the Armed Forces of the United States when attached to Marine Corps organizations required to issue the cards and the member does not possess a card.

4. Cards will be prepared initially by completing all spaces except "Grade."

5. The card will be placed in an envelope (for enlisted personnel, that prescribed by paragraph 15053; for officers, that prescribed in paragraph 15064) and inserted as the last document in the service record book or qualification record. Thereafter disposition will be as follows:

a. At such time as an individual joins a unit of the active Fleet Marine Force the "Grade" space of the card of the person concerned will be completed and the card laminated between two pieces of clear plastic or chemically impregnated to make it waterproof and durable and placed in the service record book or qualification record as prescribed above. Similar action will be taken in the case of individuals who become involved in

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conditions comparable to those on Fleet Marine Force duty. Subsequent to the lamination of these cards, if the individual is ordered to duty in an area where he is liable to capture, or deployed with a Fleet Marine Force unit for contingency operation, the card will be issued to the individual.

b. New cards will be prepared for personnel upon change of grade as follows:

(1) Officers

(a) Promotion

(2) Enlisted

(a) Promotion except for promotion to private first class and lance corporal.

(b) Reduction

c. The individual will carry the card on his person at all times while in the area.

d. In the event of capture he will surrender the card to capturing authorities, and retain his Armed Forces Identification Card for identification.

e. When the individual leaves the area in which he is subject to capture, recover the card and return it to the service record book or qualification record.

15066 IDENTIFICATION TAGS

1. General

a. Identification tags are designed for identification and casualty reporting in the case of a person who becomes a casualty, and for identification, casualty reporting, and graves registration in case of death in a combat zone.

b. Identification tags are of metal, approximately 2 inches long and 1 1/8 inches wide, about 0.025 inch thick with corners rounded and edges smooth.

c. Two completed identification tags will be issued to each officer and enlisted person of the Regular Establishment, and to each member of Class II, Marine Corps Reserve. In addition, identification tags will be issued to each member of Class III, Marine Corps Reserve, who participates in training in a flight status. A necklace extension will be issued with the tags. Completed tags will be made up as follows: one tag suspended by passing the necklace through the hole in the tag. The second tag will be suspended by passing the necklace extension through the hole in the second tag and securing the extension to the necklace.

d. These tags are a prescribed part of the uniform and will be habitually kept in the possession of the owner. When prescribed by current directives they will be worn suspended from the neck underneath the clothing. When not required to be worn, they will be regarded as a part of the individual's equipment and be regularly inspected as such.

2. Identification tags have the capacity of five lines of type with 15 characters to each line, and will be embossed by a machine provided for that purpose. The first character of each line will be embossed on the end of the tag with the hole in it, with the raised portion of the character on the side with the flange. Information will be placed as follows: (The first and second lines of existing identification tags will not be affected by the instructions contained in subparagraphs a, and b, below; however, all new identification tags will reflect those instructions.)

a. First line. Beginning in the first space, emboss the last name.

b. Second line. Beginning in the first space, emboss the first initial, a period, the second initial, a period, followed by Jr., Sr., I, II, etc., if appropriate.

c. Third line. Beginning in the first space emboss the service number. In the 15th space, emboss the blood type.

d. Fourth line. Beginning in the first space, emboss the letters "USMC"

for all Marines, Regular and Reserve. (Emboss "USN" for all Navy personnel.) In the seventh space emboss the appropriate letter ("S," "M" or "L") denoting the protective mask size. (Fit individual for current size mask each time a tag is to be issued or replaced.)

e. Fifth line. Beginning with the first space, record either religion or sect as designated by the Marine. Religious preference will be shown as follows: Examples used were selected at random without purpose other than to set forth a pattern for guidance.

(1) The designation will be spelled out where possible. For example: Baptist, Catholic, Protestant.

(2) Where the designation cannot be spelled out because of space limitations, meaningful contractions and/or abbreviations will be used. Contractions and/or abbreviations devised shall be adapted to the preference of the individual concerned. EXAMPLE: The short title of American Evangelical Christian Church is Am Evang Chr; the short title of Primitive Adventist Christian Church is Prim Ad Chr.

(3) When the individual prefers not to designate a preference or does not state a preference, the words "No Preference" will be used.

(4) The Religion on the identification tags currently in use will only be changed when specifically requested by the individual concerned.

3. Commands not possessing facilities for embossing identification tags will request preparation from the nearest Marine Corps activity possessing embossing facilities. Include in the request a list of the personnel for whom tags are required and the necessary data for preparation of the individual tags. The facilities of the following commands may be used:

Marine Corps Recruit Depot, San Diego, Calif.
Marine Corps Recruit Depot, Parris Island, S. C.
Marine Corps Base, Camp Pendleton, Calif.
Marine Corps Base, Camp Lejeune, N. C.
Marine Corps Schools, Quantico, Va.
Marine Corps Supply Center, Albany, Ga.

15067 CERTIFICATE OF APPOINTMENT (DD FORM 216MC)

1. A Certificate of Appointment shall be prepared for each individual appointed to any grade above the grade of private on a date subsequent to enlistment or reenlistment.

a. Certificates of Appointment will not be prepared for individuals who are appointed to a grade above private at the time of enlistment or reenlistment since the Enlistment Contract and Record (NAVMC 118(2)-PD) will serve as the appointing certificate.

b. Certificates of Appointment will not be prepared for individuals enlisted in the Platoon Leaders Class, Officer Candidate Course, Aviation Officer Candidate Course, or Women Officer Candidate Course.

2. Instructions for the preparation and disposition of Certificates of Appointment are as follows:

a. Each Certificate of Appointment will contain the following information:

(1) First name, middle initial, last name, service number, and primary military occupational specialty number.

(2) Full title without abbreviations of the grade to which appointed.

(3) In the case of a reservist, enter the words "RESERVE OF THE" immediately centered over the words "UNITED STATES MARINE CORPS."

(4) The date of promotion and the authority under which the promotion was effected.

(a) When the date of promotion is specified in the directive authorizing the appointment, the following phrase will be added: (Pursuant to paragraph 6255.1c(1), MARCORPERSMAN).

(5) The date of rank specified in the authority under which the promotion was effected.

b. Commanders, except of Regular recruiting activities, will prepare an original of a Certificate of Appointment, for delivery to the individual Marine concerned, and a manifold copy to be forwarded to Headquarters Marine Corps, for record purposes.

3. Certificates of Appointment issued by the Commandant of the Marine Corps will be forwarded for delivery to the commanding officer. After the duplicate Certificate of Appointment has been completed by the commanding officer and, when appropriate, by the individual, the original will be delivered to the Marine concerned. The completed duplicate will be promptly returned to Headquarters, U.S. Marine Corps (Code DHB).

a. When appropriate, the Marine will signify his compliance with the provisions of paragraph 6252.3a(4) or 6252.3b(4) by signing the manifold copy of the Certificate of Appointment in the space provided.

b. In the event the Marine does not desire to comply with the provisions of paragraph 6252.3a(4) or 6252.3b(4), as appropriate, or he no longer merits advancement, the Certificate of Appointment, together with all copies, will be returned to Headquarters Marine Corps, in accordance with the provisions of paragraph 6255.2.

15068 OFFICER AND NONCOMMISSIONED OFFICER FITNESS REPORTS

1. General. Fitness reports form one of the most important records of an individual's performance of duty and the professional qualifications attained. These reports present a continuous record of the individual's service with the Marine Corps. Fitness reports are vital in determining assignment to duty and in selection for promotion. Individuals submitting reports must, therefore, realize the significance of the fitness report and exercise the utmost care and thoroughness in completing them. Each completed report must be an accurate and comprehensive portrayal of the individual reported on. Every effort shall be made to maintain the confidential nature of completed fitness reports. Procedures will be established within each command to ensure that completed fitness reports will be seen only by those individuals required to process or have cognizance of such reports. Reviewing officers will establish similar procedures to assure that these practices are adhered to in the handling of completed fitness reports. Accordingly, fitness reports on officers and noncommissioned officers of the Marine Corps and Marine Corps Reserve will be completed in accordance with the principles, intent and instructions contained herein.

a. Promptness of submission. In order to provide complete records for selection boards and other using agencies, prompt submission of fitness reports is mandatory. Individuals submitting fitness reports will forward them within 15 days after the terminal date of the period covered. In cases where the reporting senior is absent when a report is due, he will submit the report within 15 days of the date of his return.

b. Referral. Completed fitness reports will not be shown to the individual reported on unless the report is adverse, as defined in subparagraph 4. Reporting seniors are responsible for referral of adverse reports to the individual reported on. In cases where it is obviously impractical to show the report to the individual reported on, the reporting senior will set forth in detail the circumstances which precluded the showing of the report in section D.

Change of reporting senior or transfer of the individual reported on is not considered sufficient justification for failure to refer an adverse report to the individual reported on.

c. Matters placed into official records. A fitness report once properly submitted becomes the property of the Marine Corps and is not subject to withdrawal except as noted in the Marine Corps Manual, paragraph 1070.

d. Competition-in-Arms. Special instructions for completion of fitness reports on personnel participating in the Competition-in-Arms training program are contained in subparagraph 9.

e. Marine Corps Reserve. Special instructions for completion of fitness reports on officers and noncommissioned officers of the Marine Corps Reserve, not on extended active duty, are contained in subparagraph 10.

2. Types of Reports and Reporting Occasions. The capitalized abbreviations included in parentheses for each type of report or reporting occasion described in this subparagraph will be inserted on the line below the line marked "Occasion for this Report," when the "Other" box is checked. The "Other" box will be checked in all cases whenever reports are submitted for occasions other than those indicated by the remaining boxes on line 4, section A.

a. Regular. A regular report is a report submitted by reporting seniors on their subordinates at the prescribed times indicated in this subparagraph. Unless otherwise directed, each regular report will cover the entire period from the last regular report or from the date of assignment to active duty to the end of the reporting period. Regular fitness reports will be submitted on commissioned, warrant and noncommissioned officers of the grade of sergeant and above of the Marine Corps and the Marine Corps Reserve on active duty (except noncommissioned officers of the Marine Band) at the following times:

(1) Semiannually in accordance with the following schedule:

(a) Noncommissioned officers - last day of January and July.

(b) Lieutenants, commissioned warrant officers and warrant officers - last day of June and December.

(c) Captains and above - last day of February and August.

NOTE: In cases where it is known that either the reporting senior will be changed, or the individual reported on will be transferred or reassigned within 30 days after the date the regular semiannual report is due, the report may be delayed until the transfer/reassignment date to cover the additional period. In such cases, both of the appropriate boxes in Item 4 will be checked and explained in the space provided, as appropriate. Semiannual reports may be omitted if the period of observation is 30 days or less, however the reporting senior will include this entire period in the next report he submits on the individual reported on.

(2) Upon transfer/detachment of the individual reported on. However, when Marine Aviation Cadets are commissioned and transferred immediately thereafter, no fitness reports are required from the transferring command.

(3) Upon change of reporting senior.

(4) When directed by the Commandant of the Marine Corps (REQ CMC).

(5) Upon appointment of a noncommissioned officer (sergeant or above) to commissioned or warrant officer grade (APPT OFF).

(6) Upon discharge of noncommissioned officer reported on (except

upon immediate reenlistment) (DISCHARGE).

(7) Upon reduction of noncommissioned officer to corporal or below (RED OF NCO).

(8) Upon reversion of an officer to enlisted grade (REVERT TO ENL GRADE).

(9) Upon request for transfer submitted in accordance with paragraph 4057 or 4112 (REQ TR).

(10) Upon resignation (RESIGN).

(11) Upon release from active duty of the individual reported on (REL ACDU).

(12) Upon retirement (or transfer to Fleet Marine Corps Reserve of NCO reported on) (RETIREMENT).

(13) Upon being assigned from parent organization to the Annual Competition-in-Arms training program (TO MKSHIP PROG).

(14) Upon assignment to, during and upon completion of TAD in connection with the Fleet Marine Force Personnel Assistance Program:

(a) By the regular reporting senior whenever the individual reported on is ordered TAD, to include the last day of duty prior to the TAD. (ORDERED TO (Name of TAD Command) CONN FMF PERS ASST PROG.)

(b) By the TAD reporting senior at the regular reporting periods described above. (ON TAD (Name of TAD Command) CONN FMF PERS ASST PROG). Enter the name of the parent administrative unit to which the individual is administratively assigned in line 2 of section A.

1. Fitness reports are not required from the parent administrative command to cover the periods of TAD in connection with the Fleet Marine Force Personnel Assistance Program. Regular reports will be submitted by the TAD command.

2. Upon request by the parent administrative command, the TAD command will forward fitness reports to that unit prior to their being forwarded to the Commandant of the Marine Corps.

(c) Upon termination of the individual's TAD, a report will be submitted by the TAD reporting senior to include the last day of duty, prior to terminating TAD. (TERM TAD CONN FMF PERS ASST PROG.)

(15) For special instructions on submitting reports on noncommissioned officers assigned to replacement battalions, see subparagraph 8b.

b. Concurrent. A concurrent report is a report, in addition to regular reports, submitted on individuals who have performed temporary additional duty other than in a student status or in connection with the Fleet Marine Force Personnel Assistance Program, or a report which covers specific aspects of a duty assignment on a permanent or temporary basis. If an individual is TAD under instruction, academic rather than concurrent reports are submitted, and if on TAD in connection with the Fleet Marine Force Personnel Assistance Program, regular reports are submitted. Concurrent reports will be completed at the times prescribed for regular reports, by the senior under whom the individual performs TAD or other duties and will be forwarded to the individual's parent administrative command, or to the regular reporting senior. Concurrent reports, however, need not be submitted for periods of less than 30 days. Concurrent reports will be attached to regular reports. When a concurrent report is received by the regular reporting senior prior to the time for submission of a regular report, it will be retained by him until the date for submission of the next regular report, however, if in the opinion of the regular reporting senior, a concurrent report should become a matter of record immediately, the regular reporting senior will submit a special report with the concurrent report attached thereto. Concurrent reports will, on line 2, reflect the organization title of the parent administrative command. Concurrent reports will be reviewed within the chain of command of the reporting senior.

c. Academic. An academic report is a report submitted to cover periods of instruction at a civilian or service school. Academic reports will normally be submitted at the times prescribed for regular semiannual periods,

however semiannual academic reports may be omitted and a report submitted at the completion of the course, to cover the entire period of instruction, but academic reports will not cover a period in excess of 12 months. When an academic report includes the date of transfer, a "Detachment/Transfer" report need not be submitted. Fitness reports need not be submitted upon change of the individual in charge of the school. Items 16a, 18 and 19 of section C will be marked "Unobserved" in all cases for academic reports. Items 16b through 16f for enlisted personnel and Items 16b through 16g for officers, and Item 17 will be marked if considered appropriate. A copy of the school diploma, certificate or Report of Separation from Training will be attached to academic fitness reports submitted upon completion of the course of instruction. Section D of academic reports will contain the class standing and final grade when available if not contained in the school diploma, certificate or Report of Separation from Training. In cases involving civilian schools, should it be impossible or impractical to obtain the above document(s) within 15 days following completion of the course of instruction, the reporting senior will note in section D "Diploma/Certificate/Report of Separation from Training" (as appropriate) will be forwarded separately. The appropriate document will be forwarded as soon as possible thereafter with a covering letter explaining the circumstances. Comments shall include an evaluation of the capability of the individual to assimilate instruction and specific reasons for failure or for being dropped from the course of instruction when applicable. Comments are invited concerning a student's performance of additional duty, such as Class Commander. Deliberate failure of a course of instruction is considered to warrant disciplinary action; any such action should be reflected on the subsequent fitness report. In some instances it may be difficult to determine whether the student is striving to succeed but is failing. In such cases, the question shall be resolved in favor of the student. For academic reports, the box "Other" will be checked on line 4, and the word "ACADEMIC" entered on the line below. It is intended that academic reports completed on individuals who will return to the command which ordered the individual to a course of instruction, be returned to that parent administrative command, and that when the individual will not return to the command ordering the individual to the course of instruction, that the academic report be submitted directly by the school command, to the Commandant of the Marine Corps. Generally academic reports completed on personnel in a temporary additional duty status will be forwarded to the individual's parent administrative command who will attach it to the next regular report, however, if in the opinion of the regular reporting senior, an academic report should become a matter of record immediately, the regular reporting senior will submit a special report with the academic report attached thereto. Academic reports completed on personnel, not in a temporary additional duty status, will be forwarded, after review, direct to the Commandant of the Marine Corps. Academic reports will be reviewed within the chain of command of the reporting senior.

(1) Officers attending a course of instruction conducted by United States Army Schools receive an academic report DA Form 1059, which is submitted directly to the Commandant of the Marine Corps. This academic report DA Form 1059 is acceptable in lieu of an academic report NAVMC 10147-PD.

d. Not observed. A "Not Observed" report will be submitted when the reporting senior has had no opportunity to observe the duty performance of the individual reported on. For a "Not Observed" report, section A, Items 1 through 5 and Item 6, if appropriate, section B, Items 11 and 12, and sections E and G will be completed. In section D, the reporting senior will indicate that the report is for a "Not Observed" period. For a "Not Observed" report, if the period of observation (i.e., period covered by the

report less periods of nonavailability indicated in Item 6) exceeds 30 days, the reporting senior will fully explain the circumstances in section D.

e. Extended. An extended report is a report which may be submitted upon transfer of the individual reported on, or change of reporting senior, within 60 days after the submission of a semiannual report. The reporting senior may, if his opinion remains the same, extend the semiannual report, if the semiannual report to be extended was not an adverse or marginal report. For extended reports, Items 1 through 5 of section A; Items 11, 12 and 15 of section B; sections D, E and G will be completed. In section D, the reporting senior will indicate that the previous report is being extended. An example of a suitable entry is: "Extend semiannual report ending (date). My opinions remain the same."

f. Special. A special report is a supplementary report submitted at the discretion of the reporting senior when an individual's performance of duty, derogatory or complimentary, is such that the reporting senior feels that the Commandant of the Marine Corps should be advised. Since these are supplementary reports, it does not

eliminate the requirement for submission of the other types of reports, as required. A special report will be submitted in accordance with paragraphs 4057 and 4112, and on officers and noncommissioned officers under the circumstances outlined in U.S. Navy Regulations, 1948, article 1701.5.

3. Reporting Seniors. The reporting senior is responsible for the submission of fitness reports on officers and NCOs under his supervision. In situations where the commander is not the reporting senior it will be the responsibility of the commander to furnish the reporting senior with any information relative to the conduct of the individual concerned during the time the individual is not under the direct supervision of the reporting senior. Such comments, when deemed appropriate, will be included in section D of the report, or may be appended to the report.

a. Identity. The reporting senior of an individual is the superior to whom he has regularly reported for duty in compliance with orders issued by competent authority. In cases in which the reporting senior is not a Marine, the individual reported on is responsible for bringing the contents of these regulations to the attention of the reporting senior at the time specified for the submission of fitness reports.

b. Request for identity. In cases where the identity of a reporting senior cannot be determined, a request for the identity of the reporting senior will be submitted to the Commandant of the Marine Corps (Code DF). See subparagraph 7 for specific designation of officer reporting seniors, and subparagraph 8 for specific designation of noncommissioned officer reporting seniors.

c. Relief of reporting senior. Fitness reports are not submitted by a reporting senior whose relief is occasioned by alleged misconduct or unsatisfactory performance of duty. Under such circumstances, the fitness reports which would normally be submitted by him shall be completed by the officer next senior in the chain of command.

4. Definition of Adverse (Unsatisfactory or Unfavorable)/Marginal Reports and Required Action Thereon

a. Adverse (unsatisfactory or unfavorable) reports. Adverse reports are defined as those which contain:

(1) An entry of "Unsatisfactory" in Items 16, 17 or 19 of section C.

(2) An entry of "Prefer Not to Have" in Item 18 of section C.

(3) An adverse (unsatisfactory or unfavorable) remark in section D.

(a) An adverse remark in section D should reflect a verbal elaboration of the ratings listed in subparagraphs 4a(1) and (2), above.

(b) An adverse remark in section D may also reflect factors not specifically covered in Items 16, 17, 18, or 19 such as poor character, dereliction of duty, intemperance, indebtedness, disreputable morals, and the like at a level comparable to the ratings referred to in subparagraphs 4a(1) and (2), above.

b. Marginal fitness reports. Marginal fitness reports are defined as those which are not considered adverse (unsatisfactory or unfavorable) according to the criteria contained in subparagraph 4a(1), (2) and (3), above, but which are indicative of performance which may become adverse if allowed to continue uncorrected. A fitness report containing a mark of "Below Average" in Item 16 or 17, of section C, or a mark in either of the two boxes to the immediate left of "Average" in Item 19 of section C will be considered a marginal report.

(1) All reports considered as marginal reports must contain a statement in section D by the reporting senior indicating that the individual reported on has been apprised of his area(s) of marginal performance

sometime during the reporting occasion. Reviewing officers will not forward reports of this nature until this has been accomplished.

c. Action required

(1) Adverse reports must be referred to the individual reported on for completion of section F. When completed fitness reports have been referred to the individual being reported on, such individuals will complete section F of the report. He must indicate that he has no statement to make or that he had made and attached a statement.

(a) When an individual indicates on the report that he has no statement to make, it is assumed that he accepts the report as complete and there are no additional attendant or extenuating facts.

(b) The individual may attach a statement when he feels that the ratings or remarks made by the reporting senior do not correctly portray his performance during the period covered. Such statements will conform with U.S. Navy Regulations, 1948, article 1404, and shall concern only the performance of duty during the period covered by the report. Attachment of statements from other people, which rebut or contradict the reporting seniors comments are not desired.

(c) Completed fitness reports referred to the individual reported on will be returned expeditiously by him to the reporting senior.

d. Counseling. Although fitness reports, except adverse reports, are not to be shown to the individuals reported on, this is not to be interpreted by reporting seniors that individuals should not be counseled concerning their overall performance of duty, good or bad. Apprising an individual of his overall performance of duty is considered an inherent part of leadership, and completion of fitness reports can serve as a timely reminder to reporting seniors that all individuals should be frequently counseled, regardless of how good or bad a fitness report may be.

5. General Completion Instructions. Subparagraph 7 contains further completion instructions pertaining to officer fitness reports, and subparagraph 8 contains further completion instructions pertaining to noncommissioned officer reports.

a. Preparation

(1) It is the responsibility of each individual for whom a fitness report is required to ensure that the appropriate fitness report (with section A completed) is submitted to his reporting senior at the times and under the circumstances prescribed by this paragraph. Similarly, it is the responsibility of the reporting senior to ensure that a fitness report is prepared and submitted at the prescribed reporting periods on each individual under his supervision, for whom a report is required. Cooperation by all offices having personnel performing clerical duties is necessary to ensure adequate administrative support for completion of section A of officer and enlisted fitness reports. Upon completion of section A, the individual being reported on will verify the information contained therein, sign the report in the space provided, and submit it to the reporting senior for further completion. Minor corrections in section A may be made, and initialed, with ink, by the individual reported on.

(2) In certain situations, the individual to be reported on will be performing duty at a place geographically removed from the unit to which joined for administrative purposes. In such situations, the commander of the unit to which the individual is joined for administrative purposes may require the individual reported on to accomplish section A of the report, sign it, and deliver it to the reporting senior at the proper times. In the event such action is taken, commanding officers will furnish such instructions, information, and forms to the individual

concerned as are necessary to ensure prompt submission of fitness reports.

b. Disciplinary action. Fitness reports will not be used as a substitute for disciplinary action or as a nonpunitive measure as defined in the Manual for Courts-Martial, U.S., 1951, subparagraph 128c. In this connection, see subparagraph 5e(3), below.

c. Method of completion. An entry will be made for each item. If an item is not applicable, enter "None," "Not Applicable" or "X" for "Not Observed" as appropriate. Each erasure or deletion on the form (less section A) must be initialed in ink by the reporting senior. All entries should be legible and typing is preferred in section A (except signature); section B, Items 11 and 12; and section G (except reviewing officer's initials or signature). All other entries will be completed legibly in ink. Particular emphasis should be given to the legibility of comments made in section D. The attachment of typewritten comments in lieu of handwritten section D comments is not permitted. Addressograph plates, which include the Monitored Command Codes, may be used in the spaces provided or may be overprinted in lines 1, 2 and 3 of section A. Addressograph plates or rubber stamps may be used in Items 11 and 12 of section B and in section G. Monitored Command Codes need not be shown in sections B and G.

d. Instructions for completing section A

(1) Items 1, 2 and 3. Insert, as indicated, the individual identifying information and enter the name of the organization to which the individual reported on is administratively joined, and the Monitored Command Code of the parent organization. (See MCO P1080.20.)

(2) Item 4. Check appropriate box. If the box marked "Other" is checked, insert on the line below, the appropriate abbreviation for the reporting occasion, as listed in subparagraph 2, above.

(3) Item 5. Include the entire period covered. Fill in the number of months to nearest whole month, computing 15 days or longer as one month. In the case of newly promoted sergeants, the reporting period commences with the effective date of promotion and terminates with the date occasioned by the report.

(4) Item 6. Record periods of nonavailability to the reporting command of 30 consecutive days or longer. Enter dates to cover each period and explain. EXAMPLE: "1Jun-15Jul, Proceed, Leave, Travel; 17Nov-20Dec, Sk USNMC, Bethesda, Md.; 10Jan-15Feb, TAD, Yuma Test Sta, Ariz."

(5) Item 7. Enter dates only if there was more than one duty assignment during the reporting period or if there was a period of nonavailability of 30 days or more. Enter the T/O Title and the MOS of the billet filled by the individual reported on. When a billet title is not fully descriptive, briefly describe the duty and enter the MOS most appropriate. No MOS is required for duty under instruction. In Item 7 only principal additional duties should be listed. Assignment to courts, boards, committees, councils, etc., should not be listed unless such duties require the individual to devote prolonged periods of time to such duties.

(6) Item 8. Enter the wife's current address. This is not to be confused with the legal address, but is the address where the wife is residing at the time of the submission of the report. If not married, enter the phrase "Not Applicable"; if legally separated, enter "Legally Separated."

(7) Item 9. Enter the age and relationship of dependents, other than wife, requiring transportation. EXAMPLE: 56, Mother; 15, Son; 12, Dau. If no dependents other than wife, enter the phrase "Not Applicable." If for any reason, legal dependents, other than wife, do not require transportation in connection with permanent change of station orders, enter "Not Applicable."

(8) Item 10. Preference for next assignment. This item is used at Headquarters, U.S. Marine Corps, for the assignment and transfer of individuals

according to the needs of the service and in lieu of official correspondence requesting routine changes of station and certain types of duty. In the event an individual does not desire to indicate a preference, the term "No Preference," "None," "As Directed" and the like are considered appropriate. The present duty station should not be indicated since this does not serve the intended purpose, however, those personnel in receipt of transfer orders, including a warning order for an overseas deployment with an Organized unit, may indicate a preference for subsequent assignment to their present duty station. For special instructions on completion of this item for officers, see subparagraph 7e, below.

e. Instructions for completing section B

(1) Complete Items 11, 13, 14 and 15 as appropriate.

(2) Enter in Item 12 the duty assignment of the reporting senior to reflect his duty relationship to the individual reported on. Include title of assignment and designation of unit or organization and location when appropriate.

(3) Item 14

(a) Letters or reports which represent nonpunitive measures as defined in the Manual for Courts-Martial, U.S., 1951, subparagraph 128c, will NOT be attached or referenced on the fitness report of the individual reported on.

(b) Recommendations for meritorious mast, and the like will not be referenced in this Item, but may be commented on in section D.

(c) Certificates of commendation and letters of commendation or appreciation or a copy of the routine order promulgating meritorious mast not previously forwarded to the Commandant of the Marine Corps will be attached to the fitness report. Letters forwarded during the reporting period will be referenced on the fitness report. Letters which relate to the efficiency of the unit as a whole are considered to be a report on the commanding officer or section head and not a particular individual. Letters that reflect the efficiency of the unit as a whole that have been reproduced to indicate personnel of the command will not be forwarded nor will they be filed if forwarded. Letters of appreciation not within the normal chain of command are considered appropriate for attachment to the fitness report if they mention the specific individual(s).

(d) Nonjudicial punishment. Notation will be made on fitness reports of any nonjudicial punishment awarded. Notation will not be made on a fitness report until a reasonable time has elapsed to permit the individual to appeal in accordance with the Manual for Courts-Martial, U.S., 1951, paragraph 134. In the event an appeal is filed, notation will not be made until such time as the appeal has been adjudicated. Similarly, notation will not be made concerning an individual who may be undergoing investigation or other legal proceedings until final disposition has been made of the alleged offense(s).

f. Instructions for completing section C. It is acknowledged that there is a human tendency to permit an individual's performance in one area to unduly influence his markings in all others, however, every effort should be made to evaluate each trait, quality and characteristic as a separate and distinct item.

(1) Item 16(b) will be marked "Not Observed" unless additional duties are reflected in Item 7 of section A.

(2) Marking "on the line" between the rating columns in Items 16 and 17 is prohibited. Similarly, marking towards the right or left within a marking column is not desired.

(3) When rating an individual, the reporting senior should consider carefully the italicized definitions listed in

section C of the fitness report, taking into consideration the individual's length of service, the opportunities afforded him which might have a bearing on his performance of duty, his personal characteristics, and his general professional qualifications. It should be noted that a mark other than "Not Observed" in Item 17(h) should be explained in section D. This item is generally reserved for wartime service in view of the descriptive title after the item; i.e., "(The ability to think and act promptly and effectively in an unexpected emergency or under great strain)," however, there are occasions during peacetime that a mark in this section is fully justified.

(4) Item 19. Item 19 is not a summary or average of marks in Items 16 and 17. It is the reporting senior's opinion of the individuals overall value to the service. On each reporting occasion reporting seniors will indicate, uuder the appropriate box of this item the total number of individuals (Marines) of the same grade who are marked "Outstanding," "Excellent-Outstanding," "Excellent," etc. When concurrent reports and regular reports are being prepared in response to a particular reporting occasion; i.e., semiannual reporting date, both types of reports should be combined for the purpose of showing the distribution of marks being assigned. Example: A reporting senior submits reports on ten captains for a particular reporting occasion. A tabulation of Item 19 markings would appear on each captain's report as follows:

Not Observed	Unsatisfactory	Below Average		Average		Above Average		Excellent		Outstanding
☐ 1	☐	☐	☐	☒ 3	☐ 1	☐ 2	☐	☐ 2	☐ 1	☐

NOT OBSERVED
Where the reporting senior has had insufficient opportunity to observe the individual reported on.

UNSATISFACTORY
Inefficient; below minimum standards.

BELOW AVERAGE
Passably efficient; satisfactory up to a minimum standard.

AVERAGE
Qualified; efficient to the generally accepted standard.

ABOVE AVERAGE
Highly qualified and efficient.

EXCELLENT
Exceptionally efficient; qualified to a degree seldom achieved by others of his grade.

OUTSTANDING
One of the very few outstanding individuals of his grade known to the person completing the report.

g. Instructions for completing section D

(1) Comments in section D concerning the professional character of the individual reported on are mandatory. Such comments should provide for amplification of other entries on the report and further information of the potentialities, capabilities and limitations of the individual reported on; however, these comments are not to serve as a substitute for either disciplinary action or nonpunitive measures. See subparagraph 4d for mandatory comments concerning counseling individuals when submitting marginal reports. In formulating comments, the grade of the individual reported on and the length of his military service and time in grade should be considered. Because each person is an individual with his own strengths and weaknesses, no hard and fast rules concerning suitable entries can be made. Stereotyped evaluations will be avoided. Copies of meritorious mast, meritorious promotion, or recommendations therefor, and similar matter will not suffice in lieu of completion of section D.

(2) See subparagraph 7f for mandatory comments in section D of officer reports and subparagraph 8e for mandatory comments in section D of enlisted reports.

(3) Comments concerning an individual's capacity to handle assignments of increasing responsibility, particularly those involving command; his growth potential; his ability to learn and adapt rapidly; any special abilities he may possess; his self-improvement efforts; knowledge of world affairs; and off-duty community/civic activities are illustrative of the characteristics which might be reflected in the evaluation.

(4) Since it is the responsibility of Officer Selection Boards and NCO Selection and Review Boards, convened at this Headquarters, to recommend individuals for promotion, recommendations for promotion will not be made on fitness reports.

(5) Outstanding or adverse markings in either Items 16A or 19 of section C will be specifically justified in section D. This justification must be presented in a specific, complete and concrete manner. General statements without explicit details are considered insufficient justification. (Supplemental sheets to be used as required).

(6) Comments and recommendations pertaining to retention in aviation, retention on extended active duty in the Reserve Program, etc., should be made only when specifically requested by the Commandant of the Marine Corps.

(7) See subparagraph 2c for special instructions for completion of section D of academic reports.

h. Instructions for completing section E. Section E will be completed in the handwriting of the reporting senior.

i. Instructions for completing section F. See subparagraph 4a for description of adverse fitness reports, and subparagraph 4c for procedures for referral of reports to the individuals reported on.

j. Instructions for completing section G. Section G will be completed for initialling by the reviewing officer.

6. Review of Fitness Reports. Fitness reports will be forwarded for review to the echelon in the chain of command or supervision next above that of the reporting senior. The importance of a factual review of each fitness report by the reviewing officer cannot be overemphasized. Review of fitness reports affords the reviewing officer the opportunity to comment on performance when such comment is necessary for a more accurate record of proficiency, a means to ensure that reporting instructions are observed by the reporting senior and an opportunity to resolve marking problems before they become a matter of official record. The reviewing officer will ensure that the instructions and intent of this subparagraph

are complied with. If reports are submitted which are late, incomplete or inconsistent, the reviewing officer will take corrective action. In commands or activities where there is no definite superior in a position to review fitness reports, the reporting senior will forward the report direct to the Commandant of the Marine Corps with a notation in section G that there is no reviewing officer.

a. Reviewing officer. The reviewing officer is the officer next in the chain of command or supervision above the reporting senior and should normally be the officer who submits fitness reports on the reporting senior. General officers are authorized to delegate authority to review fitness reports to officers in principal subordinate staff and command billets within their organization. However, no fitness report will be reviewed by an officer junior to the reporting senior.

b. Evaluation

(1) In the event the reviewing officer is in a position to evaluate the performance of the individual reported on, and he is not in accord with the ratings assigned or remarks made by the reporting senior, the reviewing officer may attach a statement to the report which will be forwarded with the fitness report. If such statement is derogatory in nature, a copy of this statement will be forwarded to the individual reported on via the reporting senior.

(2) Appended statements or short comments penned in section G by reviewing officers are encouraged.

c. Disagreement. In the event the individual reported on has attached a statement which indicates disagreement with the reporting senior as to matter of fact, the reviewing officer shall take action within his authority to resolve the disagreement, and attach a statement to the fitness report indicating his actions and opinions. In circumstances beyond the authority of the reviewing officer, he shall forward all available pertinent information, together with the report to the Commandant of the Marine Corps, noting that it is not possible for him to resolve the disagreement and the reasons therefor.

d. Area auditors. Reports on assistant area auditors and noncommissioned officers assigned to field audit offices shall be forwarded by area auditors to the Commandant of the Marine Corps (Code AZB), for completion of section G by the Inspector General, Marine Corps.

e. Special instructions. For special instructions concerning review of officer fitness reports see subparagraph 7g.

7. Special Instructions for Completion of Officer Fitness Reports

a. Form. Fitness reports for all officers of the Marine Corps and the Marine Corps Reserve will be submitted on the Officer Fitness Report, NAVMC 10147-PD.

b. Seniority of reporting senior. In no instance will an officer be reported on by an officer who is junior to him. When an officer has reported for duty to an officer who is junior to him, his fitness report will be completed by the first officer in the chain of command who is senior to him. The completion of fitness reports by an officer on another officer of the same grade is not desirable, however the final determination on this matter is left to the discretion of the reviewing officer or commander, as appropriate.

c. Designation of reporting seniors

(1) Unit commanders down to and including commanders at the battalion and squadron level are normally the reporting seniors of officers within their respective commands. For smaller separately administered units, the commanding officer will be the reporting senior.

(2) Heads of departments, divisions and separate offices of Headquarters, U.S. Marine Corps; general officers; Directors, Marine Corps Districts; and commanders are authorized to delegate the authority to submit fitness reports to officers in principal subordinate staff and command billets within their organization, when the number of officers to be reported on, or the lack of opportunity to observe the performance of duty, warrants such delegation of authority. If the delegation of authority is to be conferred upon a naval officer to submit fitness reports on other naval officers assigned to a Marine unit, approval will first be requested from the Chief of Naval Personnel in accordance with the provisions of the Bureau of Naval Personnel Manual. To the degree practicable for accurate reporting, such request for delegation will be consistent with the intent expressed in subparagraph 7c(1), above, with respect to the grade level desired of reporting seniors.

(3) The reporting senior of officers ordered to duty with a non-Marine Corps activity will be the immediate superior, regardless of service, to whom the officer reports for duty.

(4) The reporting senior of an officer ordered to duty under instruction at a service school will be the officer in charge of the school.

(5) The reporting senior of an officer ordered to duty under instruction at a civilian school will be the commanding officer, NROTC Unit, provided one is so assigned.

(6) The reporting senior of an officer attending a civilian school under the college degree program, if a commanding officer, NROTC Unit is not assigned, will be the Commanding Officer, Headquarters Battalion, Headquarters, U.S. Marine Corps.

(7) Marine Corps officers assigned full-time to any agency of the Department of Defense above the departmental level, or to any joint operational staff on or below the departmental level will be reported on by their immediate supervisors as follows:

(a) Reports on officers assigned full-time to the office of the Secretary of Defense or to any joint agency will be made by the immediate military or civilian supervisor.

(b) In cases in which such officers have additional part-time assignments, the reporting senior in the officer's full-time assignment will render the report and obtain recommendations from the senior(s) in the part-time assignments. Concurrent reports may be used for these purposes.

(8) No fitness report will be submitted on Regular, Reserve, or retired officers who are presidents or members of Marine Corps selection boards for that period of service. Concurrent or regular reports, as appropriate, may be submitted on the recorder of a selection board at the discretion of the president of the board.

(9) The Director, Marine Corps Reserve is designated the reporting senior of the Directors of Marine Corps Districts (less the 14th District) on Reserve aspects of performance. He will submit a concurrent report on the Director, 14th Marine Corps District. The Director of Personnel will submit concurrent fitness reports on the recruiting aspects of performance of the Directors of Marine Corps Districts (less the 14th District).

(10) The Inspector General, Marine Corps is the reporting senior for area auditors. Area auditors are the reporting seniors for permanent and Fleet Marine Force augmentation personnel assigned to their offices. Commanders of organizations to which area auditors are administratively attached shall make concurrent fitness reports on area auditors and forward such reports to the Commandant of the Marine Corps (Code AZB).

(11) The Commanding General, Marine Air Reserve Training Command is the reporting senior of commanding officers of Marine Air Reserve Training Detachments.

(12) The Head, Subsistence Management Section, Station Services Management Branch, Facilities and Services Division, Supply Department, Headquarters, U.S. Marine Corps is the reporting senior for officers in charge of the East and West Coast Food Services Teams. Commanders of organizations to which the Food Services Teams are administratively attached shall submit concurrent fitness reports on officers in charge of the teams to the Commandant of the Marine Corps (Code COE).

(13) The Planning and Operations Officer, Supply Department, Headquarters, U.S. Marine Corps is the reporting senior for officers in charge of Field Supply Analysis Offices. Commanders of organizations to which Field Supply Analysis Offices are attached shall submit concurrent fitness reports on officers in charge of the offices to the Commandant of the Marine Corps (Code CHE).

(14) In special assignments when the identity of the reporting senior is not readily apparent to the individual officer, the office or identity of the reporting senior will be contained in the officer's orders as issued by the Commandant of the Marine Corps.

d. Marksmanship qualifications

(1) Marksmanship qualifications of male lieutenants and captains fired in accordance with and as required by current directives will be reported annually on fitness reports in section A, Item 7:

(a) Each December semiannual report on second and first lieutenants will indicate the rifle/pistol qualifications attained for the calendar year.

(b) Each February semiannual report on captains will indicate the rifle/pistol qualification attained for the preceding calendar year.

(c) When a report is not submitted on such semiannual occasion, marksmanship qualifications will be included in the first following fitness report.

(d) The following abbreviations will be used: R (rifle); P (pistol); E (expert); SS (sharpshooter); MM (marksman); UQ (unqualified); NR (not required to fire as provided by current directives); DNF (required to fire but did not fire).

(e) Marksmanship entries will be made in the form shown in the following examples: R-E/P-SS (indicates qualification as a rifle expert and pistol sharpshooter); R-NR/P-MM (indicates not required to fire the rifle and qualification as a pistol marksman); R-UQ/P-DNF (indicates failure to qualify with the rifle and did not fire the pistol for qualification although required to fire by current directives).

(f) When an officer not required to fire according to current directives is subsequently transferred to an assignment/duty station where firing is required, he will remain in the "not required" (NR) category if a period of less than 6 months remains in the qualification year. This provision should not be construed to imply that officers in this category are not encouraged to fire for qualification when the opportunity is available.

(g) Lieutenants and captains required to fire the rifle/pistol during the calendar year and who have failed to fire for qualifications will append a statement of explanation to the fitness report which indicates their failure to fire.

e. Duty preference. Preference of duty for officers will include not only the descriptive title but the Monitored Command Code or the Fitness Report Duty Preference Code of the desired duty assignment or station (see MCO P1080.20, Personnel Accounting Codes Manual).

f. Section D

(1) Reporting seniors will include a word picture evaluation of the growth potential on all reports of all lieutenants.

(2) Since failure of an Officer Administrative Examination is considered a serious reflection upon individual initiative and professional qualifications, appropriate comments will be made in section D of fitness reports on captains and lieutenants, to reflect failure, or repeated failure, of Marine Corps Officer Administrative Examinations.

(3) A positive statement will be made, in the case of naval aviators whose primary duty is flying in a squadron, concerning the officer's aeronautical ability.

(4) When the reporting period includes the performance of duties which involve close contact and joint effort with officers of other services, foreign nations, and high echelons of our own government and when such fact is not obvious from other entries on the fitness report, a notation to this effect will be made in section D. In this connection, any assignment to duty with Joint, Combined, Allied and Office of the Secretary of Defense Staffs, as defined in Department of Defense Directive 1320.5 of 2 December 1959, will be specifically noted in section D.

(5) See subparagraph 5g for general comments in section D.

g. Review by higher authority

(1) The Director, Marine Corps Reserve will be the reviewing authority for those fitness reports submitted by District Directors on officers of the District Staffs (less the Recruitment Branch), Inspector-Instructors, and commanding officers of Organized Marine Corps Reserve Ground Units.

(2) The Director of Personnel will be the reviewing authority on fitness reports submitted by District Directors on officers of the District Staffs serving within the Recruitment Branch, officers in charge of recruiting stations and officer selection officers.

(3) The Marine Corps Liaison Officer, Staff CNATRA will be the reviewing authority for fitness reports prepared by the Commanding Officer, Marine Aviation Detachment, Naval Air Basic Training Command, Naval Air Station, Pensacola, Florida, on Marine Corps officers undergoing flight training.

(4) The Marine Corps Liaison Officer, Staff CNAATC will be the reviewing authority for fitness reports prepared by the Commanding Officer, Marine Aviation Detachment, Naval Air Advanced Training Center, Naval Air Station, Corpus Christi, Texas, on Marine Corps officers undergoing flight training.

8. Special Instructions for Completion of Noncommissioned Officer Fitness Reports

a. Form. Fitness reports on all noncommissioned officers in the grade of sergeant and above of the Marine

Corps and Marine Corps Reserve will be submitted on the Noncommissioned Officer Fitness Report (NAVMC 10233-PD).

b. Overseas draft personnel. When the period of observation of a noncommissioned officer in an overseas draft replacement battalion is not in excess of 60 days, and a fitness report is not required under circumstances outlined in U.S. Navy Regulations, 1948, article 1701.5, the report may be omitted and the entire period, since last reporting date, included in the first report submitted by the reporting senior at the new duty station.

c. Reporting senior. The reporting senior will be the officer under whose immediate supervision the noncommissioned officer performs his duties. Except as provided in the following subparagraphs, noncommissioned officers performing duties under the immediate supervision of a civilian will be reported on by the officer first in the echelon of supervision or command. Noncommissioned officers performing independent or special duty under the immediate supervision of a civilian and physically removed from the officer first in the chain of command (such as embassy guard) will be reported on by that civilian on the prescribed report form.

d. Concurrent reports. Concurrent reports will be identified on the Noncommissioned Officer Fitness Report (NAVMC 10233-PD) by an entry in the "Other" box of Item 4 and "Concurrent" entered below.

e. Section D. In the cases of gunnery sergeant and first sergeant/master sergeant, a descriptive statement as to the individual's qualifications for selection for promotion to first sergeant/master sergeant, or sergeant major/master gunnery sergeant, as appropriate, will be included in this section. Reporting seniors will note in section D of reports submitted on sergeants and staff sergeants, whether or not the individual reported on has the requisite skill in his military occupational specialty for advancement to the next higher grade. If the individual reported on does not have the requisite skill in his military occupational specialty for advancement, the reporting senior will indicate what action is being taken by the command to qualify him and what effort is being made by the individual to acquire the needed skill. The required statements on personnel in the grades of sergeant and staff sergeant concerning military occupational specialty qualification need not be made in the case of individuals serving in a category "B" billet.

(1) See subparagraph 5g for general comments in section D.

9. Special Instructions for Completion of Fitness Reports on Personnel Participating in Competition-in-Arms Training Program. Fitness reports will be submitted on competitors and support personnel.

a. Occasions

(1) See subparagraph 2a(13) for instructions on submission of regular fitness reports when personnel are ordered to the Competition-in-Arms training program.

(2) Upon completion of each phase of the Competition-in-Arms training program.

(3) Upon elimination within a phase of the Competition-in-Arms training program.

b. Identification of report. Reports will be identified by an entry in the "Other" box of Item 4 to show, as in subparagraph (2), above, "COMPLPHASEMKSHIP" or as in subparagraph (3), above, "ELIMFRMKSHIP," as appropriate.

c. Reporting seniors

(1) Marine Corps division matches

(a) Commands furnishing competitors that include an officer. The senior officer-competitor.

(b) Commands furnishing competitors that do not include an officer. The host commander of the matches. This may be delegated to the matches executive officer.

(c) Of officer competitors not reported on by subparagraphs (a) or (b), above. The host commander of the matches. This may be delegated to the matches executive officer.

(d) Of matches officials and support personnel. Host commander of the matches. This may be delegated to the matches executive officer.

(2) Marine Corps matches

(a) Of interdivision competitors. Officer appointed team captain by host commanders of division matches.

(b) Of matches officials and support personnel. Host commander, Marine Corps matches. This may be delegated to the matches executive officer.

(c) Of officer competitors not reported on by subparagraphs (a) or (b), above. The host commander of the matches. This may be delegated to the matches executive officer.

(3) National matches

(a) Of competitors and support personnel. Officers in charge of rifle, pistol, smallbore, skeet, trap teams and support personnel.

(b) Of team captain, Marine Corps Shooting Teams. Reports will be forwarded direct to the Commandant of the Marine Corps (Code AO3M) for completion.

(4) International matches

(a) Of competitors and support personnel. Senior Marine officer. In cases where there is no Marine officer member of the team, reports will be forwarded direct to the Commandant of the Marine Corps (Code AO3M) for completion.

(b) Of senior Marine officer. Reports will be forwarded direct to the Commandant of the Marine Corps (Code AO3M) for completion.

d. Reviewing officer. The commanding general or commander of the unit being represented at Marine Corps matches will be the reviewing officer. For national and international matches, reports completed by the team captain or the senior Marine officer will be forwarded to the Commandant of the Marine Corps (Code AO3M) for review. Reports completed in accordance with subparagraph 9c(3), above, will be forwarded to the team captain, Marine Corps Shooting Team, for review.

10. Special Instructions Pertaining to Completion of Fitness Reports on Officers and Noncommissioned Officers of the Marine Corps Reserve, Not on Extended Active Duty

a. Applicability. The instructions contained in the above subparagraphs are extended in their scope to include officers and noncommissioned officers of the grade of sergeant and above of the Marine Corps Reserve, not on extended active duty, except as qualified herein.

b. Reporting seniors

(1) District Directors are the reporting seniors for Reserve officers commanding separately administered units of the Organized Reserve (Ground) within his district. District Directors may delegate this authority as indicated in subparagraph 7c(2), above. When such officers perform training duty under the immediate command or control of any officer other than the District Director, concurrent reports are required.

(2) The commander of a Marine Air Reserve Training Detachment will render fitness reports on Reserve officers commanding aviation units of the Organized Reserve and on commanders of Volunteer training units under his supervision, provided they are not senior to him. In the event the commander is junior to the Reserve unit

commander, the fitness report of that individual will be completed by the Commanding General, Marine Air Reserve Training Command or his delegated representative. When such officers perform training duty under the immediate command or control of any officer other than the commander of a Marine Air Reserve Detachment, concurrent reports are required.

(3) The commander of a post or station, or an officer designated by him, will report concurrently on commanders of separate administered units of the Organized Reserve for periods of annual field training.

(4) District Directors will submit fitness reports on the commanders of the Volunteer training units within their respective districts, provided they are not senior to the District Director. In the event the District Director is junior to the unit commander of a Volunteer training unit, the fitness report of that individual will be completed by the Director, Marine Corps Reserve.

(5) The Commandant of the Marine Corps will submit fitness reports on Reserve General Officers.

(6) The commanding officer of a separately administered unit of the Organized Reserve is the reporting senior for members of his unit.

(7) The commander of a Volunteer training unit is the reporting senior for all members of his unit.

(8) Concurrent or academic reports, as applicable, for Class II and Class III reservists, covering periods of annual field training, active duty for training, or temporary active duty, not conducted under the observation of the regular reporting senior, will be submitted by the officer under whom such training is conducted.

c. Occasions of reports

(1) Regular

(a) For members of the Organized Reserve, semiannually in accordance with the following schedule:

1. Noncommissioned officers - last day of January and July.

2. Lieutenants, commissioned warrant officers and warrant officers - last day of February and August.

3. Captains and above - last day of March and September.

(b) For members of Volunteer training units, annually on the last day of October.

(c) General Officers, annually on the last day of October.

(d) At such other times as applicable in accordance with subparagraph 2.

(2) Academic. Upon completion of any period of instruction at a service school by a Class II or Class III reservist.

(3) Other

(a) Reports will be submitted to cover periods of temporary active duty or active duty for training (other than for periods of instruction at a service school) which are 5 days or more in length, provided such duty is performed under the command of an officer other than the regular reporting senior. No fitness report will be submitted for a period of temporary active duty as a member of a selection board.

(b) When a Class III Reserve officer or noncommissioned officer completes last period of repeated training.

(c) Marine Corps reservists participating in the Competition-in-Arms training program as members of the Marine Corps Reserve Shooting Teams will have fitness reports submitted in accordance with subparagraph 9.

d. Completion instructions. The Commanding General, Marine Air Reserve Training Command and District Directors will ensure that commanders of Organized Reserve units and Volunteer training units have the prescribed forms and current instructions.

(1) Item 1. In making reports for Reserve personnel not on extended

active duty, include the applicable Reserve Class (II or III) when completing the item "USMC _____." Example: "USMCR CL. III."

(2) Item 2. In addition to the information required by subparagraph 5d(1), the geographical location of the Reserve unit will be included. Examples: VTU (S) 9-5, New Orleans, La.; 2d EngrCo, ForTr, FMF, USMCR, Lynn, Mass. The insertion of a Monitored Command Code is not required, however.

(3) Item 4. If the box marked "Other" is checked, give an entry listed in subparagraph 2 or one of the following on the line below the line marked "Occasion for this Report."

Occasion	Entry to be made
Completion of active duty for training	ACDUTRA
Completion of temporary active duty	TEMPACDU
Completion of repeated training duty	REPEATTRADU

(4) Item 7. Marksmanship qualifications for the preceding year will be reported on the February semiannual report for lieutenants and the March semiannual report for captains, in accordance with the instructions contained in subparagraph 7d.

(5) Items 8, 9 and 10. These items do not require completion.

(6) Item 15. In completing reports for individuals assigned to or associated with the Organized Marine Corps Reserve and for members of Volunteer training units, in addition to checking the appropriate box in this item, enter the number of drill periods or periods of equivalent instruction attended and the number of drills scheduled during the reporting periods. Example: "Attended 8 of 12 scheduled drill periods."

(7) Section D

(a) In section D of regular reports, the reporting senior should record information relative to participation in military functions. Example: "This officer has completed 13 lessons of correspondence course __.", or "This officer has given four lectures during the reporting period." Information recorded in this section should be restricted to matters which advance the individual militarily or in which he participates in the interest of the Marine Corps.

(b) For the purpose of helping to determine future Reserve training assignments, it is particularly desirable that the reports on reservists undergoing active duty for training include amplification of ratings in Items 16 and 17 with comments in section D regarding:

1. Motivation, application and enthusiasm;

2. Ability to digest instruction on military subjects foreign to the officer's military specialty, if it can be determined;

3. Growth potential for Reserve officers through the grade of major;

4. One or more recommendations concerning future Reserve training for the individual;

5. Class standing (when applicable);

6. Condition and fit of uniform, personal appearance, general state of health.

e. Review by higher authority

(1) Regular reports for members of the Organized Reserve and Volunteer training units shall be reviewed by the officer next senior in the chain of command or supervision to the reporting senior.

(2) The Commanding General, Marine Air Reserve Training Command will be the reviewing authority on fitness reports submitted by commanding officers of Marine Air Reserve Training Detachments on commanders of aviation units of the Organized Marine Corps Reserve.

(3) Concurrent or academic reports on Reserve officers and noncommissioned officers to cover periods of active duty for training of less than 30 days do not require review unless they are adverse or marginal reports, as described in subparagraph 4. All such reports will, however, be forwarded to the Commanding General, Marine Air Reserve Training Command or the appropriate District Director for information.

(4) Concurrent or academic reports on Reserve officers and noncommissioned officers to cover periods of active duty for training which are 30 days or more in length or which are considered as unsatisfactory or unfavorable will be reviewed by the officer next senior in the chain of command to the reporting senior prior to being forwarded to the Commanding General, Marine Air Reserve Training Command or the cognizant District Director for information.

(5) If the regular reporting date is more than 30 days in the future, the concurrent or academic report shall be mailed to the Commandant of the Marine Corps without delay.

11. Forwarding Fitness Reports. When completed fitness reports are ready for forwarding to this Headquarters, they will be forwarded to the Commandant of the Marine Corps (Code DF), Washington, D.C. 20380, without letter of transmittal. Double envelopes will not be used except when required by security regulations. When the fitness report itself, or a statement or report attached thereto, has a security classification, it will be transmitted in accordance with the transmittal instructions contained in OPNAVINST 5510.1B, Department of Navy Security Manual for Classified Information.

15069 EXTENSION OF ENLISTMENT (NAVMC 321a-PD)

1. The Agreement to Extend Enlistment (NAVMC 321a-PD) will be used to effect all voluntary extensions of enlistment in accordance with Marine Corps Manual, paragraph 1133. The form will not be used to extend tours of active duty within an enlistment. It will be used only for extension of enlistment. Administrative instructions for preparation and disposition of the agreement are contained on the form. The following general instructions apply:

a. The agreement must be executed prior to or on the date of expiration of enlistment except when the individual is serving on an involuntary extension of enlistment as provided in paragraph 2207; otherwise, it is not valid.

b. The agreement will normally be sworn to before the individual's commander or such other officer of the command as may be designated. However, when this is administratively impracticable and no other Marine officer is available who is on active duty and authorized to administer oaths, the agreement may be sworn to before any commissioned officer of any component (including Reserve) of any of the Armed Forces of the United States, whether or not on active duty, or before a notary public.

c. Upon execution of the Agreement to Extend Enlistment, record the term of the extension and the date the agreement is executed, on page 11 of the service record book, and report the information on the unit diary in accordance with paragraph 16054.

d. To complete the form, the original must bear the signature of the medical officer or a notation of waiver of physical examination in Item 18. The physical examination should be conducted prior to and as near the effective date of the extension as practicable. If for any reason the medical officer's certificate is not complete at the time the extension becomes effective, it will be completed as soon thereafter as practicable.

e. When the extension becomes effective, an appropriate entry will be made on page 3 of the service record book. In addition, the following unit diary entries may be required in accordance with subparagraph 16082.20:

(1) To report leave settlement information, if applicable.

(2) To report an extension of enlistment for which a reenlistment bonus is paid.

f. In the event the agreement to extend is canceled prior to the effective date, remove the original of the form from the service record book and write the word "CANCELLED" and the exact subparagraph under paragraph 2206, as authority for cancellation. Then attach the original to, and forward it with the unit diary which reports the cancellation. Record the fact of cancellation, the date, and the authority therefor on page 11 of the service record book.

15070 NOTICE OF ABSENTEE WANTED BY THE ARMED FORCES (DD FORM 553); NOTICE OF RETURN ABSENTEE/DESERTER (NAVMC 10263)

1. These forms are provided for furnishing notification of an individual's desertion to the persons most likely to know the individual's whereabouts, and, upon his return to military control, to inform those persons of that fact.

2. Instructions for preparation and disposition of the forms are as follows:

a. NOTICE OF ABSENTEE WANTED BY THE ARMED FORCES (DD Form 553)

(1) The form will be prepared at the time the individual is declared a deserter. Entries to be made on the form are considered self-explanatory.

(2) Disposition of the completed form will be as follows:

(a) Commandant of the Marine Corps (Code DK).

(b) Service record book of the individual.

(c) Next of kin.

(d) Mayor or chief of police of the place of usual residence of the deserter, or the mayor or chief of police of any town to which it is thought the deserter may have proceeded.

(e) Commander or officer in charge of the Marine Corps, Navy, Army, Air Force or Coast Guard activity nearest to the place of usual residence of the deserter, or the commanding officer of any military activity in an area to which it is thought the deserter may have proceeded.

(f) Commandant of the naval district or river command in which the place of usual residence of the deserter is located, or to which it is thought the deserter may have proceeded.

(g) If the organization preparing the form is located near a Marine Corps activity having a provost marshal, a copy of the form shall be furnished that officer.

(h) Copies of the form will not be forwarded to the Federal Bureau of Investigation or local agents of that Bureau except when the declaration of desertion is the result of escape of a prisoner. The Commandant of the Marine Corps will determine whether assistance of the Federal Bureau of Investigation shall be requested in all other cases, and will issue requests accordingly.

b. NOTICE OF RETURN ABSENTEE/DESERTER (NAVMC 10263)

(1) This form will be prepared only in those cases where the DD Form 553 has been prepared and distributed.

(2) The form will be prepared as soon as practicable after a deserter or absentee has been joined on the rolls of an organization. Entries to be made are considered self-explanatory.

(3) This form shall be mailed to each of the addressees listed under "DISTRIBUTION" on the reverse side of the DD Form 553 with the exception of the Commandant of the Marine Corps (Code DK).

15071 FORMAL REPORT OF DESERTERS OR ABSENTEES (NAVMC 10044-PD)

1. The Formal Report of Deserters or Absentees is designed for recording necessary information regarding an absentee or deserter, at the time of return to military control, for purposes of personnel accounting and administration of discipline. For procedures to be followed when absentees and deserters (Marine Corps personnel) are returned to the custody of the Marine Corps, see paragraph 7051.

2. The Formal Report of Deserters or Absentees will cover the following points:

a. Title and organizational designation of the officer or noncommissioned officer submitting the report.

b. Date of preparation of the report.

c. Name, grade and pay grade, service number and military occupational specialty of the absentee or deserter.

d. Whether the individual is an absentee or deserter.

e. Hour, date, and place of surrender or delivery to military control. (When delivery is made to a naval or other military activity or to a guard sent to take charge of an absentee or deserter, the place, date, and hour the individual is received into the military custody of naval or other military authorities will be shown.)

f. Date and place of commencement of unauthorized absence as stated by the individual. (Prior to questioning any individual absentee or deserter, that person shall have read and explained to him Article 31, Uniform Code of Military Justice, and if he

does not desire to make any statement relative to date and place of commencement of unauthorized absence or other matters, this fact will be set forth in the report.)

g. Means by which identity of the absentee or deserter was established, i.e., identification card, knowledge of the Marine Corps, recognized, etc.

h. In case of delivery by another Armed Force or by civil authorities, indicate by whom delivery was made. Where delivery is made by another Armed Force, obtain a signed written report by that Force setting forth the hour, date, place, and circumstances of the arrest or surrender and attach this report to the formal report. Where delivery is made by civil authorities, record the name, title, and mailing address of the apprehending officer or officers to whom the individual surrendered, and the place, time, and date of apprehension or surrender.

i. Whether the individual was attired in uniform or civilian clothing, condition of the same, and if considered adequate for the season.

j. Include remarks as to expected date and time of arrival at duty station, if issued orders. (Attach to each copy of the formal report an authenticated copy of any orders issued.) Give the date/time/group of any message reports made. If transfer under guard is recommended, so state, and give reasons for the recommendation.

k. Attach or include a report of physical examination by the medical officer. If no medical officer is available, such as at a recruiting substation, the report will so state. When the individual is unfit for confinement or duty in the opinion of the medical officer or the Marine Corps official preparing the report, set forth the details in the report. In case of emergency need of medical care, and where no Armed Forces medical facilities are available, notify the Commandant of the Marine Corps (Code DK), by message or telephone.

l. Attach or include a statement of the individual if he desires to make a statement after having Article 31, Uniform Code of Military Justice, read and explained to him. If he does not desire to make a statement, his written certification to that effect will be made. If the individual refuses to sign a statement to the effect that he does not desire to make a statement, notation to this effect shall be made on the formal report. Any such statement shall set forth information as to whether he has been arrested or convicted by civil authorities during the period of unauthorized absence, with the final results of such arrest or conviction, and whether he registered for Selective Service, including the name or names under which he registered and the number and address of each Selective Service Board.

3. The original and all copies of the formal report will be signed and distribution will be made as follows:

a. Original and one copy to the Commandant of the Marine Corps (Code DK). Attach authenticated copy of orders issued, if any.

b. One copy to the commander of the organization to which the individual is sent. Attach authenticated copy of orders issued, if any.

c. Retain one copy, together with copies of all supporting documents on file. This includes one authenticated copy of orders issued, if any.

15072 ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DISCHARGE (DD FORM 214-MC) AND ARMED FORCES OF THE UNITED STATES WORKSHEET FOR REPORT OF TRANSFER OR DISCHARGE (DD FORM 214-ws)

1. The DD Form 214-ws, Armed Forces of the United States Worksheet for Report of Transfer or Discharge is provided to facilitate the separating activity's preparation of DD Form 214-MC. Upon completion of the DD Form 214-MC the worksheet may be destroyed or retained for not more than 6 months at the discretion of the completing activity.

2. The DD Form 214-MC is designed to provide:

a. The individual serviceman with a brief, clear-cut record of a term of active service with the Armed Forces at the time of his transfer or discharge from active duty, or when he undergoes a change of status or component while on active duty;

b. Various governmental agencies, including the Veterans' Administration, the Selective Service System, and the United States Employment Service of the Department of Labor, with an authoritative source of information which they require in the administration of Federal and State laws applying to personnel who have been discharged from active duty or transferred to a Reserve component of the Armed Forces; and

c. The military services with a source of active service information for administrative purposes, to include determinations of eligibility for enlistment or reenlistment.

3. The DD Form 214-MC will be prepared and delivered to personnel upon:

a. Separation from a period of active military service.

b. Release from a period of active duty for training of 90 days or more. However, personnel being separated for physical disability and those who have been serving on active duty for training under the six-month program will be furnished DD Form 214-MC regardless of the length of time actually served on active duty.

c. Continuation of active service with one of the following changes in status:

(1) Discharge for immediate enlistment or reenlistment;

(2) Termination of enlisted status to accept an appointment to warrant or commissioned officer grade;

(3) Termination of Reserve status to integrate into a Regular component of the Armed Forces;

(4) Termination of a temporary appointment to accept a permanent warrant or commission in the Regular or Reserve Marine Corps;

(5) Termination of an officer appointment in Marine Corps to accept appointment in one of the other Armed Forces.

4. The DD Form 214-MC will not be issued to:

a. Personnel found physically disqualified upon reporting for active duty, and who do not enter actively upon duties in accordance with orders.

b. Personnel separated from active duty by reason of death.

c. Personnel released from a period of less than 90-days' active duty for training except as specified in paragraph 15072.3b above.

d. Personnel appointed as temporary officers.

e. Personnel who have temporary officer status terminated and who will remain on active duty (these individuals

will receive DD Form 214-MC upon separation from enlisted status). However, temporary officers who revert to permanent enlisted status for purpose of transferring to the Fleet Marine Corps Reserve effective on the same date of reversion will be issued a DD Form 214-MC.

f. Officers dismissed from the service pursuant to sentence of general court-martial.

g. Officers dropped from the rolls in accordance with section 10, appendix 2, Manual for Courts-Martial, United States, 1951 (now codified in 10 USC 1161(b) and 6408(b)).

h. Personnel appointed as cadets or midshipmen when the enlistment contract or period of obligated service has not expired.

i. Personnel being removed from the Temporary Disability Retired List.

5. General Instructions

a. The individual's copy of the DD Form 214-MC will be delivered to him at the time discharge or transfer is effected. Distribution of the remaining copies will be made on the same day.

b. Modification of completion instructions in two particular cases are as follows:

(1) In the case of personnel who have appeared before a physical evaluation board and have been placed in "awaiting orders status" pending final action by the Secretary of the Navy on retention, retirement, or discharge for physical disability, take the following action:

(a) The activity responsible for administering the individual records and accounts will complete Items 1 through 10c, 16 through 21, 23a through 25, 27a through 29, and 31 through 34, in accordance with the instructions in paragraph 15072.6, below, prior to departure of the individual to his home.

(b) When retirement or discharge is directed by the Commandant of the Marine Corps, the remaining items will be completed and all copies of the form distributed.

(c) In the event the individual is retained on active duty, the original and all copies of the form will be destroyed.

(2) In the case of personnel who are transferred to a Veterans' Administration hospital for further treatment pending final action on the report of a physical evaluation board, take the following action:

(a) The activity administering the individual will complete Items 1 through 10c, 16 through 21, 23a through 25, 27a through 29, and 31 and 32, prior to transfer from the naval hospital in which the individual is hospitalized, and will forward the form to the Marine Corps activity responsible for maintenance of service records while a patient at the Veterans' Administration hospital.

(b) When retirement or discharge is directed by the Commandant of the Marine Corps, the remaining items will be completed and all copies of the form distributed. Copy 4, will be forwarded to the Veterans' Administration hospital in which the individual is a patient.

c. DD Form 214-MC is accepted as an official record of the person's military service by the Veterans' Administration and other agencies to which copies are furnished. Therefore, care will be exercised in the preparation of the form to ensure that each page is completely legible. Prior to distribution, each copy of the DD Form 214-MC will be checked for legibility.

d. Since the form will be read by civilians who may not be familiar with military terms, abbreviations will be used sparingly.

e. An entry will be made in each item. If no detailed entry is applicable,

enter "None" or "Not Applicable." If information required to complete an item is not available, or if more space is required to complete the item, the words "see remarks," will be entered in the space and the explanation or completion entered in Item 30.

f. The form contains spaces for all items deemed appropriate; therefore, no additional entries will be made unless specifically authorized by the Commandant of the Marine Corps.

g. All entries apply to the current period of active service except where specifically noted otherwise.

h. Alterations and corrections in DD Form 214-MC

(1) Corrections or changes made during the preparation of DD Form 214-MC will be neat and legible on all copies and initialed by the authenticating officer. Once the original has been delivered to the individual, no correction may be made to copies by the separating activity. (See subpar. h(2), below.)

(2) The person to whom the DD Form 214-MC is issued will be cautioned not to make any changes or alterations on the form. To do so will render the form void. If an error is discovered by him after receipt of the form and after his departure from the separation point, and/or distribution of copies of the form have been made, correction or change will be made only by the Commandant of the Marine Corps on DD Form 215 (Correction to DD Form 214-MC). Requests for corrections to the form will be addressed to the Commandant of the Marine Corps (Code DGK), Headquarters, U.S. Marine Corps, Washington, D.C. 20380, and should include the individual's name, grade and pay grade, service number, and date of transfer or discharge.

6. Detailed Instructions

Item

1. LAST NAME, FIRST NAME, MIDDLE NAME. Enter full name in order indicated, including "Jr.," "Sr.," "I.," "II," etc. Where there is no middle name or letter, nothing will be entered. If the individual uses initials in lieu of a first or middle name, indicate by enclosing the initial or initials in quotation marks. Type last name in UPPER CASE letters.

2. SERVICE NUMBER. Self-explanatory.

3. SOCIAL SECURITY NUMBER. Self-explanatory.

4. DEPARTMENT, COMPONENT AND BRANCH OR CLASS. Enter component in which Marine was a member while on active duty. Ensure that component designator is included for USMCR enlistments. Examples: USMC, USMC-SS, USMCR (K), FMCR, etc.

5a. GRADE, RATE OR RANK. Enter the abbreviation for the grade in which separated.

5b. PAY GRADE. Enter this item for enlisted personnel only.

6. DATE OF RANK. Enter date of rank as distinguished from date of appointment or promotion.

7. U.S. CITIZEN. Self-explanatory.

Item

8. PLACE OF BIRTH (City and State or Country). Self-explanatory.

9. DATE OF BIRTH. Self-explanatory.

10a. SELECTIVE SERVICE NUMBER. Enter if available.

10b. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY, STATE AND ZIP CODE. Enter if available.

10c. DATE INDUCTED (Day, Month, Year). Self-explanatory.

11a. TYPE OF TRANSFER OR DISCHARGE. Enter one of the following:
Discharged.
Transferred to Marine Corps Reserve.
Transferred to Fleet Marine Corps Reserve.
Temporarily Retired.
Retired.
Released from active duty.
Released from initial tour of active duty for training (in the case of reservists assigned to the Six Months Training Program).

11b. STATION OR INSTALLATION AT WHICH EFFECTED. Self-explanatory.

11c. REASON AND AUTHORITY

1. General: Completion of this item will be accomplished as set forth below. No deviation from instructions and entries as set forth herein is authorized except that applicable Marine Corps Orders, BUMED Instructions, CMC letters or messages, etc., will also be shown following the authorized entry. Particular attention is invited to the number or number and letter preceding the descriptive reason for transfer or discharge. This number and letter must be entered in every case as a code designator furnished to the Veterans' Administration and Selective Service to enable them to determine the specific reason for separation.

2. Officer:

a. If "Type of Transfer or Discharge" in Item 11a is indicated by "Discharged," "Temporarily Retired," or "Retired," the Commandant of the Marine Corps will issue specific instructions for completion of this item.

b. If "Type of Transfer or Discharge" in Item 11a is indicated by "Released from Active Duty" this item will be completed as follows:

"500 - Expiration of active duty commitment. MCO 1900.1E (other pertinent authority as appropriate)."

3. Enlisted:

a. If "Type of Transfer or Discharge" in Item 11a is indicated by "Discharged" enter one of the following remarks as appropriate:

"202 - Expiration of Enlistment. Paragraph 13258, Marine Corps Personnel Manual."

Item

11c. Cont.

"203 - Expiration of Inducted Service. Paragraph 13258, Marine Corps Personnel Manual."

"273 - Physical Disability with severance pay. Va Code _____ . Paragraph 13260, Marine Corps Personnel Manual."

"277 - Physical Disability without severance pay. Va Code _____ _____ . Paragraph 13260, Marine Corps Personnel Manual."

"21G - Convenience of the Government (General Demobilization). Paragraph 13261.1a, Marine Corps Personnel Manual."

"21G - Convenience of the Government (order applicable to all members of a class of personnel specified in the order). Paragraph 13261.1a, Marine Corps Personnel Manual."

"214 - Convenience of the Government (to accept appointment as an officer in the Marine Corps/Marine Corps Reserve). Paragraph 13261.1b, Marine Corps Personnel Manual."

"215 - Convenience of the Government (to accept appointment as warrant officer in the Marine Corps or Marine Corps Reserve). Paragraph 13261.1b, Marine Corps Personnel Manual."

"217 - Convenience of the Government (to accept commission or appointment in any other service). Paragraph 13261.1b, Marine Corps Personnel Manual."

"221 - Convenience of the Government. Paragraph 13261.1c, Marine Corps Personnel Manual."

"314 - Convenience of the Government (reasons of national health, safety, or interest). Paragraph 13261.1d, Marine Corps Personnel Manual."

"219 - Convenience of the Government (erroneous induction). Paragraph 13261.1e, Marine Corps Personnel Manual."

"21L - Convenience of the Government (other good and sufficient reason as determined by the Commandant of the Marine Corps or the Secretary of the Navy). Paragraph 13261.1f, Marine Corps Personnel Manual."

"220 - Convenience of the Government (marriage of enlisted women). Paragraph 13261.3a, Marine Corps Personnel Manual."

"222 - Convenience of the Government (parenthood - enlisted women). Paragraph 13261.3b, Marine Corps Personnel Manual."

"240 - Own Convenience. Paragraph 13262, Marine Corps Personnel Manual."

"319 - Convenience of the Government (erroneous enlistment). Paragraph 13261.1e, Marine Corps Personnel Manual."

Item

11c. Cont.

"413 - Discharge or release from active duty to enter or return to college or equivalent institution. Paragraph 13261, Marine Corps Personnel Manual."

"226 - Dependency. Paragraph 13263, Marine Corps Personnel Manual."

"227 - Hardship. Paragraph 13263, Marine Corps Personnel Manual."

"225 - Minority. Paragraph 13264, Marine Corps Personnel Manual."

"28E - Sentence of Court-Martial. Paragraph 13268, Marine Corps Personnel Manual."

"21L - Directed by the Secretary of the Navy. Paragraph 13270, Marine Corps Personnel Manual."

b. If "Type of Transfer or Discharge" in Item 11a is indicated by "Discharged" and the reason for discharge is "Unsuitability," "Unfitness," "Misconduct," or "Security," DO NOT enter the descriptive reason for separation. Enter the appropriate remark as shown below:

"260 - Paragraph 13265.1a, Marine Corps Personnel Manual."

"262 - Paragraph 13265.1b, Marine Corps Personnel Manual."

"264 - Paragraph 13265.1c, Marine Corps Personnel Manual."

"363 - Paragraph 13265.1d, Marine Corps Personnel Manual."

"46A - Paragraph 13265.1e, Marine Corps Personnel Manual."

"289 - Paragraph 13265.1f, Marine Corps Personnel Manual."

"362 - Paragraph 13265.1g, Marine Corps Personnel Manual."

"388 - Paragraph 13266.2a(1), Marine Corps Personnel Manual."

"389 - Paragraph 13266.2a(2), Marine Corps Personnel Manual."

"388 - Paragraph 13266.2a(3), Marine Corps Personnel Manual."

"388 - Paragraph 13266.2a(4), Marine Corps Personnel Manual."

"388 - Paragraph 13266.2a(5), Marine Corps Personnel Manual."

"388 - Paragraph 13266.2a(6), Marine Corps Personnel Manual."

"28B - Paragraph 13266.2b, Marine Corps Personnel Manual."

"386 - Paragraph 13266.2c, Marine Corps Personnel Manual."

"384 - Paragraph 13266.2d, Marine Corps Personnel Manual."

"28F - Paragraph 13266.2e, Marine Corps Personnel Manual."

Item

11c. Cont.

"363 - Paragraph 13266.2f, Marine Corps Personnel Manual."

"282 - Paragraph 13267.2a, Marine Corps Personnel Manual."

"280 - Paragraph 13267.2b, Marine Corps Personnel Manual."

"284 - Paragraph 13267.2c, Marine Corps Personnel Manual."

"269 - Paragraph 13269, Marine Corps Personnel Manual."

c. If "Type of Transfer or Discharge" in Item 11a is indicated by "Transfer to Marine Corps Reserve" enter one of the following remarks as appropriate:

"202 - Expiration of Enlistment. Paragraph 13258, Marine Corps Personnel Manual."

"203 - Expiration of inducted service. Paragraph 13258, Marine Corps Personnel Manual."

"226 - Dependency. Paragraph 13263, Marine Corps Personnel Manual."

"227 - Hardship. Paragraph 13263, Marine Corps Personnel Manual."

"240 - Own Convenience. Paragraph 13262, Marine Corps Personnel Manual."

"413 - Discharge or release from active duty to enter or return to college or equivalent institution. Paragraph 13261, Marine Corps Personnel Manual."

"21G - Convenience of the Government (order applicable to all members of a class of personnel specified in the order). Paragraph 13261.1a, Marine Corps Personnel Manual."

d. If "Type of Transfer or Discharge" in Item 11a is indicated by "Transferred to the Fleet Marine Corps Reserve" enter the following remarks:

"232 - Voluntary release to inactive status with retainer pay. Paragraph 13406, Marine Corps Personnel Manual."

e. If "Type of Transfer or Discharge" in Item 11a is indicated by "Temporarily Retired" enter the following remark:

"270 - Placed on Temporary Disability Retired List. VA Code _____ _____. Paragraph 13450, Marine Corps Personnel Manual."

f. If "Type of Transfer or Discharge" in Item 11a is indicated by "Retired" enter one of the following remarks as appropriate:

"231 - Voluntary retirement (30 years' service). Paragraph 13400, Marine Corps Personnel Manual."

Item

11c. Cont. "271 - Permanently retired by reason of Physical Disability. Va Code _____. Paragraph 13450, Marine Corps Personnel Manual."

g. If "Type of Transfer or Discharge" in Item 11a is indicated by "Release from Active Duty" enter one of the following remarks as appropriate:

"205 - Termination of active duty. MCO 1900.1E."

"226 - Dependency. Paragraph 13263, Marine Corps Personnel Manual."

"227 - Hardship. Paragraph 13263, Marine Corps Personnel Manual."

"240 - Own Convenience. Paragraph 13262, Marine Corps Personnel Manual."

"413 - Discharge or release from active duty to enter or return to college or equivalent institution. Paragraph 13261, Marine Corps Personnel Manual."

h. If "Type of Transfer or Discharge" in Item 11a is indicated by "Released from Initial Tour of Active Duty for Training" enter one of the following remarks as appropriate:

"201 - Expiration of term of service. Marine Corps Order 1900.1E."

"226 - Dependency. Paragraph 13263, Marine Corps Personnel Manual."

"227 - Hardship. Paragraph 13263, Marine Corps Personnel Manual."

i. In all cases involving separation by reason of disability insert Veterans' Administration Diagnostic Code numbers if shown on the Commandant of the Marine Corps' letter authority directing discharge, temporary disability retirement, or retirement for reason of disability.

11d. EFFECTIVE DATE. The entry in this item will be the date release or discharge from active military service is effective. In the case of personnel granted travel time incident to separation from active service, construct the effective date to include such travel time. For personnel accepting appointment to warrant officer or commissioned grade and officers changing component by acceptance of appointment, the date of discharge shown will be the date prior to the date of acceptance of such appointment.

12. LAST DUTY ASSIGNMENT AND MAJOR COMMAND. Enter the last unit, or similar element, to which assigned for duty rather than the element of which individual was a part while moving to a separation point. Assignments to units for the purpose of transfer from an overseas command to the United States are considered part of the movement to a separation point. The title and/or number of the organization will be precisely as indicated in the service record. Example: A Marine is being processed for separation at Marine Barracks, Treasure Island, California. He returned from an overseas command aboard the USNTS Benjamin Harrison. His overseas duty assignment was with

Item

12. Cont. Company B, 1st Battalion, 4th Marines (Reinf), 3rd Marine Division, Fleet Marine Force, Pacific. The entry for Item 12 would show: Co B, 1st Bn, 4th Mar (Reinf), 3rd MarDiv, FMFPac, and Item 11b would show: Casual Co, Marine Barracks, Treasure Island, California. However, a Marine permanently assigned duty at Marine Barracks, Treasure Island, California, upon being separated, would have that activity entered in Item 12 as last duty assignment and major command.

13a. CHARACTER OF SERVICE

OFFICERS:

Enter in capital letters "HONORABLE,""UNDER HONORABLE CONDITIONS," "UNDER CONDITIONS OTHER THAN HONORABLE," as appropriate, consistent with the reason and authority for separation.

ENLISTED:

Enter in capital letters one of the following, consistent with the reason and authority for separation:

HONORABLE

UNDER HONORABLE CONDITIONS

CONDITIONS OTHER THAN HONORABLE (includes Undesirable and Bad Conduct Discharge)

DISHONORABLE

"Character of Service" for personnel who are not discharged at the time of separation but are assigned or transferred to the Reserve, Retired, or released from initial tour of active duty for training in the case of reservists assigned to the Six Months Training Program will be determined by separately computing the average of conduct and proficiency markings assigned during current tour of active duty and applying the same criteria as if the individual were being discharged. Average markings in these cases will not be entered in the service record. In any case where doubt exists as to the correct "Character of Service" to be awarded, instructions shall be requested from the Commandant of the Marine Corps (Code DM).

13b. TYPE OF CERTIFICATE ISSUED. Enter form number of certificates issued (other than DD Form 214); e.g., "DD Form 256-MC," "DD Form 257-MC."

14. DISTRICT, AREA COMMAND OR CORPS TO WHICH RESERVIST TRANSFERRED. Self-explanatory.

15. REENLISTMENT CODE. Enter the appropriate Code from the following table to provide specific information concerning eligibility for reenlistment.

RE-1 Recommended for reenlistment.

Item

15. Cont. RE-2 Recommended for reenlistment, but ineligible. This will be used for members whose status would make them ineligible for reenlistment; e.g., Fleet Marine Corps Reservist, Retired (except for disability), commissioned officer (permanent), etc.

RE-3 Recommended for reenlistment upon removal of disqualifying factor. This code will be followed by a letter that indicates the factor involved, as follows:

RE-3H	Hardship-Dependency
RE-3P	Physical
RE-3U	Underage
RE-3R	Rank Reappointment Restriction
RE-3S	Sole Surviving Son

RE-4 Not recommended for reenlistment.

16. TERMINAL DATE OF RESERVE/UMT&S OBLIGATION. Enter terminal Date of Reserve Obligation under the Universal Military Training and Service Act. If the individual has no obligated service remaining, enter "None."

17. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION

17a. SOURCE OF ENTRY. Type an "X" in the appropriate block. The block designated as "Other" would be marked when a Marine entered on active duty by direct commission, or appointment as a warrant officer, or by recall to active duty, etc.

17b. TERM OR SERVICE (Years). Enter term of service in years, or enter the word "Indefinite" in the case of officers.

17c. DATE OF ENTRY. Enter the date of entry on current tour of active duty.

18. PRIOR REGULAR ENLISTMENTS. Enter in this space the number of prior Regular Marine Corps enlistments only. Do not include Regular enlistments in other branches of the Armed Forces.

19. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SERVICE. For enlisted, enter also the pay grade, in parentheses.

20. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State). Self-explanatory.

21. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, County, State and ZIP Code). Enter home of record as recorded on the Enlistment Contract or the appointment acceptance and record.

22. STATEMENT OF SERVICE

22a. CREDITABLE FOR BASIC PAY PURPOSES.

22a(1). Net Service This Period. Enter total service this period, LESS TIME LOST as defined in current directives. See paragraph 15111.

Item

22a(2). Other Service. Enter all prior service, excluding any service shown in Item 22a(1).

22a(3). Total (line 1 plus line 2). Self-explanatory.

22b. TOTAL ACTIVE SERVICE. Includes all active service, including present period, if available from the service record book or officer's qualification record. If information is not available, so state.

22c. FOREIGN AND/OR SEA SERVICE. Include only time spent on foreign and/or sea service during current period of active duty. Service performed outside the continental United States while on maneuvers will not be included in this item.

23a. SPECIALTY NUMBER AND TITLE. Enter primary military occupational number and title recorded in the officer's qualification record or enlisted service record.

23b. RELATED OCCUPATION AND DOT NUMBER. If the specialty represented by the number entered in 23a has a related civilian occupation, enter the job title and Dictionary of Occupational Titles code number from the Dictionary of Occupational Titles or Related Civilian DOT Titles shown in the Military Occupational Specialty Manual, as appropriate. If no related civilian occupation, enter "None." The job title and DOT code number assigned to first sergeants and sergeants major should be that of the primary MOS held by the individual at the time of promotion to the grade of first sergeant.

24. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED. Enter all decorations, medals, badges, commendations, citations, campaign ribbons awarded or authorized during current tour of active duty, omitting authorities therefore. Also, for campaign or expeditionary medals, include the area of operations. (Example: Vietnam, Dominican Republic.)

25. EDUCATION AND TRAINING COMPLETED. The first item in this block will show the highest civilian education level obtained by the individual. Then, enter those formal school courses successfully completed during current tour of active duty to which individual was assigned by official orders. Enter also all off-duty courses successfully completed during current tour of active duty, such as MCI and Marine Corps Extension School courses and USAFI courses and tests and courses completed through accredited high schools and colleges. In each case, list school and course, the dates (From-To) of the course, and, if appropriate, the major course of study.

26a. NON-PAY PERIODS/TIME LOST (preceding two years). This item applies only to the current tour of active duty. Moreover, time lost prior to the last two years of the current tour will not be shown. Give inclusive dates for each period of time lost or non-pay period which is not time lost (e.g., excess leave). Each entry will reflect the category; i.e., TL, EXLV, etc. The item will not be left blank; if there are no periods to report, enter "None."

Item

26b. DAYS ACCRUED LEAVE PAID. Entries for this item will be made in the following form:

(1) If lump-sum leave settlement is paid for a certain number of days, enter the number of days; e.g.,"24 days."

(2) If no lump-sum leave settlement is due, enter the words "None due."

(3) If a lump-sum leave settlement is due but has not yet been settled, enter the words "Due--Not Settled."

27a. INSURANCE IN FORCE (NSLI or USGLI). If the individual has government life insurance (National Service Life Insurance or United States Government Life Insurance) enter an "X" in the "Yes" block. (This includes those who have applied for waiver of NSLI premiums.) If the individual has indemnity protection only enter an "X" in the "No" block.

27b. AMOUNT OF ALLOTMENT. Enter amount of allotment if insurance premiums are currently being paid by allotment; otherwise enter "N/A."

27c. MONTH ALLOTMENT DISCONTINUED. If individual has an allotment currently in effect, enter month and year of discontinuance, otherwise enter "N/A."

28. VA CLAIM NUMBER. The claim number is as important to the Veterans' Administration as the service number is to the Armed Forces. If one has been assigned to the individual, it may be obtained from any correspondence which he has received in connection with benefits for which he has previously applied.

29. SERVICEMEN'S GROUP LIFE INSURANCE COVERAGE ($10,000, $5,000, None). Enter an "X" in the appropriate block.

30. REMARKS. Continue in this space items that cannot be completed within the space provided. In such cases cross-references must be used to indicate the item being continued. (Example: 26a, continued.) If more space is required, enter the words "Continued on reverse" in the last line of this space and complete the entries on the reverse of the form.

a. If discharge for physical disability is effected as the result of the approved findings of a physical evaluation board, with severance pay, insert under Item 30 the following appropriate entry: "Paid $ (amount) disability severance pay." If not entitled to disability severance pay insert "Not entitled to severance pay."

b. Enter the following remarks as appropriate:

(1) Enlisted in the United States Marine Corps/Reserve.

(2) Reenlisted in U.S. Marine Corps/Reserve.

(3) Is undecided about reenlistment.

(4) Accepted Regular commission/warrant.

Item

30. Cont.

(5) Not available for signature.

(6) Good Conduct Medal period commences _____ (Date) _____.

(7) Certain Marine Corps Orders require entries to be made under "Remarks." Ensure that appropriate entries are made.

c. The following notations will be made for personnel who are released or separated from Active Duty Training under 10 USC 511 (d) - formerly "Reserve Forces Act of 1955 Six-Months Active Duty for Training."

(1) "6 MO AD TNG"

(2) "Not a Final Discharge"

31. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER TRANSFER OR DISCHARGE (Street, RFD, City, County, State and ZIP Code). Information for this item shall be obtained by interview with the individual being separated. The individual's complete home address, that is, the place where he intends to reside permanently following separation, shall be entered in this item. If the permanent address for mailing purposes is the same as the home of record, "See Item 21" may be inserted.

32. SIGNATURE OF PERSON BEING TRANSFERRED OR DISCHARGED. The signature of the individual being separated should be signed with indelible pencil to ensure that all copies bear a legible signature. If not available for signature, enter "See Item 30."

33. TYPE NAME, GRADE AND TITLE OF AUTHORIZING OFFICER. Self-explanatory.

34. SIGNATURE OF OFFICER AUTHORIZED TO SIGN. This item will be signed by the officer responsible for preparation of the form. Indelible pencil will be used to ensure that the signature appears on all copies.

7. Distribution Instructions

a. Distribution will be made as indicated below: (Mailing addresses for certain activities are listed in subpar. 15072.7b, below.)

Copy No. 1 (INDIV): Deliver to the individual being separated.

Copy No. 2 (SR/OQR or HQMC): Place this copy in closed-out SRB or OQR of each person who is discharged, retired, or reenlisted. For each Marine released or transferred to reserve status, forward this copy to CMC (Code DGH).

Copy No. 3: Forward to appropriate recruiting officer via the Marine Corps District indicated by the address shown in Item 31 of the form.

Copy No. 4: Give to individuals who are separated from active duty unless they have either applied to Veterans' Administration for compensation/pension or they have been transferred to a Veterans' Administration hospital. In this regard, it should be stressed to members who plan to apply for veterans' compensation or pension that faster processing generally can be expected if they complete their applications to VA at time of separation. If an individual completes a VA application for benefits at time of separation, Copy No. 4 should accompany the medical records forwarded to the VA Regional Office having cognizance over his permanent

address. When a Marine is transferred to a VA hospital upon separation, Copy No. 4 should accompany his health records forwarded to that hospital. In case of immediate reenlistment, insert this copy as a document in the service record book.

Copy No. 5 (STATEDIRSS): Forward this copy to the State Director of Selective Service System of the state shown in Item 10b, if shown, otherwise as in Item 21.

Copy No. 6 (VAWASHDC): Forward this copy to the Veterans' Administration (0340), Central Office, Washington, D.C. 20420. (Destroy this copy if individual reenlists immediately.)

Copy No. 7 (MCD): Forward this copy to the appropriate Marine Corps District indicated by the address shown in Item 31 or to the Marine Air Reserve Training Command. However, for personnel being transferred to inactive duty whose records will be forwarded to Marine Corps Reserve Data Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131, insert this copy as a document in the SRB or OQR for concurrent forwarding.

b. Addresses for distribution of DD Form 214-MC

(1) Part I: List of Marine Corps Districts showing jurisdiction

Director, 1st Marine Corps District 605 Stewart Avenue, Garden City, Long Island, New York 11533	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York New Jersey (Counties of Monmouth, Middlesex, Hunterdon, Morris, Sussex, Somerset, Union, Warren, Essex, Passaic, Bergen, and Hudson)
Director, 4th Marine Corps District 1100 South Broad Street Philadelphia, Pennsylvania 19146	Pennsylvania Delaware Maryland West Virginia Kentucky Ohio (Less counties shown in the 9th District) New Jersey (All other counties not included in the 1st District) North Carolina (Counties of Gates, Pasquotank, Camden, Currituck, Chowan and Perquimans) District of Columbia Virginia Indiana (Counties of Dearborn, Ohio, Gibson, Dubois, Crawford, Jefferson, Warrick, Posey, Harrison, Switzerland, Pike, Perry, Clark, Spencer, Vanderburgh and Floyd)
	Permanent address situated outside the continental United States or its territorial possessions and is not within a designated Marine Corps District.

Director, 6th Marine Corps District 50 Seventh Street, N.E. Atlanta, Georgia 30323	South Carolina Georgia Florida Alabama Tennessee Mississippi North Carolina (All other counties not included in the 4th District)
Director, 8th Marine Corps District Federal Office Building (Loyola) 701 Loyola Avenue New Orleans, Louisiana 70113	Louisiana Arkansas Oklahoma Texas New Mexico
Director, 9th Marine Corps District 1500 East Bannister Road Kansas City, Missouri 64131	Michigan Illinois Wisconsin Minnesota Iowa Missouri North Dakota South Dakota Nebraska Kansas Colorado Wyoming Ohio (Counties of Ottawa, Sandusky, Lucas, Wood, Fulton, Henry, Williams, and Defiance) Indiana (All other counties not included in the 4th District)
Director, 12th Marine Corps District 100 Harrison Street San Francisco, California 94106	Arizona California Utah Nevada Washington Oregon Idaho Montana Alaska
Director, 14th Marine Corps District Marine Barracks U.S. Naval Base FPO San Francisco 96610	Hawaii
Commanding General, Marine Air Reserve Training Command U.S. Naval Air Station Glenview, Illinois 60026	(Individuals possessing aviation MOS's regardless of the separatee's permanent address)

(2) Part II: Jurisdiction and addresses of Veterans' Administration Regional Offices

TERRITORY ALLOTTED TO	VA REGIONAL OFFICE
ALABAMA All Cities and Counties	Aronov Building 474 South Court Street Montgomery, Alabama 36104
ALASKA Entire State	Goldstein Building Juneau, Alaska 99801
ARIZONA All Cities and Counties	Federal Building 230 North First Avenue Phoenix, Arizona 85025
ARKANSAS All Cities and Counties	Federal Office Building 700 West Capital Avenue Little Rock, Arkansas 72201
CALIFORNIA Counties: Inyo, Kern, Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura	1380 S. Sepulveda Blvd. Los Angeles, California 90073
Alpine, Lassen, Modoc, Mono	Veterans' Administration Center 1000 Locust Street Reno, Nevada 89504
All Other Counties	49 Fourth Street San Francisco, California 94103
CANAL ZONE Entire Zone	Veterans' Benefits Office 2033 M Street, N.W. STOP 339 Washington, D.C. 20421
COLORADO All Cities and Counties	Denver Federal Center Denver, Colorado 80225
CONNECTICUT All Cities and Counties	450 Main Street Hartford, Connecticut 06103
DELAWARE All Cities and Counties	1601 Kirkwood Highway Wilmington, Delaware 19899 (Mail: P.O. Box 1266)

TERRITORY ALLOTTED TO	VA REGIONAL OFFICE
DISTRICT OF COLUMBIA Entire District	Veterans' Benefits Office 2033 "M" Street, N.W. STOP 339 Washington, D.C. 20421
FLORIDA All Cities and Counties	P.O. Box 1437 St. Petersburg, Florida 33731
GEORGIA All Cities and Counties	441-449 W. Peachtree St., N.E. Atlanta, Georgia 30308
GUAM AND HAWAII Entire Islands	680 Ala Meana Blvd. Honolulu, Hawaii 96801 (Mailing Address: P.O. Box 3198)
IDAHO All Cities and Counties	Fifth and Fort Streets Boise, Idaho 83707
ILLINOIS All Cities and Counties	2030 W. Taylor Street Chicago, Illinois 60612
INDIANA Counties:	
Lake La Porte Porter	2030 W. Taylor Street Chicago, Illinois 60612
All Other Cities and Counties	36 S. Pennsylvania Street Indianapolis, Indiana 46209
IOWA All Cities and Counties	Veterans' Administration Center Des Moines, Iowa 50308
KANSAS Counties:	
Atchison, Brown, Jackson, Jefferson, Johnson, Doniphan, Douglas, Leavenworth, Nemaha, Wyandotte	Federal Building Room 4705 1520 Market Street St. Louis, Missouri 63103
All Other Counties	Veterans' Administration Center 5500 East Kellogg Wichita, Kansas 67218

TERRITORY ALLOTTED TO	VA REGIONAL OFFICE
KENTUCKY All Cities and Counties	1405 W. Broadway Louisville, Kentucky 40201
LOUISIANA All Parishes	701 Loyola Avenue New Orleans, Louisiana 70113
MAINE All Cities and Counties	Veterans' Administration Center Togus, Maine 04333
MARYLAND Counties:	
Montgomery) Prince Georges)	2033 "M" Street N.W. STOP 339 Washington, D.C. 20421
All Other Counties	St. Paul & Fayette Streets Baltimore, Maryland 21202
MASSACHUSETTS Cities and Towns--Bristol County:	
Easton) Mansfield)	Veterans' Administration Regional Office John Fitzgerald Kennedy Federal Building Government Center Boston, Massachusetts 02203
All Other Cities and Towns in Bristol County:	Federal Building Kennedy Plaza Providence, Rhode Island 02903
Cities and Towns--Plymouth County:	
Carver Middleboro) Lakesville Rochester) Marion Wareham) Mattapoisett	Federal Building Kennedy Plaza Providence, Rhode Island 02903
All Other Cities and Towns in Plymouth County:	Veterans' Administration Regional Office John Fitzgerald Kennedy Federal Building Boston, Massachusetts 02203
Counties:	
Barnstable Nantucket) Dukes	Federal Building Kennedy Plaza Providence, Rhode Island 02203

TERRITORY ALLOTTED TO	VA REGIONAL OFFICE
All Other Counties	Veterans' Administration Regional Office John Fitzgerald Kennedy Federal Building Boston, Massachusetts 02203
MICHIGAN All Cities and Counties	210 Gratiot Ave. at Library Detroit, Michigan 48231
MINNESOTA Counties:	
Becker, Beltrami, Clay, Clearwater, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Otter Tail, Pennington, Polk, Red Lake, Roseau, Wilkin	Veterans' Administration Center Fargo, North Dakota 58102
All Other Counties	Fort Snelling St. Paul, Minnesota 55111
MISSISSIPPI All Cities and Counties	1500 East Woodrow Wilson Drive Jackson, Mississippi 39216
MISSOURI All Cities and Counties	Federal Building Room 4705 1520 Market Street St. Louis, Missouri 63103
MONTANA All Cities and Counties	Veterans' Administration Center Ft. Harrison, Montana 59636
NEBRASKA All Cities and Counties	220 South 17th Street Lincoln, Nebraska 68508
NEVADA Counties:	
Clark, Lincoln	1380 South Sepulveda Blvd. Los Angeles, California 90073
All Other Counties	1000 Locust Street Reno, Nevada 89504
NEW HAMPSHIRE All Cities and Counties	497 Silver Street Manchester, New Hampshire 03103

TERRITORY ALLOTTED TO	VA REGIONAL OFFICE
NEW JERSEY All Cities and Counties	20 Washington Place Newark, New Jersey 07102
NEW MEXICO All Cities and Counties	517 Gold Avenue, S.W. Albuquerque, New Mexico 87101
NEW YORK Counties: Albany, Bronx, Clinton, Columbia, Delaware, Dutchess, Essex, Franklin, Fulton, Greene, Hamilton, Kings, Montgomery, Nassau, New York, Orange, Otsego, Putman, Queens, Rensselaer, Richmond, Rockland, Saratoga, Schenectady, Schoharie, Suffolk, Sullivan, Ulster, Warren, Washington, Westchester	252 Seventh Avenue New York, New York 10001
Other Counties Allegany, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Cortland, Erie, Genesee, Herkimer, Jefferson, Lewis, Livingston, Madison, Monroe, Niagara, Oneida, Onondaga, Ontario, Orleans, Oswego, St. Lawrence, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, Wyoming, Yates	1021 Main Street Buffalo, New York 14203
NORTH CALOLINA All Cities and Counties	310 W. Fourth Street Winston-Salem, North Carolina 27102
NORTH DAKOTA All Cities and Counties	Veterans' Administration Center Fargo, North Dakota 58102

TERRITORY ALLOTTED TO	VA REGIONAL OFFICE
OHIO All Cities and Counties	Cuyahoga Building 216 Superior Avenue Cleveland, Ohio 44114
OKLAHOMA All Cities and Counties	Second and Court Streets Muskogee, Oklahoma 74401
OREGON All Cities and Counties	208 S.W. Fifth Avenue Portland, Oregon 97204

PENNSYLVANIA
Counties:

Adams	Lycoming	)
Berks	Mifflin	)
Bradford	Monroe	)
Bucks	Montgomery	)
Cameron	Montour	)
Carbon	Northampton	)
Centre	Northumberland	)
Chester	Perry	)
Clinton	Philadelphia	)
Columbia	Pike	)
Cumberland	Potter	)
Dauphin	Schuylkill	)
Delaware	Snyder	)
Franklin	Sullivan	)
Juniata	Susquehanna	)
Lackawanna	Tioga	)
Lancaster	Union	)
Lebanon	Wayne	)
Lehigh	Wyoming	)
Luzerne	York	)

5000 Wissahickon Avenue
Philadelphia, Pennsylvania 19101
(Mail: P.O. Box 8079)

All Other Counties:

Allegheny	Fulton	)
Armstrong	Greene	)
Beaver	Huntingdon	)
Bedford	Indiana	)
Blair	Jefferson	)
Butler	Lawrence	)
Cambria	McKean	)
Clarion	Mercer	)
Clearfield	Somerset	)
Crawford	Venango	)
Elk	Warren	)
Erie	Washington	)
Fayette	Westmoreland	)
Forest		

1000 Liberty Avenue
Pittsburgh, Pennsylvania 15222

TERRITORY ALLOTTED TO	VA REGIONAL OFFICE
PHILIPPINES, Republic of the Entire Islands	1131 Roxas Blvd. Manila, Philippine Islands (Mailing Address: APO San Francisco 96528)
PUERTO RICO, Commonwealth of Puerto Rico, Including Virgin Islands	520 Ponce de Leon Ave. San Juan, Puerto Rico 00901
RHODE ISLAND All Cities and Counties	Federal Building Kennedy Plaza Providence, Rhode Island 02903
SAMOA Entire Island	Veterans' Benefits Office 2033 "M" Street, N.W. STOP 339 Washington, D.C. 20420
SOUTH CAROLINA All Cities and Counties	1801 Assembly Street Columbia, South Carolina 29201
SOUTH DAKOTA All Cities and Counties	Veterans' Administration Center Sioux Falls, South Dakota 57101
TENNESSEE All Cities and Counties	U.S. Courthouse 801 Broadway Nashville, Tennessee 37203
TEXAS City of: Texarkana	Federal Office Building 700 West Capitol Avenue Little Rock, Arkansas 72201
Counties:	
Angelina, Aransas, Atascosa, Austin, Bandera, Bee, Bexar, Blanco, Brazoria, Brewster, Brooks, Caldwell, Calhoun, Cameron, Chambers, Colorado, Comal, Crockett, De Witt, Dimmit, Duval, Edwards, Fort Bend, Frio, Galveston, Gillespie, Goliad, Gonzales, Grimes, Guadalupe, Hardin, Harris)	515 Rusk Avenue Houston, Texas 77061

TERRITORY ALLOTTED TO		VA REGIONAL OFFICE
TEXAS (Continued)		
Counties:		
Hays	Nueces)	
Hidalgo	Orange)	
Houston	Pecos)	
Jackson	Polk)	
Jasper	Real)	
Jefferson	Refugio)	
Jim Hogg	Sabine)	
Jim Wells	San Augustine)	
Karnes	San Jacinto)	
Kendall	San Patricio)	
Kenedy	Schleicher)	
Kerr	Shelby)	
Kimble	Starr)	515 Rusk Avenue
Kinney	Sutton)	Houston, Texas 77061
Kleberg	Terrell)	
La Salle	Trinity)	
Lavaca	Tyler)	
Liberty	Uvalde)	
Live Oak	Val Verde)	
Mason	Victoria)	
Matagorda	Walker)	
Maverick	Waller)	
McCulloch	Washington)	
McMullen	Webb)	
Medina	Wharton)	
Menard	Willacy)	
Montgomery	Wilson)	
Nacogdoches	Zapata)	
Newton	Zavala)	
Anderson	Cherokee)	
Andrews	Childress)	
Archer	Clay)	
Armstrong	Cochran)	
Bailey	Coke)	
Bastrop	Coleman)	
Baylor	Collin)	
Bell	Collingsworth)	
Borden	Comanche)	1400 North Valley Mills Drive
Bosque	Concho)	Waco, Texas 76710
Bowie	Cooke)	
Brazos	Coryell)	
Briscoe	Cottle)	
Brown	Crane)	
Burleson	Crosby)	
Burnet	Culberson)	
Callahan	Dallam)	
Camp	Dallas)	
Carson	Dawson)	
Cass	Deaf Smith)	
Castro	Delta)	

TERRITORY ALLOTTED TO		VA REGIONAL OFFICE
TEXAS (Continued)		
Counties:		
Denton	Lee	)
Dickens	Leon	)
Donley	Limestone	)
Eastland	Lipscomb	)
Ector	Llano	)
Ellis	Loving	)
El Paso	Lubbock	)
Erath	Lynn	)
Falls	Madison	)
Fannin	Marion	)
Fayette	Martin	)
Fisher	McLennan	)
Floyd	Midland	)
Foard	Milam	)
Franklin	Mills	)
Freestone	Mitchell	)
Gaines	Montague	)
Garza	Moore	)
Glasscock	Morris	)
Gray	Motley	)
Grayson	Navarro	)
Gregg	Nolan	) 1400 North Valley Mills Drive
Hale	Ochiltree	) Waco, Texas 76710
Hall	Oldham	)
Hamilton	Palo Pinto	)
Hansford	Panola	)
Hardeman	Parker	)
Harrison	Parmer	)
Hartley	Potter	)
Haskell	Presidio	)
Hemphill	Rains	)
Henderson	Randall	)
Hill	Reagan	)
Hockley	Red River	)
Hood	Reeves	)
Hopkins	Roberts	)
Howard	Robertson	)
Hudspeth	Rockwall	)
Hunt	Runnels	)
Hutchinson	Rusk	)
Irion	San Saba	)
Jack	Scurry	)
Jeff Davis	Shackelford	)
Johnson	Sherman	)
Jones	Smith	)
Kaufman	Somervell	)
Kent	Stephens	)
King	Sterling	)
Knox	Stonewall	)
Lamar	Swisher	)
Lamb	Tarrant	)
Lampasas	Taylor	)

TERRITORY ALLOTTED TO	VA REGIONAL OFFICE
TEXAS (Continued) Counties: Terry, Throckmorton, Titus, Tom Green, Travis, Upshur, Upton, Van Zandt, Ward, Wheeler, Wichita, Wilbarger, Williamson, Winkler, Wise, Wood, Yoakum, Young	1400 North Valley Mills Drive Waco, Texas 76710
UTAH All Cities and Counties	125 South State Street Salt Lake City, Utah 84111
VERMONT All Cities and Counties	Veterans' Administration Center White River Junction Vermont 05001
VIRGINIA Cities:	
Alexandria	Veterans' Benefits Office 2033 "M" Street, N.W. STOP 339 Washington, D.C. 20420
Counties:	
Arlington) Fairfax)	Veterans' Benefits Office 2033 "M" Street, N.W. Washington, D.C. 20420
All Other Cities and Counties	211 W. Campbell Avenue Roanoke, Virginia 24011
VIRGIN ISLANDS (listed under Commonwealth of Puerto Rico)	520 Ponce de Leon Avenue San Juan, Puerto Rico 00901
WASHINGTON All Cities and Counties	Sixth and Lenora Building Seattle, Washington 98121
WEST VIRGINIA Counties:	
Brooke, Hancock, Marshall, Ohio	1000 Liberty Avenue Pittsburgh, Pennsylvania 152222
All Other Counties	502 Eighth Street Huntington, West Virginia 25701
WISCONSIN All Cities and Counties	342 N. Water Street Milwaukee, Wisconsin 53202
WYOMING All Cities and Counties	2360 East Pershing Blvd. Cheyenne, Wyoming 82001

(3) Part III: Addresses of State Directors, Selective Service System. (Note: The number shown in parentheses following the State name is a code used by the Selective Service System which will be used in addition to the address when preparing and mailing DD Form 889, STANDBY RESERVE CONTROL.)

ALABAMA (1)
149 Lee Street
Montgomery, Alabama 36104

ALASKA (51)
Director, Selective Service System
P.O. Box 2691
Juneau, Alaska 99801

ARIZONA (2)
5016 Federal Building
230 N. 1st Avenue
Phoenix, Arizona 85003

ARKANSAS (3)
Third Floor, Old Post Office Building
Second and Center Streets
Little Rock, Arkansas 72201

CALIFORNIA (4)
Old Post Office Building
~~7th and "K" Streets~~
Sacramento, California 95814

CANAL ZONE (56)
P.O. Box 2014
Balboa Heights, Canal Zone
FPO New York 09580

COLORADO (5)
Double A Building
1300 Glenarm Place
Denver, Colorado 80204

CONNECTICUT (6)
P.O. Box 1558
Hartford, Connecticut 06101

DELAWARE (7)
P.O. Box 1928
Wilmington, Delaware 19899

DISTRICT OF COLUMBIA (49)
Director, Selective Service System
451 Indiana Avenue, N.W.
Washington, D.C. 20001

FLORIDA (8)
310 Charlotte Street
St. Augustine, Florida 32084

GEORGIA (9)
901 West Peachtree St. N.E.
Atlanta, Georgia 30308

GUAM (55)
Director, Selective Service System
P.O. Box 326
Agana, Guam 96910

HAWAII (52)
Director, Selective Service System
P.O. Box 4006
Honolulu, Hawaii 96812

IDAHO (10)
P.O. Box 1997
Boise, Idaho 83701

ILLINOIS (11)
405 E. Washington Street
Springfield, Illinois 62701

INDIANA (12)
Century Building
36 South Pennsylvania Street
Indianapolis, Indiana 46204

IOWA (13)
Building 68, Fort Des Moines
Des Moines, Iowa 50303

KANSAS (14)
Masonic Temple Building
10th and Van Buren Streets
Topeka, Kansas 66612

KENTUCKY (15)
220 Steele Street
Frankfort, Kentucky 40601

LOUISIANA (16)
Louisiana State Headquarters
Jackson Barracks
New Orleans, Louisiana 70117

MAINE (17)
4 Union Street
Augusta, Maine 04330

MARYLAND (18)
Fifth Regiment Armory
Hoffman and Bolton Streets
Baltimore, Maryland 21203

Suspended, see MCBul 5000 of 25 Mar 1967

MASSACHUSETTS (19)
55 Tremont Street
Boston, Massachusetts 02108

MICHIGAN (20)
P.O. Box 626
Lansing, Michigan 48903

MINNESOTA (21)
100 East Tenth Street
St. Paul, Minnesota 55101

MISSISSIPPI (22)
Corner S. State and Silas Brown Streets
Jackson, Mississippi 39201

MISSOURI (23)
411 Madison Street
Jefferson City, Missouri 65101

MONTANA (24)
P.O. Box 1183
Helena, Montana 59601

NEBRASKA (25)
State Capitol
Lincoln, Nebraska 68509

NEVADA (26)
P.O. Box 644
Carson City, Nevada 89701

NEW HAMPSHIRE (27)
P.O. Box 427
Concord, New Hampshire 03302

NEW JERSEY (28)
1006 Broad Street
Newark, New Jersey 07102

NEW MEXICO (29)
P.O. Box 1028
Santa Fe, New Mexico 87511

NEW YORK (30)
Old Post Office Building
Albany, New York 12201

NEW YORK CITY (50)
Director, Selective Service System
11th Floor, 205 East 42nd Street
New York, New York 10017

NORTH CAROLINA (31)
P.O. Box 9513
Morgan Street Station
Raleigh, North Carolina 27603

NORTH DAKOTA (32)
P.O. Box 628
Bismarck, North Dakota 58502

OHIO (33)
34 North High Street
Columbus, Ohio 43215

OKLAHOMA (34)
407 Federal Building
Oklahoma City, Oklahoma 73102

OREGON (35)
P.O. Box 4288
Portland, Oregon 97208

PENNSYLVANIA (36)
Building 2
Front and Maclay Streets
P.O. Box 1921
Harrisburg, Pennsylvania 17105

PUERTO RICO (53)
Director, Selective Service System
P.O. Box 4031
San Juan, Puerto Rico 00905

RHODE ISLAND (37)
1 Washington Avenue
Providence, Rhode Island 02905

SOUTH CAROLINA (38)
P.O. Box 869
Columbia, South Carolina 29202

SOUTH DAKOTA (39)
P.O. Box 1872
Rapid City, South Dakota 57702

TENNESSEE (40)
1317 Church Street
Nashville, Tennessee 37203

TEXAS (41)
Western Republic Building
702 Colorado Street
Austin, Texas 78701

UTAH (42)
Building No. 102
Fort Douglas, Utah 84113

VERMONT (43)
151 Main Street
Montpelier, Vermont 05601

VIRGIN ISLANDS (54)
Director, Selective Service System
P.O. Box 360
St. Thomas, Virgin Islands 00801

VIRGINIA (44)
900 N. Lombardy Street
Richmond, Virginia 23220

WASHINGTON (45)
State Armory
Tacoma, Washington 98401

WEST VIRGINIA (46)
Federal Office Building
500 Quarrier Street
Charleston, West Virginia 25301

WISCONSIN (47)
1220 Capitol Court
Madison, Wisconsin 53715

WYOMING (48)
P.O. Box 493
Cheyenne, Wyoming 82001

15073 NOTICE OF OBLIGATED SERVICE (NAVMC 10228)

1. This form is designed for formally notifying an individual of his obligated service upon expiration of enlistment, either while on active or inactive duty, and transfer to or retention in the Marine Corps Reserve. The form will be completed at the following times:

a. Reserve enlisted personnel serving on definite term enlistments: The form will be completed upon expiration of enlistment if the member has a remaining period of obligated service.

b. Regular enlisted personnel who do not reenlist in the Regular Marine Corps: The form will be completed upon release from active duty in order to transfer the member to the Marine Corps Reserve for the remaining period of obligated service. All Regular and Reserve service must be taken into consideration in determining whether or not the member has a remaining period of obligated service.

2. When preparing this form, page 11 of the individual's service record book will be reviewed to ascertain if the person had prior service under a special enlistment program in the Marine Corps Reserve in which he incurred an 8-year obligation.

3. Distribution Instructions. Distribution will be made as indicated below:

Original (SRB). Place in the individual's Service Record Book.

Copy No. 1 (CMC). Forward to the Commandant of the Marine Corps (Code DGH).

Copy No. 2 (INDIV). Give to the individual.

Copy No. 3 (MCRDSC). For Class III reservists, forward this copy to Commanding Officer (Code RP), Marine Corps Reserve Data Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131. For Class II reservists, forward to Commanding Officer (Code DP) at the above address.

15074 ENLISTED DISCHARGE CERTIFICATES (DD FORM 256 MC THROUGH DD FORM 260 MC, INCLUSIVE)

1. Custody

a. Discharge certificates shall be kept in the custody of the commander, who is responsible for their safekeeping, accountability, and proper issue.

b. When an organization is disbanded, discharge certificates remaining on hand shall be forwarded by registered mail to the Marine Corps Supply Center, Albany, Georgia.

2. Preparation

a. Discharge certificates will be prepared by the organization having custody of the service record book.

b. The character of discharge will be in accordance with paragraph 13257. In the event the commander considers that the individual is entitled to a discharge of a character different from that indicated in the table, he may make recommendations to the Commandant of the Marine Corps (Code DMB).

3. Entries. No derogatory remark will be made on the discharge certificate.

Entries, other than signature, on the discharge certificate will be typed and recorded as follows:

a. Front

(1) Name: Grade (with pay grade in parentheses, if enlisted), full name in capital letters (beginning with the first name), followed by the service number.

(2) In the case of a reservist, no additional statement will be placed on the discharge certificate. Discharge forms appropriate to the status under which the individual is discharged will be issued to all Marines without designation of component.

(3) Date: As shown in the following example: "on the 10th day of September 1951."

(4) Signature: The normal signature of the officer who signs will be made on the top line. The bottom line will be completed as shown in the following example: "J. P. JONES, MAJOR, USMC."

b. Reverse: No entries will be made on the reverse of the discharge certificate. All the items shown will be inked out by a single red line drawn diagonally from the upper left to the lower right corne...

4. Delivery

a. Honorable and under honorable conditions discharge certificates will always be delivered in person by an officer and the delivery should be made by the post or regimental commander, if practicable. If not practicable, delivery should be made by the company commander. In any case, the delivery should be accompanied by the expression of a hope that the individual will reenlist (if he is recommended for reenlistment) or good wishes for a successful career.

b. In those instances where personal delivery cannot be made, the following action should be taken:

(1) The Commanding Officer, Marine Corps Reserve Data Services Center, will mail the discharge certificate to the person concerned using first class mail with a return address on the envelope as follows:

Military Personnel Record Center
National Archives and Record Service
General Services Administration,
Region 6
St. Louis, Missouri 63132

Upon mailing, an entry will be made in the individual's service record on page 11, stating date, organization, the fact that the discharge certificate was mailed on that date, and the signature and duty of the officer authenticating the entry. Upon completion of the action required, forward the service record book in accordance with subparagraph 15100.2e(3), as appropriate.

(2) Personnel at home awaiting results of a physical evaluation board. Commanders will mail the discharge certificate to the person concerned using first class mail. Returned undelivered certificates will be forwarded to the Commandant of the Marine Corps (Code DGH).

c. The discharge certificate will not be delivered to an individual until a Security Termination Statement (OPNAV Form 5511-14), is completed if such statement is required by paragraph 15082.

5. Replacement of Lost or Destroyed Discharge Certificate, Enlisted or Officer

a. Duplicate discharge certificates will not be issued, but upon request to the Commandant of the Marine Corps (Code DGK), a DD 303 MC, Certificate in Lieu of Lost or Destroyed Discharge, will be issued.

b. Certificates in Lieu of Lost or Destroyed Discharge are of equal value as original discharge certificates in the substantiation of entitlement to Federal, state, or local benefits.

15075 DELETED (Ch. 10)

15076 RESERVE RETIREMENT CREDIT REPORT (NAVMC 798-DR AND NAVMC 798a-DR)

1. The Reserve Retirement Credit Report is designed for recording credits earned toward eligibility for retirement under the provisions of 10 USC 1331-1337, commonly referred to as the Reserve Retirement Act.

2. The unit commander is responsible for accomplishing the Reserve Retirement Credit Report and for maintaining records of credits earned to support report entries.

3. The term, unit commander, as used within this paragraph, refers to the Marine Corps District Director; the Commanding General, Marine Air Reserve Training Command, the Commanding Officer, Marine Corps Reserve Data Services Center; or to the commanding officer, Organized Reserve unit, on whose rolls the Reservist is carried. It does not refer to any commander of a Regular Marine Corps organization since the Reserve Retirement Credit Report is prepared only by Reserve organizations.

4. Instructions for recording and reporting Reserve retirement credits are given in the paragraphs that follow.

5. The Reserve Retirement Credit Report will be prepared by the unit commander on the following occasions:

a. End of the anniversary year.

(1) Must be prepared and submitted promptly upon expiration of the member's anniversary year. (Justification for late submission, over a period of 30 days, must accompany the report.)

(2) A Code 1, anniversary report, will show a summary of all points earned by the member during his anniversary year in each individual column. In addition, the anniversary year summary blocks will show the recapitulation total of the individual column on the report. (See the following example.)

ORGANIZATION	DATES (Inclusive)		OCCASION (Enter code from below)	ACTIVE DUTY POINTS	INACTIVE DUTY POINTS					ANNIVERSARY YEAR SUMMARY			SIGNATURE, RANK, TITLE
	FROM-	TO-			DRILLS	CORRESPONDENCE COURSES	OTHER EQUIVALENT INSTRUCTION	MEMBERSHIP	TOTAL	TOTAL ACTIVE DUTY POINTS	INACTIVE DUTY POINTS (Not to exceed 60)	TOTAL POINTS CREDITED	
Co "A"	1Jul65	30Aug65	3	1-15 15	15 8	Jul65 2	X	X	X	X	X	X	Joe Smith MAJ, CO.
Co "B"	31Aug65	19Apr66	3	X	30	4	2	X	X	X	X	X	Joe Smith MAJ, CO
Co "C"	20Apr66	30Jun66	1	1-15 15	15 46	Jul65 6	2	15	69	15	60	75	Joe Smith MAJ, CO.

b. Detachment or transfer (including assignment to EAD).

c. Upon unit mobilization.

d. Acceptance of resignation or discharge. (No report is required upon discharge for immediate reenlistment or appointment in the same Reserve component, since there is no break in service.)

e. Transfer to Inactive Status List, or retirement.

f. Upon joining a Reserve unit following a period of extended active duty if one or more anniversary dates elapsed while on active duty. Report will reflect credits earned from date of last anniversary year reported, by anniversary years, to end of anniversary year prior to release from active duty. The next scheduled report, transfer, end of anniversary year, etc., will include credits earned from end of last anniversary year to end of reporting period.

g. On a report submitted because of resignation, discharge, retirement or transfer to the Inactive Status List, an entry will be made on the line immediately following the last entry on the Commandant of the Marine Corps copy indicating "Resigned," "Discharged," "Transferred to the Retired Reserve," or "Transferred to the Inactive Status List."

6. Reports will be accomplished as follows:

a. All reports will be prepared in triplicate and receive distribution as follows:

(1) Orginal (NAVMC 798-DR) to service record book or officer's qualification record.

(2) Duplicate of all reports, officer and enlisted (NAVMC 798a-DR) to CMC (Code DMR).

(3) Triplicate (NAVMC 798a-DR) to individual to be retained for determination of total credits earned.

b. The original will become a chronological record for permanent retention in the service record book or officer's qualification record and will reflect all credits earned since entry on current period of continuous service. Upon discharge for immediate reenlistment or appointment to officer grade, the original report will be transferred to the new service record book or officer's qualification record. No entry to reflect discharge and reenlistment or appointment is required. No Form NAVMC 798-DR will be prepared for members carried on the Inactive Status List. However, such periods will be covered in the next report submitted as noted in subparagraph 6i, below.

c. For subsequent reports, the original (NAVMC 798-DR) will be removed from the service record book or officer's qualification record. Two copies of blank forms (NAVMC 798a-DR) will be inserted in the typewriter with the original. Entry for the period to be covered will be made on the line immediately following the last entry on the original. Duplicate and triplicate copies will only reflect credits for the specific period covered.

d. When all spaces on the original report have been filled, it should be numbered "1"; additional pages inserted and numbers "2," "3," etc.

e. Preparation of entries will be in accordance with the instructions on the form, except that in case no entry is required under any column, such space will be checked (X) to indicate that it was not overlooked.

f. Should an erroneous entry be discovered after submission, the unit

commander will make a new report covering the same period. The erroneous entry on original will be lined out and initialed. Each copy will be marked "corrected copy." Corrected reports which are submitted later than 2 years following the end of the anniversary year for which submitted, shall be forwarded with full justification to the Commandant of the Marine Corps (Code DMR) for approval.

g. A unit commander may delegate the authority to certify records of Reserve retirement credits to appropriate officers of his headquarters.

h. The original and all copies of the report will bear the signature of the authenticating officer.

i. Each report will cover the entire period since the last report was submitted. However, in the case of end of anniversary year, this report will be a summation of all previous reports submitted during the anniversary year. If the member has been carried on the Inactive Status List, inclusive dates will be entered, the letters "ISL" will be entered in the column indicating occasion for report, and no points will be credited for such period.

j. On the Commandant of the Marine Corps copy of all reports which have credited periods of active duty or active duty for training, enter on the line below the anniversary year report, the inclusive dates of all such duty to include travel time.

7. Certain substantiating records and reports are necessary to the accomplishment of the Reserve Retirement Credit Report.

a. For all types of equivalent instruction, other than correspondence courses and equivalent instruction or duty for drills (EIOD), a report of performance must be made by the reservist to his unit commander on NAVMC 799-PD, Equivalent Instruction Report, as follows:

(1) Members of Volunteer training units and members performing associate duty may submit such reports quarterly, indicating the date each meeting was attended or period of associate duty was performed and the number of credits claimed for each. Such members may submit a report at any time during the quarterly period when necessary to assure that points are credited within the current anniversary year. It is the responsibility of the commanding officer concerned to maintain attendance records and to verify these periodic reports when submitted.

(2) Members who perform periods of equivalent instruction other than as indicated above, will, upon completion of each such period, prepare NAVMC 799-PD, and submit it to their unit commander for approval.

(3) Approved reports submitted on NAVMC 799-PD will be retained by the unit commander as a supporting document for the preparation of NAVMC 798-DR, and for at least 3 months thereafter.

b. Credits for correspondence courses will be taken from reports furnished the Reserve unit commander by the Marine Corps Institute or Extension School, Marine Corps Schools, as appropriate.

(1) Reports to Reserve unit commanders by the Marine Corps Institute or Extension School, Marine Corps Schools, will:

(a) Be prepared for each reservist having successfully completed correspondence work for which retirement credits are earned;

(b) Be prepared annually as of the anniversary date of the individual reservist (the correspondence schools are responsible for obtaining anniversary date upon enrollment), and/or on other appropriate occasions (e.g., completion of all courses and disenrollment);

(c) Be submitted promptly on the anniversary date of the individual reservist;

(d) Be made in letter or machine report form as appropriate;

(e) Show the total number of credits earned during the reporting period. In determining the total, the effective date as of which points shall be credited to the individual for the satisfactory completion of a lesson shall be the date of receipt of the completed lesson by the school. Detailed reports indicating the date that each credit is earned will be made only upon special request by the reservist's commanding officer.

(f) Not be submitted for work completed while the reservist is serving on extended active duty. When the school cannot determine whether the individual is serving on active duty a report will be submitted.

(2) Unit commanders will retain the correspondence school report as a supporting document for the preparation of the Reserve Retirement Credit Report.

(3) Unit commanders will not include in the Reserve Retirement Credit Report credits for correspondence work completed while on extended active duty.

(4) It is the responsibility of the student to keep the school informed of the identity of his current commander for reporting purposes. The return address form submitted by the inactive reservist for each lesson will contain both the reservist's address and the unit designation of his Reserve unit commander.

c. To provide Reserve organizations with accurate information concerning those reservists who perform a period of extended active duty and then rejoin a Reserve organization, the following procedures apply:

(1) A copy of the reservist's orders to extended active duty with all endorsements will be placed in his qualification jacket or service record book and retained until he rejoins a Reserve organization.

(a) If the reservist is discharged and reenlisted in the Reserve while on extended active duty, the orders will be transferred to his new service record book and retained until he rejoins a Reserve organization.

(b) If the reservist is discharged while on extended active duty and reenlisted in the Regular Marine Corps, or if he does not reenlist in any component of the Marine Corps, the orders will be forwarded with his closed-out service record book.

(c) Should the situation stated in subparagraph c(1)(b), above, occur, and should the individual later reenlist in the Marine Corps Reserve, the unit which joins him will commence Reserve retirement reporting from date of reentry.

(2) When the Reserve Retirement Credit Report entries, showing the period of active Federal service, have been made and copies submitted, as provided above by the Reserve unit, the orders will be forwarded to Headquarters Marine Corps (Code DGH).

15077 STATEMENT OF UNDERSTANDING OF MILITARY OBLIGATION (NAVMC 10479-PD)

1. This form is designed for verifying an individual's understanding of the provisions of law regarding the military obligation he incurs upon enlistment in the Marine Corps or Marine Corps Reserve. This form shall not be used for personnel assigned to the "Six Months Training Program"; for such personnel, a statement shall be prepared in accordance with paragraph 15078.

2. Prior to administering the oath of enlistment to any male applicant for enlistment, except applicants for enlistment in programs leading to a commission, who is under 26 years of age and who has no prior service in any of the Armed Forces of the United States, including the Reserve components the following procedure

relative to this form shall be carried out:

a. Prepare the form in duplicate

b. Carefully explain to the applicant the information contained on the form.

c. Have the applicant sign the original and deliver the duplicate to him.

d. Forward with other documents and pages in accordance with instructions contained in subparagraph 15100.2d.

e. Only one statement of understanding is required to be executed. The program under which an applicant is enlisted will determine the appropriate type of statement of understanding to be used.

15078 STATEMENT OF UNDERSTANDING UPON ENLISTMENT IN USMCR AND ASSIGNMENT TO THE "SIX MONTHS TRAINING PROGRAM" AS A COMPONENT CLASS RESERVE STATUS CODE "K" RESERVIST (NAVMC 10480-DR)

1. This form is designed for verifying an individual's understanding of the provisions of law regarding military obligation and Reserve participation requirements he incurs upon enlistment in the USMCR and assignment to the "Six Months Training Program" as a Component Class Reserve Status Code "K" reservist.

2. Prior to administering the oath of enlistment to any male applicant for enlistment in this program and assignment as a Component Class Reserve Status Code "K" reservist, the following procedure relative to this form shall be carried out:

a. Prepare the form in triplicate.

b. Carefully explain to the applicant the information contained on the form.

c. Enter Component Class Reserve Status Code "K" and term of enlistment (6 years) where required on the form.

d. Have the applicant sign the original and all copies of the form and deliver the triplicate to him.

e. Upon enlistment, dispose of the original and duplicate of the completed form as follows:

(1) Original: Insert as a document in the service record book.

(2) Duplicate: Forward with the duplicate enlistment contract as a supporting document to the unit diary which reports the joining.

15079 STANDBY RESERVE CONTROL (DD FORM 889) AND STANDBY RESERVE NOTICE AND REPORT (SSS FORM 91)

1. Purpose

a. The DD Form 889 is designed to serve a twofold purpose. It will be used by the Commanding General, Marine Air Reserve Training Command; the District Directors; and the Commanding Officer, Marine Corps Reserve Data Services Center; to notify Selective Service authorities of transfer of reservists to or removal from the Standby Reserve. The Selective Service System will use the form to report initial availability for active duty to the armed services.

b. SSS Form 91, will be used by the Selective Service System to notify the services, annually, of the redetermined availability of each member of the Standby Reserve.

2. Preparation of DD Form 889 by the Commanding General, Marine Air Reserve Training Command; the District Directors; and the Commanding Officer, Marine Corps Reserve Data Services Center

a. Both sides of DD Form 889 will be prepared by the custodian of the reservist's service record book/officer's qualification record in the case of each transfer to the Standby Reserve. The necessity of entering the Selective Service number on this form cannot be overemphasized. If the reservist concerned is a Selective Service registrant, the completed form will be sent in an envelope to the State Director of the State in which the reservist is registered. The appropriate State Director can be determined from the Selective Service Number which is composed of four elements, the first of which is the State code. Paragraph 15072 contains the key to State codes and the addresses of the various State Directors. If the reservist is not a registrant or if his Selective Service Number is not known, the form will be sent to the State Director of the State in which the reservist maintains his current mailing address.

b. Upon removal of a reservist from the Standby Reserve for any reason, a DD Form 889 will be prepared and forwarded as follows:

(1) Complete lines 1 through 5 of the left front side of the form as outlined in the "Legend," enter an "X" and the date of removal in the appropriate blocks, and stamp the address of the preparing activity on the reverse of the same half of the form.

(2) When enlisted personnel are processed for discharge the above requirements will be completed. In addition, a notation will be placed below line 5 and on the right-hand side of the form beneath the new address indicating the type discharge and discharge date.

(3) Forward only the completed left half of the form to the appropriate State Director as determined from the Selective Service Number or the Standby Reserve Number. In those cases in which the number is not known, the form must be forwarded to the same State Director to whom notification of entry into the Standby Reserve was previously addressed.

c. When a DD Form 889 is prepared on officers or enlisted reservists, either for transfer to or removal from the Standby Reserve, an appropriate entry on the remarks page of the service record book/officer's qualification record will be made.

3. Determination of Availability of Standby Reservists for Active Duty. The Director of Selective Service determines the availability of Standby reservists for involuntary active duty.

4. Selective Service Notifications

a. When availability for active duty has been determined, the cognizant Selective Service Board will complete and return the right half of the DD

Form 889 to the headquarters from which received. The left half is retained by the board for future references. The right half will be completed as follows:

(1) An "X" will appear in the "Yes" or "No" block below the line "Available for Active Duty." For the reservist who does not respond to the Selective Service Questionnaire, upon which the determination is based, an "X" will be shown in the "No" block and in the block "Received But Did Not Return Questionnaire" ("RBDNRQ" on SSS Form 91). For those whose questionnaire was returned by postal authorities as undeliverable, an "X" will be shown in the block "Did Not Receive Questionnaire" ("DNRQ" on SSS Form 91) and in the "No" block.

(2) When address is different from the one reported by the Marine Corps activity, the new address will be shown.

(3) A Selective Service Number, or a Standby Reserve Control Number, as appropriate, will be shown, if a number was not previously assigned. (The same formula used for the Selective Service Number is used for the Standby Reserve Control Number.)

(4) The local board stamp will be affixed.

5. Redetermination of Availability of Standby Reservists for Active Duty. Availability will be redetermined annually by means of SSS Form 91, a two-part postal card, mailed to each reservist by the local board having cognizance. Upon return of that part of the form completed by the reservist, the board reviews the case, indicates his redetermined availability on the form and forwards it to the Commanding Officer, Marine Corps Reserve Data Services Center.

6. Action by the Commanding Officer, Marine Corps Reserve Data Services Center. Upon receipt from the Selective Service System of the DD Form 889 or the annual SSS Form 91, an appropriate change in the personnel accounting system will be made if necessary, and the appropriate form will be filed in the service record book or officer qualification record. Only the current DD Form 889 or SSS 91 will be retained.

Refer to MC Bulletin 1140 of July 67

15080 RECORD OF MILITARY STATUS OF REGISTRANT (DD FORM 44)

1. Notification

a. The Record of Military Status of Registrant (DD Form 44), will be utilized to inform local Selective Service Boards when a reservist assumes a status under which he becomes eligible for deferment from induction and immediately upon change in such status. It is further used to certify for priority induction certain reservists as provided in current directives who fail to participate satisfactorily in a Marine Corps Reserve training program.

b. The DD Form 44 will be submitted as follows

(1) Upon initial enlistment in the Marine Corps Reserve.

(2) When requested by the local board or reservist concerned.

(3) When a reservist's attendance or performance of duty becomes unsatisfactory (as determined by current directives).

(4) When a person is enrolled in, disenrolled, or commissioned from a Marine Corps officer-type training program.

(5) When a reservist joins an Organized unit or when his membership in an Organized unit is terminated for any reason.

(6) When an event occurs which reflects a change from unsatisfactory performance of duty (as determined by current directives).

(7) Upon discharge of a Reservist who has been reported as satisfactorily participating.

c. For the purpose of reporting information to local boards, the custodian of the Reservist's service record shall be responsible for submitting the required reports, except that all such reports on members of a Marine Corps officer-type training program, including those in Organized units will be submitted by the Commandant of the Marine Corps (Code DPC). An entry will be made (using rubber stamp) on page 11 of the service record when the DD Form 44 is issued to include the reason.

2. Preparation

a. Complete all appropriate items.

b. Space the Selective Service number exactly as it appears on the Reservist's registration certificate.

c. If the Reservist has not completed a period of 3 or 6 months active duty for training, enter "none" in the appropriate portion of the form.

d. When the report is initially submitted upon enlistment or when no previous report has been made to the local board, the remark "NO PREVIOUS REPORT" should be indicated.

e. When using the DD Form 44 for priority induction, add the following statement in the remarks portion of the form: "ALL REASONABLE EFFORT IN ACCORDANCE WITH CURRENT REGULATIONS HAS FAILED TO INDUCE SATISFACTORY PARTICIPATION. CERTIFIED FOR PRIORITY INDUCTION UNDER SECTION 6(c)(2)(E) UMT&S ACT AS AMENDED."

15081 SOCIAL SECURITY ACCOUNT NUMBERS

1. A Social Security Account Number is assigned each Marine for the purpose of crediting to his Social Security account all of his earnings from the Marine Corps in order to obtain the benefits available to him through the Social Security System.

2. The following forms are used in the establishment and maintenance of Social Security accounts:

a. Form SS-5, Application for Social Security Number, is used to obtain a Social Security Account Number Card and/or to obtain a duplicate card to replace a card which has been lost or destroyed.

b. Form OAAN-7003, a change of record form, is provided for correcting or changing information supplied to the Social Security Administration on an earlier application; e.g., change of name upon marriage, name different from that under which enlisted, correction of date of birth, correction of parents' name, etc. If a card has been previously issued under a name other than that presently on the service records, a Form OAAN-7003 must be prepared.

c. Form OA-702, Social Security Account Number Card, bears the number, name, and space for the individual's signature. The duplicate card, Form OA-702-1, is exactly like the original card except that the account number will be typewritten instead of printed. Forms previously issued in Puerto Rico and printed in spanish are valid and will be honored.

d. The instructional material that appears on the reverse side of the application forms is to be modified as follows:

(1) Form SS-5

(a) Item 1: Show name as currently on service records.

(b) Item 2: Insert "Same as Item 12."

(c) Item 12: The applicant is to show his present military mailing address. (Note: It is important that this address be given fully and correctly. The issued account number card will be sent to the applicant's commander at the address given in this item. The Post Office Department and the Social Security Administration cannot interpret many military abbreviations. Use only those abbreviations that can be understood by the Post Office Department.)

(d) Item 14: The applicant will enter his military service number following his signature.

(2) Form OAAN-7003

(a) Item 1: Show name as currently on service records.

(b) Item 3: Insert "Same as Item 13."

(c) Item 13: The applicant is to show his present military mailing address. (Note: It is important that this address be given fully and correctly. The issued account number card will be sent to the applicant's commander at the address given in this item. The Post Office Department and the Social Security Administration cannot interpret many military abbreviations. Use only those abbreviations that can be understood by the Post Office Department.)

(d) Item 15: The applicant will enter his military service number following his signature.

3. Procedures set forth in the following paragraphs shall be carried out in establishing and recording Social Security Account Numbers for Marine Corps personnel.

4. General

a. At the time of appointment or enlistment, upon reporting for active duty for training, or upon joining an Organized Marine Corps Reserve unit, personnel shall be requested to present their Social Security Account Number cards, except when the account number is already officially known.

b. When the number is officially known or a card is presented when requested, the number shall be recorded as prescribed in subparagraph 15118.3i. When the officer's qualification record or service record book is not available to the officer effecting an appointment or enlistment, he shall forward the Social Security Account Number with the completed enlistment contract and record or appointment acceptance and record to the organization responsible for making disposition of those documents.

c. Upon recording of the Social Security Account Number, it shall, if required, be transmitted to the appropriate disbursing officer for entry on the individual's pay record.

d. The Form OAAN-7003 shall be submitted when circumstances such as set forth in subparagraph 2b, above, are applicable.

5. In cases not covered by subparagraph 4, above, or where the provisions of subparagraph 4, above, cannot be complied with for any reason, the following procedures shall be carried out:

a. In the case of broken service enlistment or reenlistment in the Marine Corps or Marine Corps Reserve for immediate assignment to active duty, and the individual has not

previously been assigned a Social Security Account Number:

(1) Recruiting officers shall require such individuals to complete a Form SS-5 or OAAN-7003, as applicable, and shall place the completed form in the service record book of the individual concerned.

(2) Upon receipt of the service record book at the individual's permanent duty station, completed applications shall be delivered to the appropriate Social Security Administration Office, as determined in subparagraph 5e, below.

b. In the case of personnel enlisted in the Marine Corps Reserve for assignment to an Organized Reserve Unit who do not possess a Social Security Account Number, unit commanders shall arrange for the submission of Form SS-5 or OAAN-7003, as applicable, to the appropriate Social Security Administration Office, as determined in subparagraph 5e, below.

c. Applications for members of Class III, Marine Corps Reserve, on inactive duty, who have not been assigned a Social Security Account Number or who do not possess a Social Security Card, will be accomplished at the time such individuals report for active duty, active duty for training, or upon joining an Organized Reserve Unit, through the appropriate Social Security Administration Office, as determined in subparagraph 5e, below.

d. In the case of appointments administered at other than permanent duty stations, or when the provisions of subparagraph 4, above, cannot be complied with due to the location of the officer's qualification record, etc., or in any other case not covered herein, the appointing officer shall attach completed application forms to the appointment acceptance and record to be forwarded to the individual's commander with that document. The individual's commander shall submit the completed form to the appropriate Social Security Administration Office, as determined in subparagraph 5e, below.

e. Upon completion and review of the applications, they shall be forwarded to the appropriate Social Security Administration Office as follows:

(1) From units or locations within the United States and Puerto Rico, to the local Social Security Administration District or Field Office. Commanders should contact their local Social Security Office in order to determine the best method of handling the applications.

(2) All other units or locations outside the United States, and those with an FPO address will forward applications to:

Social Security Administration
Candler Building
Baltimore 2, Maryland

Applications forwarded to the Baltimore office by units in the latter cases may be sent in any quantity that is practicable, and will not be accompanied by a letter of transmittal.

f. Units within the United States and Puerto Rico should allow 30 days for receipt of the account number cards after applications have been forwarded. Other units should allow 60 days. Where account number cards are not received within the time limits specified above, a "follow-up" application should be submitted. If the application was originally submitted on Form SS-5, then the "follow-up" application should be submitted on the same form, and line 11 should be checked "yes" with the date and office to which the previous application was sent, entered in the designated spaces. This point is important, since it will ensure that each individual is assigned only one Social Security Account Number.

g. Upon receipt of Social Security Account Number Card(s) from the

Social Security Administration, the commander shall:

(1) Record the account number in service records as prescribed in subparagraph 15118.3i.

(2) Transmit the number to the disbursing officer for entry in the individual's pay record.

(3) Deliver the card to the individual concerned.

15082 SECURITY TERMINATION STATEMENT (OPNAV FORM 5511-14)

1. This form is designed for recording an individual's statement prior to discharge, release from active duty or separation from the service, that:

a. All classified matter has been returned to the Naval Establishment.

b. The individual will not reveal any classified information he may have knowledge of unless officially directed in writing to do so by competent naval authority.

c. The individual has read and understands certain appendices of the Department of the Navy Security Manual for Classified Information.

2. The Security Termination Statement will be executed prior to delivery of final papers on separation from active service for any reason and will be made a part of the individual's personnel records prior to forwarding the records to the Commandant of the Marine Corps (Code DGH). The Security Termination Statement will be executed by all personnel who have had access to classified information.

15083 COURT-MARTIAL PROGRESS REPORT (NAVPERS 3047)

1. This form is designed to provide necessary information to assist the Naval Clemency Board in determining what clemency, if any, should be granted to enlisted personnel undergoing courts-martial sentences, which include 8 months or more confinement or an unsuspended punitive discharge, with or without confinement.

2. The Commander, on whose rolls the individual is carried, is responsible for submission of the report, except in cases of personnel serving sentence in Marine brigs, in which case the commanding officer of the brig will prepare and forward the report via the commander on whose rolls the individual is carried. Progress reports shall be submitted as directed in SecNav Instruction 5810 series.

3. The original report and six copies thereof will be forwarded to the Commandant of the Marine Corps (Code DK).

4. In addition, the original and six copies of a neuropsychiatric evaluation of the individual shall be included by those commands to whom the services of a naval psychiatrist may be made reasonably available. In the event a naval psychiatrist cannot be reasonably available, that fact will be stated in the progress report.

5. Complete instructions governing the preparation of this form are contained on the reverse side thereof.

15084 REQUEST FOR RESTORATION (NAVPERS 3048); WAIVER OF RESTORATION (NAVPERS 3049)

1. These forms are provided for furnishing the Naval Clemency Board with information relative to the desire of persons sentenced to a punitive discharge to be (not to be) restored to duty.

2. The original and six copies of the Request for Restoration, or, alternatively, the Waiver of Restoration shall be prepared and forwarded to the Commandant of the Marine Corps (Code DK), together with the Court-Martial Progress Report in the manner prescribed in paragraph 15083.

15085 AGREEMENT TO EXTEND ENLISTMENT FOR PURPOSE OF SERVING PROBATION

1. This agreement is designed for the purpose of recording an individual's agreement to serve on active duty beyond the period of his obligated active service on probation in order that the unexecuted portion of a court-martial sentence may be suspended in accordance with SecNav Instruction 5810 series.

2. The agreement to be executed shall be, in tenor, as follows:

"I understand that in order that the unexecuted portion of my sentence may be suspended for the purpose of enabling me to be restored to active duty on probation, I must be obligated to serve on active duty for sufficient time in which to serve a reasonable period of probation. I further understand that, pursuant to Public Law 780, 84th Congress, and implementing directives, I shall be required to make up the period of _____ days I lost from my enlistment, unless I am sooner discharged. (Omit preceding sentence if the individual has not lost time which must be made good under that law.) Accordingly, I hereby agree to being retained on active duty for the period of my probation, such period not to exceed one year. I understand that the time remaining in my enlistment, as involuntary extended for the purposes of making good time lost, will be included in this period. (Omit preceding sentence if not applicable.) I further understand that this suspension may be vacated, in accordance with paragraph 97b, Manual for Courts-Martial, 1951, in which event the unexecuted portion of my sentence shall be executed."

3. The following shall be accomplished relative to this agreement:

a. The original and seven copies of the request shall be prepared.

b. The information contained in the agreement and the procedures to be followed pursuant to the execution of the agreement shall be carefully explained to the individual.

c. The applicant shall sign the agreement in duplicate.

d. The original shall be retained in the service record as a document and the duplicate original, together with six copies, shall be forwarded to the Secretary of the Navy (Naval Clemency Board) via the Commandant of the Marine Corps (Code DK), along with the Request for Restoration (NAVPERS 3048).

15086 UNIT PUNISHMENT BOOK

1. General. A unit punishment book shall be maintained in every organization where the commanding officer or officer in charge has authority to impose punishments under Article 15, Uniform Code of Military Justice. A new unit punishment book shall be opened at the beginning of each calendar year. The old books are to be retained in the organization until such time as they may be retired or destroyed in accordance with directives concerning disposition of records.

2. Form. The unit punishment book shall be a looseleaf binder. Unit punishment book forms NAVMC 10132-PD (Rev. 9-63) shall be arranged in alphabetical order without regard to grade of the enlisted persons concerned. Authorized abbreviations may be used in completing the form. Records of punishment of officer personnel imposed under Article 15, Uniform Code of Military Justice, shall be in the form of written communications and are not entered in the unit punishment book. In this connection, see part D, chapter 7, Manual of the Judge Advocate General, Sections 0101 and 0102.

3. Procedure

a. Form NAVMC 10132-PD (Rev. 9-63) shall be prepared, completed and filed by the immediate organization of the accused in those cases where final disposition is made by the

immediate commanding officer or officer in charge. In those cases referred to superior authority for disposition, Items 1 through 6, 16a, and 17 will be completed, in duplicate, by the immediate organization of the accused. Both copies of the form will then be forwarded to higher authority. The superior commanding officer who imposes the punishment, or decides other disposition of the case, will complete or cause the remaining items, less Items 16 and 18, to be completed, as appropriate. The original of the form will be retained and filed in the unit punishment book maintained by such superior commander. The duplicate original shall be returned to the immediate commanding officer or officer in charge of the accused for completion of Items 16b and 18 and filing in the unit punishment book of that organization.

b. In those cases where an appeal of nonjudicial punishment is made, all papers relative thereto will be returned to the appellant's immediate commanding officer, subsequent to the adjudication thereof, for filing in the unit punishment book with the record of the case of an enlisted member or for filing and disposition in accordance with applicable regulations in officer cases (paragraphs 7151 and 15001; U.S. Navy Regulations, article 1701; and JAG Manual, section 0102).

4. Instructions for Completing the Form

a. Items 1 and 2. Enter name, grade, service number and immediate organization of the accused.

b. Item 3. Enter Article of Uniform Code of Military Justice violated and include a brief summary of facts constituting violation. In unauthorized absence offenses, include hour and date of both commencement and termination.

c. Item 4. Enter date and place of commission of offense. In this connection, an unauthorized absence is committed at the time and place the unauthorized absence commences.

d. Item 5. The accused enters his initials, in his own handwriting, after Article 31, Uniform Code of Military Justice, has been read and explained to him and he indicates that he understands same.

e. Item 6. The accused enters the date and his signature, after paragraph 132, Manual for Courts-Martial, United States, 1951, has been read and explained to him and he indicates that he understands same and is willing to accept imposition of nonjudicial punishment.

f. Item 7. Enter only nonjudicial punishment imposed under Article 15, Uniform Code of Military Justice, and date thereof. Authorized nonjudicial punishments are listed in paragraph 131b, Manual for Courts-Martial, United States, 1951. The nonpunitive measures authorized in paragraph 128c, Manual for Courts-Martial, United States, 1951, or referral for trial by court-martial, or dismissal of the charge, or referral to superior authority for disposition, or a "Commanding officer's warning," or vacation of a nonjudicial punishment or court-martial sentence are not authorized nonjudicial punishments and shall not be entered in Item 7. Such matters are to be entered in 17 as indicated below.

g. Item 8. Enter the terms of the suspension, if any. Example: "Execution of reduction suspended for 6 months, at which time, unless the suspension is sooner vacated, the punishment will be remitted without further action." If the execution of the punishment is not suspended, enter "None".

h. Item 9. Enter the name, grade, and functional title of the officer who imposed the punishment.

i. Item 10. Enter the date the accused was informed of the imposed punishment. This date is normally the same as shown in Item 7.

j. Item 11. The accused enters his initials in his own handwriting after he

has been informed of his right of appeal as required by paragraph 133, Manual for Courts-Martial, United States, 1951.

k. Item 12. The commanding officer or officer in charge who imposed the punishment and suspension, or makes other final disposition of the case (Item 17), shall enter his initials in his own handwriting; i.e., the officer named in Item 9. The officer rendering the decision on appeal, if an appeal is made, is not required to initial the form.

l. Item 13. Enter the date of appeal if an appeal is made. If no appeal is made, enter "Not appealed."

m. Item 14. Enter the decision on appeal if an appeal is made and the date of the decision. Example: "Appeal granted. Restore all rights, privileges, and property affected by the executed portion of the punishment. 1 April 1959," or "Appeal denied. 1 April 1959." If no appeal is made, enter "Not applicable."

n. Item 15. Enter the date the accused was informed of the decision on appeal if an appeal was made. If no appeal is made, enter "Not applicable."

o. Item 16. The immediate commanding officer or officer in charge of the accused shall enter his initials in his own handwriting as follows:

(1) Item 16a. Prior to referring the case to the superior authority for disposition (initial both copies).

(2) Item 16b. Subsequent to the disposition of the case by higher authority and upon return of the duplicate original of the form (initial duplicate original only).

(3) Item 16c. Subsequent to the receipt of the decision on appeal if an appeal is made (initial duplicate original only).

(a) In those cases where the officer required to initial Item 12 is also the immediate commanding officer or officer in charge of the accused, such officer is required to initial Items 12, and 16c, when applicable, in accordance with subparagraph 4o(3), above.

p. Item 17. Enter any remarks considered appropriate, to include any disposition of the case or action taken or recommended wherein nonpunitive measures authorized in the Manual for Courts-Martial, United States, 1951, paragraph 128c, are used, or the case is referred to higher authority for disposition, or referred for trial by court-martial or a "Commanding officer's warning" is given, or the charge is dismissed, or the previous suspension of a nonjudicial punishment is vacated and the punishment ordered executed, or the previous suspension of a summary or special court-martial sentence not involving a bad conduct discharge is vacated and the sentence ordered executed, or a previously suspended sentence of a special court-martial involving a bad conduct discharge or general court-martial sentence is referred to a hearing to determine whether vacation of the suspension is appropriate. Example: "Nonpunitive verbal reprimand issued by the commanding officer as authorized by the Manual for Courts-Martial, paragraph 128c." "Referred to battalion commander, recommending (trial by (summary) (special) (general) court-martial) (reduction in grade to the next inferior grade (the grade of private first class).)" "Referred for trial by (summary) (special) court-martial." "Warned by commanding officer." "Charge dismissed by commanding officer. Insufficient evidence." "Suspension of nonjudicial punishment imposed and suspended on 1 April 1965 for a period of 6 months vacated and punishment ordered executed." "Suspension of sentence to reduction to grade of private first class

imposed by (summary) (special) court-martial on 1 April 1965 to be vacated by supplemental action on the record of trial." "Referred to hearing to determine whether vacation of suspended sentence to bad conduct discharge is appropriate." "Referred to hearing to determine whether vacation of suspended general court-martial sentence is appropriate."

q. Item 18. The immediate commanding officer or officer in charge, or any person authorized by that officer, shall enter his initials, in his own handwriting, in the applicable and appropriate parts of this item, after he has determined the required administrative action has been completed.

15087 RESERVE OFFICER/STAFF NCO QUALIFICATION SUMMARY (NAVMC 10476-DR)

1. Requirement. All Reserve officers and Class II Staff NCOs on inactive duty must complete an annual Reserve Officer/Staff NCO Qualification Summary (NAVMC 10476-DR) in order that an up-to-date summary of skills and qualifications will be available in the case file of the officer and staff NCO concerned.

2. Mailing

a. The Commanding General, Marine Air Reserve Training Command; District Directors; Commanding Officer, Marine Corps Reserve Data Services Center; and commanding officers of Organized Marine Corps Reserve units will ensure that a Reserve Officer/Staff NCO Qualification Summary (NAVMC 10476-DR) is delivered to each Class II and III officer and Class II Staff NCO on inactive duty assigned to their command, in sufficient time to be completed and forwarded by the officer or staff NCO concerned to the Commandant of the Marine Corps (Code DGH) to arrive no later than 1 November of each year.

b. Instructions for completion of the summary are contained on the form and are considered self-explanatory.

15088 DELETED (Ch. 11)

15089 DELETED (Ch. 11)

15090 SERVICE SCHOOL TRANSCRIPT (LETTER FORM) OR APPLICATION FOR THE EVALUATION OF EDUCATIONAL EXPERIENCES DURING MILITARY SERVICE (DD FORM 295)

1. Upon the request of an individual Marine, a commanding officer is authorized to furnish a civilian educational institution a transcript of educational experiences completed during military service for evaluation in terms of academic credit. This may be accomplished by preparing a service school transcript in letter form or an Application for the Evaluation of Educational Experiences During Military Service (DD Form 295). Information for inclusion in either document will be extracted from the officer's qualification record or the individual's service record book. If the records do not contain complete information, a request should be made to the Commandant of the Marine Corps (Code DGK) that a service school transcript be forwarded direct to the educational institution.

2. If a service school transcript is prepared in letter form, it will list formal service school courses and training correspondence courses completed. The transcript will include, if available, the name of the school; location; title, length, and dates of courses; subject; and class standing. Requests for official transcripts of courses completed through the Marine Corps Institute (MCI) will be addressed to the Commandant of the Marine Corps (Code DGK). Requests for an official record of courses and tests completed through USAFI will be addressed to the Director of USAFI, Madison, Wisconsin.

3. If DD Form 295 is used, it will be prepared in accordance with instructions contained on the form.

15091 CERTIFICATE OF GOOD CONDUCT (NAVMC 71-PD) AND ORGANIZED RESERVE CERTIFICATE (NAVMC 10592-PD)

1. The Certificate of Good Conduct shall be issued by the commander, to an enlisted member, at such times as he meets the eligibility requirements for the Good Conduct Medal Award or star in lieu of an additional medal. Eligibility requirements and administrative procedures pertaining to the Good Conduct Medal Award are contained in paragraph 15116 and in the Navy and Marine Corps Awards Manual (SECNAVINST P1650.1C).

2. The Organized Reserve Certificate shall be issued by commanders to a Reserve member at such time as he meets eligibility requirements for the Organized Marine Corps Reserve Award. Eligibility requirements and administrative procedures pertaining to the award are contained in paragraphs 15115, 15157 and in the Navy and Marine Corps Awards Manual (SECNAVINST P1650.1C).

3. The certificates are considered self-explanatory and will be completed in duplicate. The information identifying the individual to whom the certificate is issued will include grade, full name and service number; e.g., PFC JOHN JOSEPH DOE 661477 USMC/USMCR.

4. Distribution of the completed certificates will be as follows:

a. Original - Individual concerned.

b. Duplicate - Commandant of the Marine Corps (Code DGH).

15092 SERVICEMEN'S GROUP LIFE INSURANCE FORMS

1. Request for Insurance Application (VA Form 29-8285). This form is utilized when a Marine returns from an unauthorized absence status for more than 31 days or has elected not to be covered for $10,000. The form is prepared in triplicate. The original will be forwarded to the Office of Servicemen's Group Life Insurance (OSGLI), 212 Washington Street, Newark, New Jersey 17102. The detachable portion of the form will be placed in the document side of the service record. See subpars. 11105.5h and 5k(3), for further information.

2. Certificate of Coverage (VA Form 29-8290). Presented to each Marine insured under SGLI. This certificate corresponds generally to an insurance policy to make the Marine aware of the nature of the insurance coverage provided. Do not place the Marine's name, organization or amount of coverage on this certificate.

3. Certification of Servicemen's Group Life Insurance (VA Form 29-8284). This certificate, when completed, indicates the amount of coverage held and the eligibility of the Marine or former Marine to convert his SGLI coverage to a commercial policy.

a. Prepare in duplicate upon release from active duty, discharge, retirement or other separation from active duty, or upon request of a Marine on active duty.

b. Present the original and the copy to the Marine or former Marine.

4. Claim for Death Benefits (VA Form 29-8283). Prepared by Headquarters, U.S. Marine Corps (Code DN).

5. Servicemen's Group Life Insurance Election (VA Form 29-8286). This form is utilized when a Marine desires to designate beneficiary(ies) in writing, to choose a method of settlement or if he desires to terminate his SGLI coverage or reduce the amount of coverage to $5,000.

a. Distribution of the completed form will be as follows:

(1) Original - Place in document side of service record.

(2) First copy - Individual concerned.

(3) Second copy - Forward to Commandant of the Marine Corps (Code DGH).

15100 GENERAL

1. The service record book is designed for recording certain specified information about a Marine at the time he enlists, and for recording changes in status and pertinent events which affect his military service until discharge. The service record book is used by the commander in determining duty assignment, promotion data, eligibility for overseas service, etc., and for use as the basic record from which personnel accounting information is derived. The service record book reflects, in addition to certain civilian background information and personal data, a complete chronological record or history of a man during his term of service.

2. The following general instructions apply to care and maintenance of the service record. Responsibility for care and maintenance, including opening and assembly, custody, timely forwarding, making entries, closing, etc., rests with the commander. Although a custodian may be appointed to perform these functions, the commander's responsibility cannot be delegated.

a. Assembly. A service record book shall be opened and assembled for each individual who is enlisted, reenlisted or inducted into the Marine Corps or Marine Corps Reserve. Recruiting activities are responsible for the preparation of certain pages and documents as specified below, but such activities shall not open and assemble service record books, except in the case of personnel enlisted in the Marine Corps Reserve for the purpose of enrollment in an officer candidate program. The organizations to which personnel are transferred by recruiting activities shall open and assemble their service record books. In case of immediate reenlistment, the organization effecting the reenlistment is responsible for opening and assembling the new service record book. The service record book consists of a cover, standard pages and documents and shall be assembled as follows:

(1) Cover. The cover is a manila folder-type book designed to hold standard pages on the right side and documents on the left. Prepare the cover as prescribed in paragraph 15103.

(2) Standard Pages. Standard pages are provided to record events which happen to most Marines. Prepare and insert the following standard pages as required: 2, 3, 5, 6, 8, 8A, 8AV, 9, 11, 12, 13, 13A, 16, 17, and 21. In case of immediate reenlistment, a new page 17 will not be prepared; enter this page from the old service record book. Also, insert NAVMC 10526-PD as a standard page immediately before page 16. (Pages 4, 7, 10, 14, 15, 18 and 19 are not presently utilized.) Recruit depots will ensure that prior to transfer of recruits standard pages 2, 3, 5, 6, 9, 11, 12, 16 and 17 plus other pages as required are part of the service record book. Enter last name, first name, and middle initial and service number at the bottom of each page. If total name exceeds 25 letters, last name and first two initials are authorized. See paragraphs 15104 - 15122 regarding entries to be made on individual pages.

(3) Documents

(a) The document side of the service record book is provided for inserting official letters, certificates, and other papers regarding the individual that should be made a permanent part of his official record. In addition, the temporary filing of various documents on this side of the book may be prescribed by current directives. Although the authority and judgment of commanders to insert material is not restricted to items delineated in this manual and other current directives, the service record book will not be used as a catchall for extra copies of transfer orders, local command memorandum and work sheets, or other extraneous papers. Documents such as the following are proper and shall be inserted, if applicable:

1. Consent, Declaration of Parent or Legal Guardian, DD Form 373.

2. Armed Forces Security Questionnaire, DD Form 98.

3. Statement of Understanding of Military Obligation.

4. Certificate of Proof of Citizenship of a Foreign Born Applicant for Enlistment, NAVMC 538.

5. Veterans' Administration Insurance Forms.

6. Any special authority for enlistment or extension.

7. Nomination of Military Postal Clerk or Military Assistant Postal Clerk, DD Form 523.

8. Certificate of Clearance for Handling Classified Matter, OPNAV Form 5521-429 and Request for Investigation for Personnel Security Clearance, OPNAV Form 5520-1. The provisions of paragraph 15164 are applicable in the case of enlisted personnel. No certificate of clearance is required for granting confidential clearance.

9. Individual Clothing Record (NAVMC 631-SD for men; NAVMC 631a-SD for women). This form will be inserted and retained as the top document as long as applicable. Instructions for preparation, maintenance, and disposition of these forms are contained in the Individual Clothing Regulations.

10. Original leave authorizations for the period specified by SECNAVINST P5212.5B, paragraph 1050(1).

11. Orders which authorize delay en route. Retain for the period specified by SECNAVINST P5212.5B, paragraph 1050(1).

12. Documents which support payment of allowances such as approved applications for dependent allowances, commuted rations, etc.

13. In case of immediate reenlistment, Copy No. 4 of DD 214 will be retained for insertion as a document in the new service record book.

14. Any other documents required by current regulations or which the commander considers to be a necessary part of the individual's record.

(b) Upon immediate reenlistment, remove and transfer to the new service record book all documents which will continue to support administration during the new enlistment such as: the certificate of clearance, the request for investigation, all documents which continue to support payment of allowances including approved applications for BAQ and/or commuted rations, the most recent determination for dependent parents, and initiated changes in dependency status upon which action has not been completed.

(4) Pages and Documents Prepared by Recruiting Activities. Upon enlistment/reenlistment of personnel, recruiting activities shall process the following pages and documents. These papers will be transmitted in accordance with subparagraph d(2), below.

(a) Pages

1. Page 2 - Enlistment Contract and Record and/or Record of Induction.

2. Page 11 - Administrative Remarks--To be prepared in those cases where entries by recruiting activities are required by current instructions.

3. NAVMC 10526-PD, Record of Emergency Data.

(b) Documents. The following items will be completed only in those instances specified by current instructions.

1. DD Form 98, Armed Forces Security Questionnaire.

2. DD Form 373, Consent, Declaration of Parent or Legal Guardian.

3. NAVMC 538, Certificate of Proof of Citizenship of a Foreign Born Applicant for Enlistment.

4. Statement of Understanding of Military Obligation.

b. Custody. Information recorded in the service record book shall be

treated as personal and confidential in nature. Access will be allowed only to the individual or to those persons officially working with the service record book. When an individual desires to examine his record, he may do so, but only in the presence of the custodian.

c. Making entries (general)

(1) Regular recruiting activities will enter service numbers on the cover, standard pages, documents, and other enlistment forms prepared by them, with a numbering machine as prescribed in subparagraph 15105.1d.

(2) All other entries will be made with a typewriter, if possible. If it is not possible to use a typewriter, entries will be printed neatly in ink.

(3) Rubber stamps may be used.

(4) Black ribbons will be used for all typewritten entries. Moreover, black ink will be used for all rubber stamp and handwritten entries. Signatures must be made in the individual's handwriting and not printed.

(5) Erasures, strikeovers, and/or any type of correction fluids or ink eradicators are prohibited.

(6) Unless specific instructions state otherwise, authorized changes or corrections will be made in accordance with the appropriate method shown below. In respect to errors noted at times other than during the annual administrative audit, the provisions of paragraph 17002 are equally applicable. For changes authorized or directed by the Commandant of the Marine Corps, see subparagraph 15115.3k(2).

(a) By drawing a thin inked line through the entry to be changed or corrected and entering the change or correction directly above or below the original. Such changes shall be initialed by an officer indicated in subparagraph 15100.2c(9), below.

(b) By counter entry. In this case the nullified entry will not be deleted. Signatures shall be as provided in subparagraph 15100.2c(9), below.

(c) By modifying entry. In this case, reference the previous entry(s) being modified. (Example: "Refer 2nd entry this page.") This entry will be made in the same general form as the original but will include the corrections, additions, or modifications necessary to record the true facts. The original entry will not be deleted. Signatures shall be as provided in subparagraph 15100.2c(9), below.

(7) Authorized abbreviations will be used whenever practicable.

(8) Unless specific instructions state otherwise, enter dates as: 12Jun52, if day, month, and year are known; June 52, if only month and year are known; 1952, if only year is known.

(9) Signatures. Unless instructions for individual entries state otherwise, entries will be authenticated in accordance with the following:

(a) A facsimile signature of the Commanding Officer, Marine Corps Reserve Data Services Center or duly designated officers may be used to authenticate entries made for inactive Class III reservists, provided the entries are purely of a record keeping nature and do not require assignment of conduct or proficiency marks or decisions of the commanding officer regarding the content of the entries. Facsimile signatures shall be validated by the hand-written initial of the officer concerned or officers he designates in writing. Facsimile stamps must be properly safeguarded and used only for the purpose for which authorized. Example of validated facsimile signature:

(b) Except as authorized above, entries will be authenticated by

the commander or an officer duly designated by him. Entries signed by an officer duly designated by the commander will be signed By direction. Examples of signature entries:

A. B. SEE, Commanding Officer

D. E. FOX, By direction

(10) In cases where two or more successive entries made at one time require the signature of the same officer, the signature may be placed opposite the last entry and the remaining signature spaces crossed out by a diagonal straight line.

d. Transfer of records

(1) Except for unusual cases (e.g. evacuation without service records) service record books, or in the case of new recruits, service record pages and/or documents, and health records (including dental records) will accompany the individual to the designated duty station upon:

(a) Permanent change of station.

(b) Assignment of a reservist to active duty.

(c) Assignment to or return from temporary additional duty of 30 days or more. This does not apply to individuals carried on the rolls of Headquarters Battalion, Headquarters, U.S. Marine Corps, Arlington, Virginia 22214 who are assigned to temporary additional duty with the State Department, National Security Agency, or other similar activity; in this case, the records will remain at Headquarters Battalion.

(2) As an exception to subparagraph (1), above, if a Marine will be administered by Headquarters Battalion, Headquarters, U.S. Marine Corps, although he will go elsewhere, his service records will be mailed to:

Commanding Officer
Headquarters Battalion
U.S. Marine Corps
Henderson Hall
Arlington, Virginia 22214

(3) Method of entrusting records. For enlisted Marines group travel, place records in a sealed folder and give to the senior man in charge of the detail. An individual traveling alone shall carry his own service records in a sealed envelope. Joining commands will endorse a copy of the individual or group orders back to the losing command to show receipt of records.

(4) When service records are to be mailed according to the exceptions noted in subparagraphs (1)(a) and (1)(b), above, the following instructions apply:

(a) Forward the service record book by nonregistered mail, including airmail, on the day the individual concerned departs for the new duty station.

(b) Prepare a combined invoice and receipt (Form NAVMC 941-PD), place the original in the package or envelope and attach a copy to the individual's travel orders. If the receipt is not signed and returned in a reasonable time, tracer action should be initiated.

e. Occasions for mailing service records to Headquarters Marine Corps, National Personnel Records Center (St. Louis, Mo.), or Marine Corps Reserve Data Services Center (Kansas City, Mo.):

Modified: see MCBul 1070 of 11/24/69

(1) Instructions for Regular Establishment. Service records shall be sent to one of the following addresses or codes for the reasons stated:

(a) Commandant of the Marine Corps (Code DGH)

1. Discharge--In cases of immediate reenlistment, ensure that necessary entries, documents, and pages are transferred to the new service record book prior to forwarding.

2. Retirement

3. Acceptance of commission.

(b) Commandant of the Marine Corps (Code DNA)

1. Deaths.

2. Missing in action and captured: When and as directed in chapter 12.

(c) Commandant of the Marine Corps (Code DK). Desertion.

(d) Commanding Officer (DP), Marine Corps Reserve Data Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131. Release/Transfer to Class II Organized Reserve.

(e) Commanding Officer (RP), Marine Corps Reserve Data Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131

1. Release/Transfer to Class III Reserve.

2. Transfer to Fleet Marine Corps Reserve.

(2) Instructions for Reserve Establishment. Service records shall be sent to one of the following addresses or codes for the reasons stated:

(a) National Personnel Records, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132

1. Retirement of Class III reservists.

2. Transfer of Fleet Marine Corps reservists to the Retired List.

3. Discharge of Class III reservists.

(b) Commandant of the Marine Corps (Code DGH)

1. Discharge of Class II reservists.

2. Retirement of Class II reservists.

(3) Preparation of records for mailing shall be as follows:

(a) Use a separate container or envelope for mailing to each of the above codes or addresses.

(b) Prepare NAVMC 941-PD and enclose it in the container with the service record books.

(c) No receipts will be provided; however, tracer action will be initiated by the addressee if a service record listed on the transmittal sheet is not found in the package.

f. Closing the service record book. The service record shall be closed upon discharge, retirement and death. Closing consists of making final entries on certain pages. Instructions for making such entries are set forth in the detailed instructions contained in this chapter. Closed-out records shall be forwarded as provided in subparagraph 2e, above.

15101 SPECIAL INSTRUCTIONS

1. Lost or Missing Service Record Books

a. In cases where service record books are lost or missing, the following action will be taken:

(1) Make up a temporary service record book as soon as needed but within 30 days after loss is discovered; make up to include a cover and the pages necessary to record the joining and later events. Place the word "Temporary" on the cover and at the bottom of each page used.

(2) Make every effort to find the original book. If the man was joined without his book, check with the command from which he was transferred and any commands to which he reported en route. In the case of men evacuated from a combat zone, comply with subparagraph 2d, below.

(3) When a book has been missing for over 90 days, or the steps set up by subparagraph 2d, below, have

not been successful, request a skeleton service record book from the Commandant of the Marine Corps (Code DGK). In the request, tell what steps were taken to find the original, and the results of the steps taken.

(4) If the missing book is found or a skeleton book received from Headquarters Marine Corps, destroy the temporary cover and put the pages of the temporary book behind like pages, if any, in the original or skeleton book. If there is no like page in the original or skeleton book, line out the word "Temporary" from the page and use it.

(5) If the original book is found after a skeleton is received, destroy the skeleton cover and enter the pages from the skeleton in the original as set forth above.

b. When a man is to be separated in the immediate future and his book is missing or not complete, dispatch the Commandant of the Marine Corps (Code DGK) for separation information. Give the man's name, grade, and service number. The Commandant of the Marine Corps will dispatch the following information:

(1) Date and place of birth.

(2) Date reported for active duty and active duty tour length (For reservist only).

(3) Date of enlistment.

(4) Term of enlistment.

(5) Total net service for pay purposes before the present enlistment.

(6) Character of discharge or separation to be issued.

(7) U. S. Citizenship (yes or no).

The reply will list the numbered item above with the matching information. When the reply is received, enter the information in the service record book, or if the service record is lost, open a temporary service record book. Then discharge the man or release him to inactive duty after getting other necessary information from him by affidavit. Refer the settlement of unused leave to the appropriate disbursing officer.

c. When a Reserve activity joins a man who was released to inactive duty without his permanent service record as set forth in subparagraph 1b, above, it will search for the original book and ask for a skeleton book as set forth in subparagraph 1a, above.

d. When a man dies and his service record book is missing, open a temporary book and use it in closing out the records.

2. Service Records of Persons Evacuated from Combat Areas

a. When Marines are committed to combat, the Commandant of the Marine Corps may designate one or more activities to act as clearing agencies for service records of men who cannot be located after evacuation from the combat area. When an activity is designated, the procedure set forth below will be used to get the service records to the organization which has the man.

b. In accordance with subparagraph 4020.1b, the overseas activity will initiate a service record transfer to the appropriate casual administrator as set forth in the current Marine Corps Order which designates clearing agencies and casual administrators, and forward service records accordingly. Paragraph 4020 will be cited as the authority for transfer in each case.

c. The casual organization which first receives the service record of an unlocated evacuee will try to find the man and send the service record to his organization. If the man has not been located at the end of 30 days from the date he was transferred from the combat organization, he will be joined for record only by the casual organization and transferred by service record to the designated clearing agency. In those instances where the casual administrator and the clearing agency are the same activity, the joining and transferring of the individual at the end of the 30-day period will not apply.

d. When the clearing agency receives the service record, it will start action to locate the man. If the man is not found within 30 days, the clearing agency will hold the service record and ask for locator service from the Commandant of the Marine Corps (Code DGK). When the man is found, his service record will be sent to his organization. The clearing agency will not join the individual unless he physically comes within the accounting jurisdiction of the clearing agency.

e. Commanders in the continental United States will use the designated clearing agency to locate service records of evacuees with the casual administrator listed as an information addressee. Include in the request the itinerary given by the man, or from any records which are available. A copy of the request will be placed in the man's temporary service record book. The clearing agency will not hold the request for a period longer than 60 days after the date the man was evacuated from the combat zone. If, at the end of that period, the service record has not been received, the request will be sent on to the appropriate casual organization for action. The results of the search by the casual organization will be returned to the clearing agency for further return to the commander who sent the request.

f. If a request for a service record has been sent to a clearing agency and the service record is received from some other organization, notify the clearing agency and cancel the request. The clearing agency will in turn notify by message any other organization to which the request may have been forwarded.

g. If the clearing agency cannot locate the original service record book, the commander of the organization to which the man is joined will request a skeleton service record book from the Commandant of the Marine Corps (Code DGK), as set forth in subparagraph 1a, above. Do not request a skeleton service record book before the tracer action is complete. When an emergency exists, such as discharge or release from active duty in the immediate future, comply with subparagraph 1c, above.

15102 DETAILED INSTRUCTIONS

1. Detailed instructions for the preparation, maintenance, and closing out of the service record book, to include the cover and standard pages, are contained in the paragraphs that follow.

15103 COVER (NAVMC 118a-PD)

1. The organization to which an individual is transferred by a recruiting activity shall prepare the cover.

2. Organizations effecting immediate reenlistments will keep the old cover for use with the new service record book.

3. When a closed out service record book is forwarded upon separation from service, the cover will be disposed of to the best interests of the Government.

15104 MISCELLANEOUS INFORMATION (NAVMC 118(1)-PD)

1. Page 1 is being phased out; therefore, it will not be prepared when an individual enlists or reenlists. Any page 1 which is currently a part of a Marine's service record book will be retained, but only the following items will be ~~utilized~~ used: blood type, class swimmer, deposit record book number, administrative audit completed, and articles of UCMJ explained.

2. Detailed Instructions for Making Entries on NAVMC 118(1)-PD

a. Administrative Audit Completed. Upon completion of the annual administrative audit of the individual's service records, the date, signature, and grade of the auditing officer will be entered.

b. Articles of UCMJ Explained. Record the dates the articles of the Uniform Code of Military Justice were explained as required by Article 137, UCMJ, and have the individual sign the entry. If the individual is not available and the entry is made in accordance with paragraph 7001, line out the words "to me" and the entry will be signed by the commander or his authorized representative. In the latter case, record under the signature the designation of the organization where the articles were explained to the individual.

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15105 ENLISTMENT CONTRACT AND RECORD (NAVMC 118(2)-PD); RECORD OF INDUCTION (DD FORM 47)

1. Enlistment Contract and Record. The enlistment contract is the written agreement between the individual and the Marine Corps. It serves as a legal contract during his term of service and as a permanent historical record of all information entered therein after the enlistment has expired. The signing of the enlistment contract by the man after the oath of enlistment has been given, completes the administrative action of making the civilian into a Marine. The following instructions apply to preparation and disposition of the enlistment contract. Where no instructions are given for an item, the item is considered to be self-explanatory. Prepare the contract in duplicate as follows:

a. General. Each date will consist of the last two digits of the year, the abbreviated month, and two digits for the day; e.g., 59 Nov 03.

b. Item 1: Record the name. (See par. 15050.)

c. Item 2: For reservists ordered to immediate active duty upon enlistment, enter the number of months, in two digits (e.g., 06, 14, 36), for which the individual is being ordered to active duty. For regulars, and for those reservists ordered to inactive duty upon enlistment, enter 00.

d. Item 3: Service Number. Regular recruiting activities will use a stamping machine for recording service numbers on the enlistment contract. Other organizations may use a typewriter or a numbering machine. Stamp the service number in the box provided.

(1) Use a seven wheel numbering machine (Bates style "G" or its equal).

(2) Use black numbering ink (Bates formula 240 or its equal).

(3) The use of numbering machines reduces the number of errors in transcribing numbers, saves time in preparing the records, and helps Headquarters Marine Corps to identify the numbers in processing enlistment contracts.

e. Item 4: Type enlistee's initials (last; first; middle, if applicable).

f. Item 5: Record the home of record as prescribed in paragraph 15054.

g. Item 6: Record date of rank to which appointed or reappointed upon enlistment or reenlistment. Entry is required for all personnel. For privates with no previous service, date of rank is the same as date of enlistment.

h. Item 7: Enter grade title.

i. Item 8: Record primary MOS if available. Record 9900 for recruit personnel and personnel for whom MOS is not assigned upon enlistment.

j. Item 12: Record USMC or USMCR with component/class/reserve status code; e.g., USMCR(H).

k. Item 13: Record any authorized contract limitation. If there is no contract limitation, enter "None."

l. Item 14: Record Caucasian, Indian, Mongolian, Malayan, or Negroid. Use the following as a guide:

(1) Caucasian--White
(2) Indian--American Indian
(3) Mongolian--Chinese
Japanese
Korean
(4) Malayan--Filipino
Guamanian
Hawaiian
Samoan
(5) Negroid--Negro

(NOTE: Puerto Rican (White) shall be recorded as Caucasian, and Puerto Rican (Negro) shall be recorded as Negroid. This determination should originate from the birth certificate or other evidence which the applicant may present.)

m. Item 15: Enter place enlistment is effected. In addition, when a page 11 entry is required in accordance with paragraph 15054.1c because of early reenlistment to remain on active duty, an asterisk and the words "See page 11" will be entered in this block.

n. Item 17: Type number of years for which enlisted. If enlisted for an indefinite period record "indef."

o. Item 18: Record program enlisted for; i.e., Aviation School, PLC, Band Duty or MARCAD. If not applicable, insert "N/A."

p. Item 19: Record the following, as appropriate:

(1) If native born: "U.S."

(2) If naturalized: "N.U.S."

(3) If from American Samoa or Swains' Island: "U.S. National."

(4) If alien, but authorized for enlistment by the Commandant of the Marine Corps: Enter name of country in which a citizen.

q. Item 21: Record the estimated date of arrival at first duty station if individual is transferred upon enlistment/reenlistment.

r. Item 22: Record the Monitored Command Code associated with the command shown in Item 20. See current directive concerning monitored commands as published in the directives system for command titles and codes. This is applicable to the Regular Establishment only.

s. Item 23: Record PULHES for male enlisted. For women record a "0" in this block.

t. Item 24: Record as stated in subparagraph 15066.2e.

u. Item 26: In case of reenlistment, other than immediate reenlistment, record the date separated from last period of Marine Corps service of more than 90 days' duration. If not applicable, enter "Not Applicable."

v. Items 30-33: Prior service.

(1) Branch of service shall be shown by entering component in the following manner: USMC, USMCR, USAF, etc.

(2) Each period of service shall be covered by a one-line entry.

(3) As an exception to the foregoing, two separate entries will be made to reflect a period of prior service during which a regular was transferred to a reserve component under UMT&S obligation. One entry will cover the period of regular service; the other entry will cover the period of service in the reserve component.

(4) Double space between lines.

(5) When the individual does not have proof of prior service from which to get the information required by this section, recruiting officers will request the information from the Commandant of the Marine Corps (Code DGK). As an exception to the foregoing, National Guard service shall be verified through the appropriate state headquarters of the organization.

(6) Any statement of service received relative to verification of previous service other than Marine Corps will be attached to and forwarded with the duplicate of the enlistment contract as a supporting document.

(7) Service numbers will be entered under prior service only if they are not identical with Item 3.

w. Item 37: Have applicant enter the term of enlistment in his own handwriting (do not print) on the original and duplicate.

x. Item 42: Oath of enlistment. The applicant will be instructed to state his name after the word "I." The words "so help me God" may be omitted by applicants who elect to "affirm" rather than "swear" to their oath. The applicant and the recruiting officer will raise their right hands. The recruiting officer will read the oath slowly and distinctly and have the applicant repeat after him. Then both will sign the original and duplicate. Their names need not be typed. Record the date the oath was given. In the case of all reenlistments of individuals on active duty, the reenlistment oath may be administered in advance of the effective date of enlistment. In the event the effective date of reenlistment is on a Monday or other day following a 2- or 3-day holiday period, the reenlistment oath may be administered on the last working day immediately preceding the weekend or holiday period. In the case of Marine Corps reservists not on active duty who reenlist in the Marine Corps Reserve, the enlistment oath may be administered up to 30 days in advance of the effective date of enlistment. For effective date of enlistment see chapter 2. In the case of first or recruit enlistments, the same dates must appear in Items 16 and 42.

y. Test scores. Immediately above Item 4, record test scores as indicated in (1) and (2), below:

(1) Armed Forces Qualification Test number, percentile score received and date test was given, if applicable. Example: 13Jan59 AFQT-7-28; or

(2) Applicant Qualification Test number, raw score received and date test was given, if applicable. Example: 13Jan59 AQT-6-53.

(3) Testing requirements and acceptable scores are contained in current directives.

(4) Upon reenlistment, transcribe to the new Enlistment Contract and Record all information as prescribed in subparagraphs (1) and (2), above, if available.

z. Record the reference and reason for any waiver granted by the Commandant of the Marine Corps on the reverse of the enlistment contract, if applicable.

Example:

CMCmsg 3Ø142ØZJan58 waived minor police record.

CMC ltr DPC-3215-mee over 269204 dtd 13Oct59 waived overage for enlistment.

aa. Record reenlistment bonus information as follows:

(1) Upon reenlistment or extension. When a member reenlists or extends his enlistment under conditions where a reenlistment bonus is payable, the commander will forward the member's old enlistment contract, if available, and the original of the new contract (or current contract and extension of agreement) with the appropriate Military Pay Order (DD Form 114) to the disbursing officer for the payment of the reenlistment bonus and the recording of the required information on the contract(s). Upon completion of his action, the disbursing officer will return the contract(s) to the commander for disposition.

(2) Upon adjustment of a reenlistment bonus previously paid. When notified by the disbursing officer that the reenlistment bonus information contained on the enlistment contract requires correction or when a member is to be discharged under conditions requiring recoupment of reenlistment bonus, the commander will forward the current enlistment contract to the disbursing officer for appropriate action and return. See Navy Comptroller Manual, volume 4, chapter 4, paragraphs 044070-4 and 044075-4, for procedures on notifying the disbursing officer of required recoupment of reenlistment bonus upon discharge.

2. Disposition

a. Recruiting Stations. The original of the contract shall be used as either page 2 of the service record book or page 2 of the SRB pages forwarded to the recruit depot in accordance with paragraph 15100.2. Forward the duplicate with a letter of transmittal showing name and service number to the appropriate computer center. After the duplicate copy has been forwarded with the letter of transmittal, no item on the original may be changed without authority of the Commandant of the Marine Corps (Code DGK), except as provided in paragraphs 15115.3k(2) and 13264. Requests for authority to make changes to the original contract will be accompanied by evidence of the original error. Enlistment contracts and service record books of reservists enlisted for aviation duty and assigned to Class III will be forwarded to the Commanding General, Marine Air Reserve Training Command, for processing. Enlistment contracts and service record books of reservists enlisted for ground duty and assigned to Class III, will be forwarded to the Director of the appropriate Marine Corps District for processing.

b. Immediate Reenlistment At Current Duty Station. Insert the original of the contract in the service record book as page 2 and forward the duplicate with the unit diary that reports the joining. After the duplicate copy has been forwarded with the unit diary, no item on the original may be changed except as specified in subparagraph a, above.

3. Record of Induction (DD Form 47). The record of induction is the form used by the local Selective Service board and the induction station to record an individual's induction into the Armed Forces of the United States. It contains, in different form, the same basic information which is recorded on the enlistment contract. The following instructions apply when a man is

inducted for service in the Marine Corps. The record of induction will be received by the Marine Corps recruiting activity from the induction station in duplicate.

a. Stamp the service number in Item 2 with the numbering machine prescribed for the enlistment contract. The numbers will extend on either side of the space provided.

b. When the inductee enlists in the Marine Corps, prepare an enlistment contract and insert the original record of induction as a document in the service record book. Forward the duplicate record of induction and the duplicate enlistment contract as supporting documents with the unit diary that reports the joining.

c. When the man does not enlist in the Marine Corps, insert the original record of induction in the service record book as page 2 and forward the duplicate copy with the unit diary that reports the joining. After the duplicate copy has been forwarded with the unit diary, no item on the original may be changed without authority from the Commandant of the Marine Corps (Code DGK). Requests for authority to make changes will be accompanied by evidence of the original error.

15106 RECORD OF SERVICE (NAVMC 118(3)-PD)

1. Page 3 is a standard page; it is prepared when the service record book is opened.

2. General

a. Page 3 of the service record book is designed for recording chronologically a Marine's service history from the time of his entry until separation from service. This history includes duty assignments, periods of no duty, and an evaluation of the man's conduct, general military subjects proficiency and duty proficiency during specified periods.

b. Assignment and authentication of conduct and proficiency marks. Conduct and proficiency evaluation of personnel is a function of command. To assure that marks are assigned by an officer properly qualified to assign such marks the following instructions apply. Authentication by the commander will indicate title. Authentication by any other officer designated by the commander will indicate "By direction."

(1) Fleet marine force units and ships detachments (exclusive of casual type organizations, and units and detachments of over 250 men). Conduct and proficiency marks will be assigned and authenticated by the commanding officer at the company, battery, squadron (aviation), detachment or separate platoon level, regardless of whether battalion or company administration is in use.

(2) Security forces and supporting establishments. Conduct and proficiency marks will be assigned and authenticated by the commander or by officers in the functional chain of command who have been designated in writing by the commander. For this purpose, staff officers; i.e., adjutants, personnel officers, etc., are in the chain of command only for those persons working directly for the staff officer concerned. The level at which authorization to sign is given is at the discretion of the commander, but normally should not involve the marking of over 250 men. Exception to this may be made in the cases involving administration of patients, students, prisoners, or other categories of personnel not permanently assigned.

(a) Normally, it is expected that the commander will assign conduct and proficiency marks in units where the authorized enlisted strength does not exceed 250. However, deviation to meet the needs of the administrative situation may be made at the discretion of the commander as stated above.

(3) Casual companies--centers (Fleet marine force, security, and support type organizations). As indicated in subparagraph (2), above.

(4) Fleet marine force units and ships detachments of over 250 men. As indicated in subparagraph (2), above.

3. Entries (general instructions)

a. Under organizations: Record the name of the organization to which the individual is joined.

b. Under date: Record the date of the occasion specified in subparagraph 4, below. The date entered will be the effective date of occurrence and not the date the entry is actually made. In this respect, entries will be made on the date of occurrence or as soon thereafter as practicable.

c. Under reason: Record the reason for the entry; e.g., enlisted; joined; transferred; to sick; to leave; to confinement; to duty; change of primary duty; died; discharged; semiannual; extension of enlistment; surrendered or apprehended; assigned to extended active duty; released from extended active duty; etc.

d. Under primary duty: Record the descriptive title of the primary duty assignment; e.g., BARman; truck driver, light, etc., or the type of "no duty."

4. Entries (special instructions). Entries will be made on the occasions prescribed below. Conduct and proficiency marks will be assigned for all personnel below the grade of sergeant on each occasion indicated, except as modified in individual instructions. No conduct or proficiency marks will be assigned for grades sergeant and above. When entries are made which require neither marks nor "Not observed," a diagonal line shall be drawn across the conduct and proficiency blocks, and the entry may be authenticated by the adjutant or personnel officer. When conduct or proficiency marks are required, they will be assigned and authenticated as stated in subparagraph 2b, above.

a. Annually on 31 August for members of Class II, Organized reservists.

b. Semiannually as of 31 January and 31 July, except that:

(1) A mark of "0" in conduct will be assigned for all periods of confinement in a designated place of confinement while serving sentence by general court-martial. No proficiency marks will be assigned.

(2) If, at the end of the semiannual marking period, an individual has been in a "no duty" status (other than unauthorized absence or undergoing confinement as prescribed herein) for less than 15 days, an entry reflecting the date of commencement and type of "no duty" will be made. A semiannual entry and assignment of marks based on regular duty assignment during the marking period will be made on the next line.

(3) No semiannual entry will be made for the following individuals:

(a) Those undergoing recruit training.

(b) Those in attendance at a course of instruction at a service school.

(c) Volunteer reservists on inactive duty.

(d) Those in a "no duty" status during the entire period since last marks were assigned.

(e) Those in whose case the period is less than 30 days since joining or since the last marks were assigned. This does not apply to Organized reservists who are assigned markings because of completion of annual active duty training within 30 days of the semiannual marking period.

(f) Those in an unauthorized absence status at the time for semiannual marking. In this case the marks will be held in abeyance until the individual returns to duty or is declared a deserter.

(g) Grades of sergeant and above.

(h) Those on temporary additional duty of 30 days or more.

c. Joined, except that:

(1) No marks are required.

(2) No entry is required if joined for transportation or for further assignment only.

d. When enlisted or inducted. No marks are required.

e. Transfer, except that:

(1) "Not observed" may be entered in lieu of conduct and proficiency marks on the following occasions:

(a) Transfer within 15 days following joining.

(b) Transfer of Organized reservists prior to completion of 6 scheduled drills.

(2) No entry is required if joined for transportation or for further assignment only.

(3) No entry is required upon intrapost transfer of recruits unless the individual has demonstrated favorable or unfavorable conduct which should be recorded.

(4) Do not enter a final average mark upon transfer to the Temporary Disability Retired List. The marks recorded upon transfer should only reflect conduct and proficiency for the period since the last marks were assigned.

(5) No markings are required for Flag and/or Staff allowances when the Flag shifts.

f. Change of primary duty. Entry upon change of primary duty will include conduct and proficiency marks in the same manner as semiannual entries.

g. Periods of "no duty"

(1) Whenever an individual enters or returns from a period of "no duty" in excess of 24 consecutive hours resulting in time lost and/or nonaccrual of leave as defined in current directives an entry will be made. No marks will be made except as prescribed in subparagraph a, above.

(2) For periods of "no duty" in excess of 15 days such as sick leave, hospitalization, etc., not defined in subparagraph (1), above, two entries are required, e.g., "to sick" and "to duty" upon return to duty. No conduct or proficiency marks are required unless the date coincides with a required marking period. No entries or marks are entered for periods of "no duty" when the period is 15 days or less except as prescribed in subparagraph (1), above. In the case of transfer, no entries or marks are entered for periods of "no duty" for any length of time after the transfer entry is made and before the joined entry.

h. Temporary additional duty for periods of 30 days or more

(1) In cases where the anticipated dates of temporary additional duty will include a semiannual marking date, and it has been over 30 days since last marks were assigned, marks will be assigned upon departure of the individual to temporary additional duty.

(2) In all cases, upon completion of temporary additional duty of 30 days or more, marks will be assigned by the commander under whom the temporary additional duty was performed.

(3) In the cases of personnel assigned in accordance with the FMF Personnel Assistance Program or other similar agreements, the above may not be applicable. It is the intent that personnel thus assigned will receive the benefit of semiannual and all other required markings, especially since they may be on temporary additional duty for protracted periods of time. It is therefore the responsibility of the unit having custody of the service book to ensure that proper and timely entries and markings are made. This should be done by the use and consideration of recommended markings of the two commanders directly interested in the individual involved.

i. Upon completion of a course of instruction at a service school.

j. On the effective date of the beginning of an "extension of enlistment." This entry will be "ext enl _____ full yrs." No marks are required unless the date coincides with a required marking date.

k. Desertion. A conduct mark of "0" will always be assigned upon declaration of desertion. No proficiency marks will be assigned.

l Discharge

(1) Upon discharge of personnel below the grade of sergeant, enter conduct and duty proficiency marks only for the period since last marks were assigned. Also enter a final average mark in the conduct and duty proficiency columns, which will be an average of all marks in each column, figured to the nearest tenth. In the case of discharge of corporals and below who have served any period of time in the grade of sergeant or above during the enlistment covered, no attempt will be made to assign marks to evaluate the period served in the grade of sergeant or above. The final average mark will include only marks actually previously assigned.

(2) Upon discharge of personnel in the grade of sergeant or above whose books contain previously assigned conduct and proficiency marks, no final average mark will be assigned.

(3) When a recruit is discharged prior to completion of recruit training and has shown no favorable or unfavorable conduct which should be recorded, enter the remark "Discharged prior to completion of recruit training."

(4) Conduct and proficiency marks for the period of inactive duty will not be assigned to inactive reservists below the grade of sergeant upon discharge. The final average marks will be assigned.

m. Retirement or death. No conduct or proficiency marks are required, and no final average marks will be assigned.

n. When the service record book is closed for any other reason.

o. Upon assignment to extended active duty. No conduct or proficiency marks are required when such assignment is in response to mobilization orders.

p. Upon release from extended active duty.

q. Upon assignment to and upon completion of active duty for training. No conduct and proficiency marks are required upon assignment to active duty for training for periods less than 30 days.

r. Upon reduction

(1) The date of the entry will be the last day of the former grade. Conduct and proficiency marks will be assigned and will reflect disciplinary action taken. Should the reduction be remitted, set aside or mitigated to a lesser punishment, mark the reduction entry as erroneous and refer to new entry reflecting the remission, setting aside or mitigation including restoration of date of rank. Make a similar notation when action is taken in accordance with paragraph 6303.6.

(2) In the case of noncommissioned officers reduced to the grade of corporal or below, a final entry and marks will not be made to evaluate the period served in the grade of sergeant or above. This period is covered by the final fitness report submitted as a noncommissioned officer.

s. Upon promotion. Upon promotion to the grade of sergeant, an entry will be made and markings entered to be effective the day before the effective date of promotion to the grade of sergeant.

t. Assignment as messmen. Entries will be made upon assignment to and relief from duty as messmen. No markings will be assigned.

5. Guide to Assignment of Conduct Marks

a. In addition to observance of the letter of law and regulations, conduct includes conformance to accept usage

and custom. General bearing, attitude, interest, reliability, courtesy, cooperation, obedience, adaptability, influence on others, moral fitness, physical fitness as affected by clean and temperate habits, are all factors of conduct and should be considered in evaluating the Marine. The mark assigned, after consideration of these qualities and, if necessary, consultation with the officer or senior noncommissioned officer who supervises the individual's performance of duty, should represent a fair objective evaluation of the Marine's conduct for the marking period.

b. The following standards will be used as a guide in assigning conduct marks; however, full discretion is left to commanders to deviate therefrom for good and sufficient reasons.

(1) Unsatisfactory (0 to 1.9). Habitual offender, or convicted by special court-martial, or more than one summary court-martial. If an unsatisfactory mark is given on a basis other than entries on page 12 or 13, an explanatory entry shall be made on the first line after the mark. A mark of "0" shall be given upon declaration of desertion and for any period of confinement in a designated place of confinement pursuant to sentence of a general court-martial.

(2) Poor (2 to 2.9). No special court-martial, not more than one summary court-martial, or two nonjudicial punishments that involve confinement or reduction in grade. Considered to meet minimum standards.

(3) Fair (3 to 3.9). No court-martial and not more than one nonjudicial punishment. Conduct such as not to impair appreciably his own usefulness or the efficiency of the command.

(4) Good (4 to 4.4). No offenses. No unfavorable impressions as to attitude, interest, cooperation, obedience, aftereffects of intemperance, courtesy and consideration, and observance of regulations.

(5) Excellent (4.5 to 4.8). No offenses. Positive favorable impression of the qualities listed in subparagraph (4), above. Demonstrated reliability, good influence, sobriety, obedience, and industry.

(6) Outstanding (4.9 to 5). No offenses. Exhibits to an outstanding degree the qualities listed in subparagraph (4), above. Observes spirit as well as letter of orders and regulations. Demonstrated positive effect on others by example and persuasion.

c. A conduct mark of "0" resulting from declaration of desertion will be deleted if the entry was made as the result of an administrative error; i.e., the entry should not have been made originally; or if the Marine is later acquitted by courts-martial of the absence which caused the declaration of desertion. The mark of "0" will not be removed where the individual is tried for unauthorized absence and convicted of that offense. The mark of "0" will not be removed where the individual is tried for desertion and is convicted of either desertion or the lesser included offense, unauthorized absence.

d. A conduct mark of "0" resulting from confinement serving sentence general courts-martial will be deleted if the sentence to confinement is subsequently remitted, disapproved, or entirely set aside.

6. Guide to Assignment of Proficiency Marks

a. The duty proficiency marks assigned should indicate how well a Marine performs his primary duties during the marking period. In addition to technical skill and specialized knowledge, qualities such as leadership and physical fitness should be considered when they have a definite relation to the primary duty assignment. Leadership, for example, should be considered when evaluating a squad leader's performance of duty; or, for a person assigned to recruiting duties, tact, persuasiveness, and personal appearance would have a definite bearing on the performance of his primary duties. Due allowance should be made when an individual

is filling a billet inconsistent with his grade.

b. The commander may consult with the officer or senior noncommissioned officer who supervises the individual's performance of duty prior to assigning proficiency marks.

c. In assigning duty proficiency marks a scale of 0 to 5 will be used. The following table is furnished as a guide:

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF PERFORMANCE
0 to 1.9	Unsatisfactory	Does unacceptable work in most of his duties; generally undependable; needs considerable assistance and close supervision on even the simplest assignment.
2 to 2.9	Poor	Does acceptable work in some of his duties but cannot be depended upon. Needs assistance and close supervision on all but the simplest assignments.
3 to 3.9	Fair	Handles routine matters acceptably but needs close supervision when performing duties not of a routine nature.
4 to 4.4	Good	Can be depended upon to discharge regular duties thoroughly and competently, but usually needs assistance in dealing with problems not of a routine nature.
4.5 to 4.8	Excellent	Does excellent work in all regular duties, but needs assistance in dealing with extremely difficult or unusual assignments.
4.9 to 5	Outstanding	Does superior work in all of his duties. Even extremely difficult or unusual assignments can be given to him with full confidence that they will be handled in a thoroughly competent manner.

d. General military subjects proficiency marks will be assigned and entered:

(1) Semi-annually, on 31 January and 31 July each year, except as noted in (4), below.

(2) Upon transfer of the individual, when it has been at least 60 days since the last marking period.

(3) Upon commencement of a period of TAD, when such period will be in excess of 60 days and a regular marking period will occur prior to the completion of the TAD period.

(4) In the case of Class II reservists, annually on 31 August of each year.

e. In assigning general military subjects proficiency marks, a scale of 0 to 5 will be used. The mark is to be an overall evaluation of the Marine's performance and ability during the entire marking period, and is not to be used solely on the results of formal, periodic examinations. The following table is furnished as a guide:

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF TRAINING
0 to 1.9	Unsatisfactory	Displays lack of interest or ability in most basic military subjects appropriate to his grade. Gives poor performance in general military duties.
2 to 2.9	Fair	Requires more than average amount of instruction to grasp fundamentals of basic military subjects appropriate to his grade. Gives adequate performance in general military duties when closely supervised.
3 to 3.9	Good	Becomes proficient in basic military subjects appropriate to grade with average amount of instruction. Gives adequate performance in general military duties without detailed supervision.
4 to 4.9	Excellent	Readily grasps instructions and displays marked interest in mastering all basic military subjects appropriate to his grade. Displays initiative and skill in performing general military duties.
5	Outstanding	Displays marked ability as instructor in all basic military subjects. Consistently gives superior performance in all general military duties.

15107 NOT USED

15108 PROMOTION AND REDUCTION (NAVMC 118(5)-PD)

1. This section is designed for recording a history of promotion and reduction in the order in which they occur to include the effective date, the date of rank assigned, and the authority by which effected.

2. Record entries in this section as stated in the following instructions: Record the first entry upon first appointment to private first class or upon reappointment, as appropriate. In the case of immediate reenlistment, record entries in the new service record book to reflect the permanent grade, as shown in the old service record book upon discharge. No request for this information to the Commandant of the Marine Corps is necessary if the individual enlists in the Regular Marine Corps while on inactive duty in the Marine Corps Reserve. In this case, the required information will be forwarded by the commander of the appropriate Reserve organization together with the correspondence that transmits the discharge certificate of the former reservist to his commander in the Regular Marine Corps.

a. Type Grade: The type of appointment issued, as indicated by the authority under which the promotion is effected, will be entered (subpars. 6255.4 and .5 apply).

(1) Upon confirmation of a "Probationary" or "Temporary" appointment, the word "Probationary" or "Temporary," as applicable, will be lined out.

b. Military Occupational Specialty: Enter the military occupational specialty appropriate to the grade to which promoted or reduced (pars. 3103 and 3104 and the Military Occupational Specialty Manual apply).

c. Rank: Enter grade or rank to which promoted or reduced.

d. Date Promoted: Enter date certificate of appointment was signed by the issuing officer; i.e., the Commandant of the Marine Corps or the commander.

e. Date Reduced: Enter the date reduction was actually effected in the case of an administrative reduction or of a reduction imposed as nonjudicial punishment. (The effected date of reduction is the date specified in the reduction order issued in accordance with par. 6303 and applicable Marine Corps orders.) Enter the date the sentence of reduction is ordered executed in the case of conviction by court-martial.

f. Rank From: Enter the date shown on the certificate of appointment as having been assigned for seniority purposes only (not to be confused with the date the appointment was issued). In the case of an administrative reduction, enter the date of rank previously held in the grade to which reduced. When a reduction is the result of a nonjudicial punishment or sentence of a court-martial, enter the date the reduction is effected.

g. Number: On promotion or administrative reduction, enter the precedence number assigned by the Commandant of the Marine Corps as indicated by the certificate of appointment to the grade to which being promoted or reduced.

(1) The lineal precedence number assigned personnel in grades of first sergeant/master sergeant and sergeant major/master gunnery sergeant will not be entered.

(2) A precedence number assigned by the commander will not be entered.

h. Authority: Enter the authority under which the promotion or reduction is effected; e.g., "CMC" (when promotion is issued by the Commandant of the Marine Corps); "MCO _____" (when promotion is issued by the commanding officer); "Art. 15-UCMJ"; "SPCM ordered executed 1Jul64"; "MCPM, par. 6302".

15109 RECORD OF EXAMINATION FOR PROMOTION (NAVMC 118(5)-PD)

1. This section is designed to record in chronological order information regarding results achieved on the standardized General Military Subjects Test. Do not record entries relative to locally assembled, administered, and scored examinations.

2. Record entries in this section as follows:

a. Rank for which examined: Enter the title of the individual's next higher grade.

b. Date examined: Enter the test period for which eligible (see subpar. 6253.3).

c. Test: Enter "GMST."

d. Form: Leave blank except when waiver is granted, then enter the type of waiver granted (see subpar. 6253.3).

e. Score: Enter "Passed" or "Failed" as appropriate.

f. Date score recorded: Enter date result of examination or waiver is entered.

g. Authority for score: Identify directive reporting results of examination or authority under which waiver was granted.

3. When an individual meets the time in grade requirements but, for some reason, is not tested, make entries as stated in subparagraph 2, above, except under "Score" record "Not tested," and under "Authority" record the reason for not testing ("Disciplinary status"/"Did not desire to be tested" etc.).

4. Record no entry when a Marine does not meet the time in grade requirement.

5. Upon immediate reenlistment, transcribe from the old to the new service record book General Military Subjects Test information relative to obsolete standardized tests. No request to the Commandant of the Marine Corps is necessary if the individual enlists in the Regular Marine Corps while on inactive duty in the Marine Corps Reserve. In this case, the required information will be forwarded by the commander of the appropriate Reserve organization together with the correspondence that transmits the discharge certificate of the former reservist to his commander in the Regular Marine Corps.

15110 ADDITIONAL INFORMATION AS TO PROMOTION STATUS ON TRANSFER (NAVMC 118(5)-PD)

1. This section is designed for recording special information regarding a Marine's current promotion status which will be of interest to the new commander upon the Marine's transfer.

2. Entries will be made in this section under the following circumstances:

a. Record the composite score at the time its computation is directed by this Headquarters. Record: the date, the composite score, and the authority for its computation.

b. When a Marine is transferred prior to the date for administration of a General Military Subjects Test, but subsequent to its being requisitioned, record date requisitioned.

c. Upon immediate reenlistment, transcribe to the new service record book any of the above entries pertinent to the current, or future, testing or promotion periods. No request to the Commandant of the Marine Corps is necessary if the individual enlists in the Regular Marine Corps while on duty in the Organized Reserve. In this case the required information will be forwarded by the commander of the appropriate Reserve organization together with the correspondence that

transmits the discharge certificate of the former reservist to his commander in the Regular Marine Corps.

15111 TIME LOST; ALLOTMENTS; WEAPONS FIRING RECORD (NAVMC 118(6)-PD)

1. Page 6 is designed for recording time lost, allotments made from pay, and weapons firing. Entries in these sections will be made as directed in the following subparagraphs.

2. When page 6 is opened, use the rectangle at the top of the page that is marked "PEBD" to record the individual's pay entry base date as of the date of enlistment.

3. Time Lost

a. General

(1) Certain periods of absence from duty may not be included in determining cumulative years of enlisted service. Such periods therefore are said to be "Time Lost."

(2) Each enlisted Marine is legally liable, after his return to full duty from an absence that is time lost, to serve for a period that, when added to the period served before such absence, amounts to the full term of his induction, enlistment, extension of enlistment, or period of extended active duty. Thus, time lost may not be made good in subsequent periods of service; it must be made good by deferring date of expiration of the enlistment, extension of enlistment, etc., during which it occurs.

(3) The instructions set forth herein cover absences occurring on or after 24 July 1956. Chapter 4, volume 4, Navy Comptroller Manual, provides information regarding time lost prior to 24 July 1956.

b. Absences which are time lost

(1) Periods of absence in excess of 24 hours due to unauthorized absence unless excused as unavoidable.

(2) Periods of absence in excess of 24 consecutive hours while confined under sentence or while confined awaiting and during trial by civil authority if convicted (regardless of whether apprehended by the civil authorities or turned over to them by Navy or Marine Corps authorities although a member so turned over to the civil authorities is not regarded as absent without authority). If the member is released without trial or after trial and acquittal or if the conviction is set aside on legal grounds as distinguished from clemency, the absence will be considered as unavoidable and not as time lost; ~~the absence~~, however, if the member is released without trial upon his agreement to make reparation, the absence will not be considered as time lost only when the commanding officer or other competent authority determines that the member's detention was not the result of his misconduct and excuses the absence as unavoidable. Further, the absence will not be considered as unavoidable if the member is subsequently convicted by a court-martial on the same facts. A period of authorized leave or liberty is not included in time lost. See paragraph 9059, however, for charges to leave for absences over leave or liberty.

(3) Confinement is defined as a period in excess of 1 day (24 consecutive hours) spent in confinement either under sentence adjudged by any court-martial or while awaiting and during trial by any court-martial which results in conviction. Any confinement including periods in a civilian or non-military facility, prior to the actual award of a court-martial which is in connection with an offense for which charged and convicted is to be considered as confinement "while awaiting trial" within the meaning of 10 U.S. Code 972(3). Members placed in confinement before 24 July 1956 will be required to make up only time spent in confinement on or after 24 July 1956. Confinement awaiting trial and during trial or under sentence will be regarded as absence from duty pending final action in each case in accordance

with the Manual for Courts-Martial. No period of confinement will be counted as lost time if the individual is acquitted of the charges involved or the sentence is set aside and the charges dismissed by competent authority. Time spent in confinement under sentence is counted as lost time only to the extent the sentence to confinement is upheld upon completion of appellate review and clemency action, if any; and, if a suspended sentence to confinement is later vacated, all confinement served under the vacated sentence is time lost whether served before or after the suspension is vacated.

(4) Periods of absence in excess of 24 consecutive hours due to sickness misconduct as defined in chapter 4, volume 4, Navy Comptroller Manual.

c. Time lost computations

(1) Determining number of days lost

(a) There must be an absence of more than 24 consecutive hours before any period can be considered as time lost.

(b) the calendar day during which absence first occurs is counted as a day of absence from duty and the calendar day of return is counted as a day of duty. For this purpose, a calendar day is considered to commence at 0001 and end at 2400.

(c) Examples:

1. UA commenced at 2000 on 2 November and the Marine returned at 1900 on 3 November. No time lost since the absence did not exceed 24 consecutive hours.

2. UA commenced at 2000 on 2 November and the Marine returned at 2001 on 3 November. There is one day time lost--2 November.

3. UA commenced at 2000 on 2 November and the Marine returned at 1000 on 6 November. There are 4 days of time lost--November 2, 3, 4, and 5; November 6 is a day of duty.

(2) Determining new dates

(a) When time is lost, normal expiration dates will be extended by the number of days lost on a DAY FOR DAY BASIS. This applies to the following dates: expiration of enlistment, expiration of extension of enlistment, expiration of active service, and expiration of obligated service.

(b) Upon each occasion when time is lost, it is necessary to retard the pay entry base date by the number of days lost computed on a 30-day month basis in accordance with chap-

ter 4, Navy Comptroller Manual. Additional guides regarding computations for pay purposes are set forth below.

(3) Determining time lost for pay purposes

(a) When time is lost during an enlistment the amount of pay lost is computed on a 30-day month basis. Chapter 4, Navy Comptroller Manual provides instructions for making computations on a 30-day month basis.

(b) When longevity increase is computed, the date of normal completion is retarded by the number of days pay lost computed on a 30-day month basis.

(c) Time lost not made good will be computed on a 30-day month basis.

(d) Computation of service for pay purposes after making up lost time, in accordance with Title 10 U.S.C. 972 will be on a day for day basis unless the 30-day month basis is to the advantage of the individual.

d. Time lost entries

(1) Entries will be made when the individual returns to full duty. Also, for time lost prior to 24 July 1956 for reasons other than sick misconduct, entries will be made upon approval of application to make good time lost.

(2) Under "From," record the first day of absence from duty.

(3) Under "To," record the calendar day on which absence from duty terminated.

(4) Under "Number of Days," record the number of days time lost. Include the calendar day on which absence from duty began, but do not include the calendar day on which absence from duty terminated.

(5) Under "Cause," enter reason for time lost (e.g., SKMC, UA, cnfd). Use standard abbreviations as given in chapter 17.

(6) Under "EAS Date ext. to," enter new date for expiration of active service. Compute in accordance with subparagraph c(2), above. In addition, correct the current Agreement to Extended Enlistment (NAVMC 321a), to show the new EAS date. Unit diary entries also will be made upon recomputation of EAS. (See subpar. 16082.20.)

(7) Under "EOS Date ext. to," enter new date for expiration of obligated service. Compute in accordance with subparagraph c(2), above. Recomputed EOS dates will be reported by unit diary entries. (See subpar. 16082.15.)

(8) Pay Entry Base Date (PEBD)

(a) Under "RECOMPUTED PEBD," enter new pay entry base date. Compute in accordance with subparagraphs c(2)(b) and c(3), above.

(b) Unit diary entries will report change of PEBD due to time lost (see subpar. 16082.9).

(9) An officer will certify the entry in the right-hand column.

(10) When time lost is made good, it is necessary to recompute the PEBD in accordance with subparagraph 3c(3)(d), above, to determine whether an adjustment that is to the advantage of the individual should be made. If an adjustment is required, show the new PEBD by a narrative entry on the line below the last time lost entry. This entry will be authenticated in accordance with subparagraph 15100.2c(9).

4. Allotments. Entries in this section are for the information of the commander in connection with his welfare, savings bond, insurance, and similar responsibilities. An entry will be made when an allotment is registered or stopped for any reason.

a. When an allotment is registered, entries will be made as follows:

(1) Under "Purpose," record the appropriate code designations as set forth in the Navy Comptroller Manual, paragraph 044355.

(2) Under "First checkage (month-year)," record the month and year the checkage commences.

(3) Under "Number months," record the number of months the allotment is to run. If the period is to be indefinite, record "indef."

(4) Under "Amount," record the amount of the allotment.

(5) Under "Allottee," record the name of the individual or organization to whom the allotment is made out.

b. When an allotment is stopped for any reason, entries will be made as follows:

(1) Under "Last checkage (month-year)," record the month and year of last checkage.

(2) Under "Reason for Stoppage," record the specific reason as indicated in the "Reason for Stop" section of NavCompt Form 545, e.g., grantor's request, deserter, general court-martial prisoner. For insurance allotments, "grantor's request" is not acceptable. A more specific reason such as policy surrendered for cash, insurance not desired, waiver of premiums, etc., should be entered.

c. Upon immediate reenlistment, entries regarding allotments which are to remain effective will be transcribed to the new service record book.

5. Weapons Firing Record; Miscellaneous Marksmanship

a. The "Weapons Firing Record" section is designed for recording annual qualification or requalification with basic weapons required to be fired by current regulations and tables of organization, and for recording all formal firing other than annual firing, including field and familiarization firing, with individual or crew-served weapons. In the case of annual firing for record, under "Final Qualification" record the numerical score fired and "E," "SS," "MM," or "UQ" as appropriate. Record the firing whether the individual qualified or not, to prevent his firing more than once for record during the calendar year. In the case of field or familiarization firing, record under "Course" the appropriate type of firing, and under "Final Qualification," make entry only if the individual's actions with the particular weapon should prevent his being armed with it without further instruction and firing. In this case, enter "Unsatisfactory."

b. Entries in the "Miscellaneous Marksmanship" section will be as shown in the heading and for any marksmanship or gunnery information not covered above.

c. In case of immediate reenlistment, record the last "A" course and familiarization firing in the new service record book.

15112 CLASSIFICATION AND ASSIGNMENT TEST RESULTS (NAVMC 118(8)-PD); MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES, EDUCATION COURSES, TECHNICAL TRAINING AND TESTS COMPLETED (NAVMC 118(8a)-PD)

1. These pages are designed for recording the following:

a. The NAVMC 118(8)-PD is designed for recording all classification test scores listed in subparagraph 3154.1c for active duty personnel.

b. The NAVMC 118(8a)-PD is designed for recording military and civilian occupational specialties, civilian education, service schools, active duty technical training/correspondence courses/examinations and special qualifications for all personnel.

2. The NAVMC 118(8)-PD will be generated by a computer center when a General Classification test, Aptitude-Area Classification test, Language Proficiency test, Electronics Technician Selection test or Defense Officer Record Examination is administered and scored as described in paragraph 3154. When the new page is received from the computer center it will replace the page currently on file which will be destroyed. The new page 8 will contain the scores for the particular test newly administered and all other previous test scores not superseded.

3. The NAVMC 118(8a)-PD will be accomplished in duplicate in accordance with the instructions contained herein on each individual classified or reclassified in accordance with chapter 3 upon enlistment, induction, assignment to extended active duty, reenlistment, appointment to officer status or reversion to enlisted status. Upon immediate reenlistment update and transcribe all valid information to a new page 8a. In any case other than immediate reenlistment, request the pertinent information from the Commandant of the Marine Corps (Code DGK) provided it does not involve an enlistment in the Marine Corps of an individual on inactive duty in the Marine Corps Reserve. In the latter case, the commanding officer of the appropriate Reserve organization will forward the required information together with the correspondence which transmits the discharge certificate of the former reservist to his new commanding officer in the Regular Marine Corps. When no entries are to be recorded, leave the section blank, except when otherwise noted. Where space is insufficient for recording all entries, note at the bottom of the page "continued on supplemental page" and insert an additional page.

4. Distribution Instructions

a. NAVMC 118(8a)-PD will be distributed as follows:

(1) The original will be filed in the Officer Qualification Record as page 7a and in the Enlisted Service Record Book as page 8a.

(2) The duplicate will be forwarded to the Commandant of the Marine Corps (Code DGH).

5. Completion of the NAVMC 118(8a)-PD

a. Military occupational specialties: This section is designed for recording primary and additional military occupational specialties. The MOS number is a short title or code number, for reference and record purposes, which identifies a number of skills necessary in a job. For a complete definition, and a listing of the skills and capabilities which an individual must have in order to qualify for each MOS, see MCO P1200.7, Military Occupational Specialties Manual. Make entries in this section as instructed below:

(1) Under "Date": Record the day, month, and year the primary or additional MOS/MOSs assigned.

(2) Under "Primary MOS": When a primary MOS is assigned, record the code number. When the assignment

results in a change of primary MOS, delete with a thin inked line the old primary MOS and any related lower level additional MOS/MOSs which skills are covered by the new MOS.

(3) Under "Additional MOS": When additional MOS/MOSs are assigned, record the code number in the appropriate column to indicate whether it is the first or second additional MOS. Delete with a thin inked line any related lower level additional MOS/MOSs which skills are covered by the new MOS assigned.

(a) When a primary or additional MOS is voided for other than the reason stated above, delete it with a thin inked line and record under "Remarks," the MOS, the date, the reason, and the specific paragraph contained in chapter 3, the Marine Corps directive, or the CMC directive authorizing the action; e.g., 0123 voided 15Dec59, Incompetence - too long away from job, CMC ltr DFM-wam-1 of 10Dec59.

(4) Under "Title of MOS": Record the title of the MOS as described in the MOS Manual. The abbreviated title may be used.

(5) Under "Authority": When the entry is a change the commanding officer is authorized to effect, or when the change is directed by a commander other than the Commandant of the Marine Corps, record the paragraph from chapter 3 which authorized the change. The entry will be authenticated by the commanding officer or signed "By direction." A signature alone does not constitute authority for assigning any MOS. A signature may be omitted in cases of recruit classification at recruit depots. Upon reenlistment subparagraph 3101.7 is applicable.

(a) When the entry is a change authorized or directed by higher authority, reference the communication which authorized the change; e.g., MCSO 75-59 or CMC ltr_____.

(6) Under "Unit Diary Number": Enter the number of the Unit Diary that placed the change of MOS in the Personnel Accounting System.

b. Civilian education

(1) The following instructions apply to entries opposite "Grammar School":

(a) Under "No. Years," record the number of years of grammar school successfully completed. A single semester will be recorded as a half year. For this purpose grammar school is defined as grades 1 through 8.

(b) Check appropriate column under "Graduate."

(c) Under "Year Left School," record the last year of attendance.

(2) The following instructions apply to entries opposite "High School":

(a) Under "Major Subject," record one of the following fields of study:

Academic - a course generally designed to prepare a student for college.

Vocational - courses in mechanical arts, industrial arts, etc.

Commercial - courses in bookkeeping, typing, stenography, sales, office machine operation, etc.

Agricultural - courses in agricultural arts and sciences.

(b) Under "No. Years," record the total number of years of high school successfully completed to the nearest half year. For this purpose high school is defined as grades 9 through 12. Completion will be recorded as 4 years; 2 semesters as 1 year; 1 semester as 1/2 year.

(c) Check appropriate column under "Graduate."

(d) Under "Year Left School," record the last year of attendance.

(3) The following instructions apply to entries opposite "College-University." Education received at the Naval, Army, Air Force or Coast Guard Academies will be shown as college-university education.

(a) Under "Major Subject," record the major field of study, except for service academy graduates record USNA, USMA, USAFA or USCGA as applicable.

(b) Under "No. Years," record the total number of years of work successfully completed to the nearest half year. Completion will be recorded as 4 years; 2 semesters as 1 year; 1 semester as 1/2 year.

(c) Under "Graduate," enter a check under "no" if not graduated; or if graduated, enter the degree received under "yes;" e.g., BA, BS, MA, PhD, etc., when more than one degree has been received enter the highest in this space, and enter the other on the line below "Trade-Business" or on a supplemental page.

(d) Under "Year Left School," record last year of attendance.

(4) The following instructions apply to entries opposite "Trade-Business." Record any specialized courses taken at a technical trade or business school; high school or college which were not counted as credits towards graduation from high school or college.

(a) Under "Major Subject," record the course or particular subject taken.

(b) Under "No. Years," record the number of years of attendance to the nearest quarter year.

(c) Under "Graduate," indicate by a check in the proper column to show whether or not a certificate or diploma of any kind was awarded.

(d) Under "Year Left School," record last year of attendance.

c. Civilian occupation. Determine the main civilian occupation by weighing jobs performed by the individual against each other, giving consideration to such factors as: the occupation the individual considers his primary civilian occupation and the occupation the individual considers his secondary civilian occupation; length of time on job; recency of experience; degree of skill required; background of experience or education required; and degree of authority or responsibility. This done, record the primary civilian occupation in concise, easy to read terms under "DUTIES" as shown in the example.

(1) Opposite "Job Title": Record occupation as determined by interview.

(2) DOT NO.: Disregard and leave blank.

(3) Opposite "Years Experience" record total years of experience.

(4) Under "Duties" enter a short but complete statement of the important duties performed as shown in the following example:

Civilian Occupation

Job Title: Switchman, Railway

Years Experience: 2-1/2 years

Duties: Switched railroad cars in freight yards; coupled and uncoupled cars; set brakes on cars by hand; used flares, flags and lanterns.

d. Service schools, technical training and military correspondence courses completed. Record information required under column headings for training in service schools, schools of division, wing, brigade, base, depot, or equivalent level; instruction by military or commercial teams authorized by the Commandant of the Marine Corps; civilian schools to which ordered for duty under instructions; and "correspondence" type military training courses and subcourses. Enter the number of the Unit Diary that reported the completion/non-completion of a service school into the Personnel Accounting System.

e. Academic education courses, tests and correspondence courses completed. Record information required under column headings. Include courses completed through civilian educational institutions (residence, extension center or correspondence) and USAFI courses, end-of-course tests, subject examinations and subject standardized tests. Example:

Date	Titles of Course or Test	School & Location	Credit	Grade
3/12/60	English Composition I	GWU, Wash., D.C.	3SH	B
2/3/61	College Algebra	USAFI, Madison, Wisc.	-	Sat

f. USAFI-GED Tests. Record results on USAFI-GED tests as follows:

(1) When the test battery is satisfactorily completed, record the date opposite the applicable level under "Passed," and list the standard scores received on each part. Satisfactory completion of USAFI HS GED tests is defined as having attained either a minimum standard score of 35 on each of the five parts or an average standard score of 45 on all five parts. Satisfactory completion of USAFI College GED tests is defined as having attained a minimum standard score of 55 on part 1, 60 on part 2, 61 on part 3 and 57 on part 4.

(2) When the test battery is completed but not satisfactorily, record the date opposite the applicable level under "Failed," and list the standard scores received on each part.

(3) When only part of the test has been completed, record the date opposite the applicable level under "Incomplete," and list the standard scores received. When the other test parts are completed, record the date under "Passed," or "Failed," as appropriate, line-out the date under "Incomplete," and list the other standard scores received.

(4) When a retest has been administered, enter the "level" (HS or Col) opposite "Retest"; enter the date under "Passed," or "Failed," as appropriate; list the standard scores received on each retest part and reenter the standard scores previously received on parts not retested and line out the previous entry for that level. Since two retests are authorized at each level, additional space may be required. If so, enter under "Special Qualifications."

g. Special qualifications

(1) All classification test scores on inactive duty Reserve personnel will be entered in this section. Information to be recorded will include date tested, title of test(s), grade(s) attained and authority for testing.

(2) Record types of machinery and equipment the individual operates, providing it is not recorded under "Civilian Occupation," such as tractor, bulldozer, boat, railroad engine, lathe, adding machine or typewriter. Explain briefly the equipment; i.e., "36 foot diesel cabin cruiser, 3 summers, Ohio River, Recreation Cruises".

h. Identification. The full name and service number of the individual being classified will be entered at the bottom of the page by typewriter or by using an embossed plate impression.

i. Date. Enter the date of preparation.

15113 FLIGHT QUALIFICATION RECORD (NAVMC 118(8Av)-PD)

1. The Flight Qualification Record is designed for recording flight qualifications of naval aviators and naval aviation pilots. It is used for assignment of individuals on the basis of recorded qualifications, length of time since last qualification, accident record, number of hours flown in service aircraft, etc. All information entered in this record is extracted from and represents an up-to-date summary of the information maintained in the individual aviator's flight log book. Entries to this record are made at the time events occur or as certain phases of qualifications are completed, i.e., at the end of 500, 750, etc., hours of flight in service aircraft.

2. The flight qualification record will be opened for each individual upon designation or redesignation as naval aviator or naval aviation pilot. When opened it will be placed in the service record.

3. In case of immediate reenlistment and redesignation as NAP, the flight qualification record for the new record shall be prepared as follows:

a. Transcribe the latest entry from Items 2, 3, 4, and 5 of the old record.

b. Transcribe all entries from Items 6 and 7 of the old record.

c. Complete the "Recapitulation of Previous Qualifications" on the reverse of the page, using the previous recapitulation plus data brought forward from Item 1 of the old record.

4. In case of reenlistment within 90 days and redesignation as NAP, the information for completion will be taken from the individual aviator's flight log book, if available. If the log book is not available, request the information from the Commandant of the Marine Corps (Code AA).

5. Upon designation or redesignation as NA or NAP, and in the case of NA's and NAP's who are members of Class III, Marine Corps Reserve, who have a flight qualification record other than the 9-55 revision in his service records, transition from the old record to the Flight Qualification Record (NAVMC 118(8Av)-PD), will be accomplished at the time the individuals receive orders to duty involving piloting of military aircraft.

6. Entries will be made in individual spaces of the record as follows:

a. Upon designation or redesignation as NA, or NAP, record the date of designation in the space provided. Do not record the designation number unless it is locally available. Do not request information concerning designation numbers not known if it is to be used solely for the purpose of completing this page.

b. Item 1, Aircraft Qualifications: Upon detachment, transfer, or release from active duty, record date; specific model(s) of aircraft flown; hours compiled in each model during the period of assignment to the reporting activity.

c. Item 2, Pilot Hours: Record the date of completion of each experience level shown. Include only those hours flown in service aircraft.

d. Item 3, Service Group: Record the effective date of classification in Service Group II or III.

e. Item 4, Instrument Qualifications: Record expiration date of current instrument rating, and under "Type," the word "Standard" or "Special," as appropriate.

f. Item 5, Carrier Qualifications: Record the date and model aircraft for each carrier qualification as it occurs.

g. Item 6, Accident Record: Record the date, aircraft model, and class

damage for each aircraft accident as it occurs.

h. Item 7, Violation Record: For violations of flight regulations as set forth in the current instruction of the OPNAV INST 3750.5 series, record the date the violation occurred, nature of the violation, and cite the regulation violated.

i. "Recapitulation of Previous Qualifications" on reverse of the page: At the time the record is prepared, record the information required by column headings for all military aircraft flown prior to that date.

j. "Remarks" on the reverse of the page: This space shall be used as follows:

(1) When the designation of NA or NAP is revoked, record the date of revocation and reference the communication which revoked the designation.

(2) This space may also be used to record any specific information pertaining to flight qualifications of the individual for which instructions are not given above and which may be of value to future commanders, e.g., "Distinctive instructional ability," etc.

15114 COMBAT HISTORY - EXPEDITIONS - AWARDS RECORD (NAVMC 118(9)-PD)

1. This page is designed for recording the following types of information:

a. Details and dates of an individual's participation in operations against an armed enemy, including the status of the individual during such operations, such as missing in action, missing, interned, captured, return to military control, etc.

b. Wounded in action, including wounded in action not evacuated, and hospitalization which results from wounds received in action.

c. Awards received as a result of operations against an armed enemy.

d. Eligibility for and issue of decorations, medals, ribbon bars and stars awarded for combat aircrew insignia.

e. Receipt of foreign awards being held by the State Department pending approval.

f. Receipt of individual certificates or letters of commendation and appreciation, both military and civilian, and meritorious masts. In the case of individual letters of appreciation from civilian sources, a copy of the letter will be filed as a document in the service record. If meritorious mast is held in accordance with paragraph 8052, record: date and signature of the commander.

2. Marksmanship badges will not be entered in this record.

3. Entries will be made in the sections of this page in accordance with the following paragraphs.

4. Combat History - Expeditions Section

a. The Combat History-Expeditions section is intended only for recording occurrences during the current period of active duty. Therefore, entries never shall be transcribed to this section of the page upon enlistment, reenlistment, or during periods when personnel are not serving on extended active duty.

b. Under "Date of Entry," record: The date the information is entered on the page.

c. Under "Details," record:

(1) As accurately as possible, identification of the place and nature of expeditions, actions, battles, engagement, or campaigns in which the individual participated.

(2) A brief description of wounds received in action and whether or not

evacuated. When hospitalized as a result of wounds received in action, a statement of this fact.

(3) Brief circumstances surrounding capture, missing in action, missing, interned, return to military control, etc.

d. Under "Date(s)," record: inclusive dates of actions, battles, campaigns, hospitalization which is the result of wounds received in action, and/or specific dates of capture, missing, interned, return to military control, etc.

e. Under "Signature," record: A verifying signature as prescribed in subparagraph 15100.2c(9).

f. Sample Entries:

DATE OF ENTRY	DETAILS	DATES FROM	DATES TO	SIGNATURE
18Sep50	WIANE Shell Frag, left leg, Inchon Korea	16Sep50		/s/ J. J. BLOW ByDir
30Sep50	Inchon-Seoul Operation	15Sep50	30Sep50	/s/ J. J. BLOW ByDir
30Sep50	WIA GSW left arm, Seoul Korea	30Sep50		/s/ J. J. BLOW ByDir
16Oct50	Hospitalized	30Sep50	14Oct50	/s/ J. J. BLOW ByDir
10Dec50	MIA Yudam-Ni, Korea	26Nov50		/s/ A. B. SEE ByDir
16Dec50	CPTR status determined, in hands Chinese Forces	26Nov50		/s/ A. B. SEE ByDir
20Dec50	RMC, escaped near Hamhung, Korea	18Dec50		/s/ S. A. BEE CO
20Dec50	Wonsan-Hamhung-Chosin Operations	29Oct50	18Dec50	/s/ S. A. BEE CO

5. Awards Section

a. Under "Description," record: Description of decoration, medal, ribbon bar, certificate or letter of commendation and appreciation, and aircrew insignia received or authorized.

b. Under "Stars, Devices," record: Appropriate symbols and/or numbers to indicate the number of the award or battle star or other distinguishing device, e.g., Clasps ("A"), Battle stars (3*), Combat distinguishing device ("V").

c. Under "Date Approved," record: Date of approval of decorations, medals, letters of commendation or appreciation, etc., date of authorization to wear ribbon bars, etc.

d. Under "Approved by," record: The title, and organization if appropriate, of the individual who has the authority to approve and issue (or authorize the wearing of) the subject decoration, medal, ribbon bar, certificate or letter of commendation and appreciation, combat aircrew insignia, etc. This is not to be confused with the title of the individual in whose name the medal, etc., is awarded. For example, the Good Conduct Medal is awarded in the name of the Commandant of the Marine Corps but is approved for award and is issued by the commander. In this case the entry would indicate the title and organization of the commander.

(1) Foreign awards being held by State Department pending approval will have the following notation placed in brackets after each such award: "Not authorized by Congress as of (date)."

e. Under "Date Medal Issued," record: The date of actual delivery to the individual of the medal or ribbon bar

if no medal authorized, for the decoration, campaign, etc. Where the actual date of delivery is not known but it becomes known that the individual has the medal, etc., in his possession, the date this fact becomes known may be entered as the date medal issued.

f. Under "Signature," record: A verifying signature as prescribed in subparagraph 15100.2c(9).

6. Upon enlistment or reenlistment with previous service, record all decorations, medals, and ribbon bars

previously awarded or authorized (including those awards authorized by other branches of the Armed Forces), listing them from the top of the page in the precedence established in section 2, Navy and Marine Corps Awards Manual, regardless of date of award and/or issue. In the event the appropriate data is not available from the old service record book or the DD Form 214, request it from the Commandant of the Marine Corps (Code DL).

15115 ADMINISTRATIVE REMARKS (NAVMC 118(11)-PD)

1. The "Administrative Remarks" page is designed for recording information which will be useful to the individual's future commanders. On it is also recorded matters which actually form a necessary, permanent part of the man's history, but for which no space is furnished elsewhere in the service record book; the authority and discretion of commanders to enter remarks, therefore, is not limited to those remarks required by current directives and subparagraph 3, below.

2. Entries will be made and signed at the organization at which the indicated action takes place. Entries will be separated by a heavy black line. No paste-in entries will be made.

3. The following are entries which will be made, as appropriate. Entries on the "Administrative Remarks" page may be reduced to the smallest form possible to give all the facts.

a. In hands civil authorities. When the man is in hands civil authorities and later acquitted or released without trial, record: Inclusive dates of confinement and the fact of acquittal or release without trial. If convicted, record: Date of arrest; nature and date of the offense; trial date; the fact of conviction; sentence adjudged; the action taken by the commander.

b. Service school failure. When a man fails to satisfactorily complete a special service school course, record: Inclusive dates of attendance; nature of the school; the reason for the failure. (See subpar. 15112.5.)

c. Informal boards

(1) When any Marine is brought before an informal board to determine his competence to perform the duties of his grade, record: Date, authority for the board, action and date action taken by the commander on the recommendation. When final action is completed on the board's or the commander's recommendation, record: Date, final action, and authority for final action.

(2) Entries made in accordance with subparagraph c(1), above, will be transcribed to the new service record book upon each subsequent reenlistment, regardless of the grade to which reappointed.

d. Special requests. When a man initiates a request for special assignment or discharge, record: Subject matter; local action or recommendation; date of forwarding. Examples of special requests are dependency or hardship discharge, assignment to flight training, applications for commissions, etc. When a reply is received, record: Date; action taken on application or request; authority.

e. Limited service. If a man is found not physically fit for all duties ashore and afloat as a result of medical survey, but the Commandant of the Marine Corps authorized keeping him on the active list for limited service, record: The duty limitation; Commandant of the Marine Corps authority.

f. Not eligible for duty in combat area. If a man is not eligible for duty in a combat area in accordance with a Commandant of the Marine Corps directive, record: This fact; reason why not eligible; Commandant of the Marine Corps authority. If, after he is declared not eligible he again becomes eligible, record the fact; date; reason for again becoming eligible. Entries are not required for women Marines,

Class IV reservists, or if ineligible as a result of minimum tour policies promulgated by the Commandant of the Marine Corps.

g. National Service Life Insurance or Government Life Insurance. If a premium paying allotment for this insurance is stopped while the grantor is absent from naval jurisdiction, and he does not desire to reinstate the insurance when he returns to naval jurisdiction, record the fact; date; and have the man sign the entry. Do the same when a notice of discontinuance of waiver (physical disability) is received.

(1) When any Veterans' Administration insurance forms other than the original are forwarded, record: The form date of forwarding.

h. Motor vehicle operator's permit. When an operator's permit is issued, record the fact; vehicle limitation; date the permit becomes void. If an operator's permit is revoked, record the fact; the date; reason.

i. Participation in special operation. If a man participates in projects or operations which show special qualifications, or which may have after effects (e.g., atomic radiation), record: Participation; type of operation; inclusive actual dates of participation.

j. Reservists discharged while on inactive duty. Record: Place and date; authority, character of discharge.

k. Citizenship - noncitizen

(1) When an individual who is not a citizen of the United States has filed an application for citizenship prior to entry into the Marine Corps, or files an application after entry, record the fact; name of the court or office of the Immigration and Naturalization Service to which the application was made; date the application was made.

(2) When an individual is naturalized, record the fact; the number of the naturalization certificate; date of naturalization. In addition, forward a report of naturalization containing the same information to the Commandant of the Marine Corps (Code DGK), and correct Item 19 of the enlistment contract to show "NUS."

l. Record of Issue of organizational clothing; stewards clothing; trunk lockers. Regulations regarding entries to be made upon issue of the foregoing articles are contained in Marine Corps Supply Manual.

m. Expiration of obligated service. When a person enlisted under one of the special enlistment programs of the Marine Corps Reserve (Category "H", "Q", or "Y") is discharged for the purpose of reenlistment into another program of the Marine Corps Reserve or integration into the Regular Marine Corps, the following entry will be made and signed by proper authority:

"Prior enlistment under provisions of Section 262, Armed Forces Reserve Act of 1952, as amended, for which an 8-year military service obligation was incurred. EOS will be the 8th anniversary of initial entry into the Marine Corps Reserve, unless EOS is changed for other reasons; i.e., lost time, etc."

n. The Code of Conduct for members of the Armed Forces of the United States shall be carefully explained to each enlisted person:

(1) Within 6 days of his initial enlistment

(2) After completion of 6 months' active service, and

(3) Upon the occasion of each reenlistment

(4) Upon completion of instruction, make the following entry:

"Instruction in Code of Conduct for members of the Armed Forces of

the United States completed on (date). (Signature of commander or his designated representative.)"

o. Fraudulent enlistment. If facts are brought to light which warrant presumption of fraud, record: The presumption of fraud; reason; date the facts came to light; nature and date of the report to the Commandant of the Marine Corps. When an answer is received to the report, record: Date; nature and date of the reply; any action taken as a result of the reply.

p. When an individual is to be transferred in a status awaiting execution of a punitive discharge, record: The fact of prior submission of a Court-Martial Progress Report (NAVPERS 3047); the date of submission; and whether the report was accompanied by a Request for Restoration (NAVPERS 3048) or a Waiver of Restoration (NAVPERS 3049).

q. Assignment to and transfer between Reserve categories

(1) Upon assignment to the Ready or Standby Reserve, record: The fact that assigned to Ready (Standby) Reserve category; the date assigned; and the authority therefor.

(2) Upon each transfer to or from the Ready or Standby Reserve, record: The fact that transferred to Ready (Standby) Reserve category; the date transferred; and the authority therefor.

(3) Upon transfer to or removal from the Standby Reserve the following entry will be made: Transferred to/removed from Standby Reserve on____. DD Form 889 forwarded to State Director, Selective Service System, State of_____on _____."

r. Qualification as aircraft crewmember. In the case of non-crewmembers enrolled in training to become qualified as aircraft crewmembers, an entry will be made under the following circumstances:

(1) When the individual has completed his course of instructions and is considered qualified as a crewmember, record: Date of completion of training; statement that he is considered qualified as crewmember.

(2) When the individual has demonstrated that he is not qualified for duty involving flying, record: Date determined unqualified; statement that he is not considered qualified for duty involving flying.

(3) When the individual is transferred prior to completion of the prescribed course of instruction record: Beginning date of instruction; extent of qualification at the time of transfer.

s. Guaranteed aviation schooling. In the case of any individual who declares that he does not want aviation training after enlisting in this program, record the place and date and make the following entry:

"I have this date voluntarily withdrawn as an enlistee for assignment to aviation school. (Signature of Individual)."

t. Mandatory annual participation

(1) Completion or failure to complete annual mandatory participation requirements prescribed by 10 USC 270 will be reflected by the following entry:

"PARTICIPATION REQUIRED BY 10 U.S.C. 270 (SAT) (NOT SAT) COMPL FOR ENL/APPT YR ENDING_____."

(2) Occasions of entry

(a) Annually at the end of the enlistment or appointment year.

(b) Upon reenlistment, entries will be consolidated and forwarded to page 11 of the new service record book.

(3) The first entry under these instructions shall include a report of any previous enlistment/appointment year during which mandatory participation requirements were not satisfactorily completed.

u. Request for separation despite physical disability. A Marine whose enlistment has expired should not be discharged or released if medical treatment or disability proceedings have not been completed. When a Marine requests separation despite these circumstances, the contents of paragraph 13305 will be explained. If after the explanation, the Marine does not withdraw his request for separation, make the following entry:

"I request that I be discharged (released from active duty) despite the explanation which has been given to me that in order to be eligible for physical disability retirement or severance pay I must be entitled to receive basic pay at the time the Secretary of the Navy makes his determination in my case. Notwithstanding possible prejudice to my case, I still desire separation."

Such entry shall be signed by the individual and witnessed by an officer prior to effecting separation. If the Marine refuses to sign such statement, an entry of such refusal shall be made, his separation effected, and the Commandant of the Marine Corps (Code DMB), informed. In all cases involving transfer to the Marine Corps Reserve and/or release from active duty a certified true copy of the Marine's statement will be forwarded to the Commandant of the Marine Corps (Code DMB).

v. Notification to parents, spouses, or guardians of enlisted persons to be tried on serious charges or who are to be discharged prior to the expiration of their enlistment. If an enlisted person is 21 years of age or over and refuses to advise his parents, spouse, or guardian, as appropriate, of the circumstances when he is to be tried on serious charges or to be involuntarily discharged prior to the expiration of his enlistment, record the date, the fact of his refusal, and the name of the officer receiving such refusal.

w. Statement of noneligibility for VA benefits. When a person is to be separated with a dishonorable discharge, record the place and date and have the person sign the following statement:

"I understand that I am not eligible for any benefits administered by the Veterans' Administration as a result of my separation from the service with a Dishonorable Discharge. (Signature of Individual)."

Should the person refuse to sign this statement, the commander will certify such refusal by recording immediately after the unsigned statement the following:

"I certify that I have explained the loss of benefits to_____ and he has refused to sign the above statement.

_____"
Commanding Officer

x. Request for restoration or waiver of restoration

(1) At such time as an individual serving court-martial sentence

submits a Request for Restoration (NAVPERS 3048), or a Waiver of Restoration (NAVPERS 3049), an entry will be made recording the date and the fact that a request was submitted.

Examples:

13Aug57 HqBn, MCB, Camp Pendleton, Calif. Request for restoration submitted to SecNav (Naval Clemency Board) on 10Aug57.

10Feb58 HqBn, MCRD, San Diego, Calif. Submitted waiver of restoration this date.

(2) Upon receipt of any action by the Secretary of the Navy, the individual shall be notified and an entry made in narrative style.

(a) The entry shall include the date and conditions of the action and the authority therefor.

Example:

3Oct57 HqBn, 2d MarDiv, FMF, Camp Lejeune, N. C. Request for restoration denied. Auth: SecNav ltr, ser0002, of 27Sep57.

(b) In those cases where the individual is restored to duty, the entry shall include the specified date thereof, the period of probation, and the total unexecuted portion of the sentence(s) remaining to be executed in the event of vacation of suspension.

Examples:

3Sep57 HqBn, 1st MarDiv, FMF, MCB, Camp Pendleton, Calif. Restored to duty 28Aug57 on 6 mos probation. 9 months confinement at hard labor, total forfeitures and BCD remain unexecuted on special court-martial sentence adjudged 5Jan57. Auth: SecNav ltr, ser 0005, of 27Aug57.

9Sep57 MB, Pearl Harbor, Hawaii, restored to duty 5Sep57 on 1 yr probation. No confinement remains to be served on sentence adjudged 5Feb57. Auth: Naval Clemency Board, ser No. Sp-070-57. Appd 15Aug57.

(c) In those cases where the Secretary of the Navy suspends the unexecuted portion of the sentence of an individual, who has agreed to extend his obligated active service for the purpose of serving an adequate probationary period, the entry shall include the following:

"____(name)____ is being retained in the public interest for convenience of the Government in an active duty status under an extension of enlistment prescribed by the Secretary of the Navy for the period of probation unless sooner discharged. ____(name)____ has agreed to such retention."

This statement will be in addition to the information contained in (a), and (b), above.

(d) In addition to the entry, a copy of the letter promulgating the action or a certified true copy therefrom shall be filed in the individual service record as a document.

(e) Where the action of the Secretary of the Navy is withheld by the commander, in accordance with current directives, an entry shall be made stating the reasons clemency was withheld.

y. Selective Service Registration Number. Enter the Selective Service Registration Number and the Selective Service Local Board Number and address on one of the following occasions, whichever comes first after the individual is required to register:

(1) Upon initial enlistment.

(2) Upon reenlistment, if known.

(3) Upon reporting to the first Marine Corps Reserve activity after release from active duty, or at such a time thereafter that the information becomes available.

z. When a valid complaint alleging indebtedness is forwarded to the Commandant of the Marine Corps or filed in the unit files in accordance with paragraph 7200, record: Date of complaint, name of complainant and date of commander's reply to complainant.

aa. Involuntary extension or retention. When an individual is retained involuntarily or his enlistment is involuntarily extended in accordance with paragraph 2207.3 make entry as follows:

"Involuntarily extended/retained beyond E of E IAW (use subpar. a, b, c, or d, of the above reference, as appropriate)."

bb. Confidential clearance. An entry will be made to record the issuance, termination or denial of a confidential security clearance. Such entries will be sufficiently detailed in content to explain the basis for such action.

cc. Place from which ordered to active duty.

(1) This entry is required:

(a) When an individual reenlists early for the purpose of remaining on active duty; or

(b) when a reservist completes a term of enlistment while on extended active duty, but does not complete the period for which he was ordered to active duty.

(2) Record the city, county or parish, and state or country.

(3) See subparagraph 15054.1c for additional information.

dd. Organized Marine Corps Reserve Medal. Make appropriate entry regarding commencement date of Organized Marine Corps Reserve Award; i.e., "Organized Marine Corps Reserve Medal (_____award) period commences _____." Upon reenlistment carry forth commencement date to page 11 new service record book.

ee. Administrative Audit Completed. Upon completion of the annual administrative audit of the individual's service records, the date, signature, and grade of the auditing officer will be entered in the block provided at the top of the page. The entry is required on this page only for service record books that do not have page 1's.

ff. Articles of UCMJ Explained. Record the dates the articles of the Uniform Code of Military Justice were explained as required by UCMJ, article 137, and have the individual sign the entry. If the individual is not available and the entry is made in accordance with paragraph 7001, line out the words "to me" and the entry will be signed by the commander or his authorized representative. In the latter case, record under the signature the designation of the organization where the articles were explained to the individual. Use the appropriate blocks provided. The entry is required on this page only for service record books that do not have page 1's.

gg. Miscellaneous. Blood type, deposit record book number, and class swimmer will be entered in the blocks provided. These entries are required on this page only for service record books that do not have page 1's.

hh. For failure to attend the required period of annual training duty with any Organized Marine Corps Reserve Unit, record the following:

(1) Absence from annual training duty EXCUSED/UNEXCUSED (Period).

(2) Performed alternate training duty from_____to_____accepted/not accepted as alternate.

15116 OFFENSES AND PUNISHMENT (NAVMC 118(12)-PD)

1. Page 12 is designed for recording offenses and punishment for establishing command jurisdiction at time of offense, and to record Good Conduct Medal periods. Entries on the two sections of this page will be recorded as directed in the paragraphs that follow.

2. The offenses and punishment section is designed for recording nonjudicial punishment and unauthorized absence. In this respect, a period of confinement in hands of civil authorities, which ends in acquittal of the man, is not unauthorized absence if the man was not in an unauthorized absence status at the time of his arrest. Also, nonpunitive measures as listed in the Manual for Courts-Martial, 1951, paragraph 128c, are not nonjudicial punishments and will not be recorded. This also applies to the old Marine Corps term "commanding officer's warning," which is not an authorized term under nonpunitive measures, and will not be used or recorded. No entries will be made on this page regarding court-martial.

a. Entries will be signed by the commander or his designated representative, whose duty will be shown and who will sign "By direction." Separate each entry with a heavy black line, directly after the signature. Entries in this section will be made as follows:

(1) Nonjudicial punishment. When nonjudicial punishment is awarded as authorized by the Uniform Code of Military Justice, article 15, and the Manual for Courts-Martial, United States, 1951, chapter XXVI, record: Date; organization; place; offense; punishment (to include suspension; if any); whether appeal made and action on appeal, if any. If reduction in grade is awarded and not suspended, record the effective date of reduction. (The effective date of reduction is the date specified in the reduction order issued in accordance with paragraph 6304, and applicable Marine Corps Orders.)

(2) Unauthorized absence. The importance of accuracy in content and signature of all entries regarding unauthorized absence cannot be overstressed. Unauthorized absence entries are used as proof of absence when disciplinary action is taken as a result of unauthorized absence offense. The examples shown below are provided for assistance in preparation of entries for this page. It must be clearly understood that the required information must be accurately recorded and properly authenticated, in order to be allowed as evidence in courts-martial. Any aggravating circumstances known should be included in the entries. Aggravating circumstances include declarations made by the man regarding the absence, information regarding absence to escape or shirk important or hazardous service, etc. If aggravating circumstances become known after the unauthorized absence entry is made, record the date and circumstances immediately below the unauthorized absence entry.

(a) Individual carried on the rolls who has been in an unauthorized absence status for 24 hours. As directed by paragraph 7050, record: Date; organization; place, date and hour absence commenced; number and date of the unit diary on which the absence is reported.

Example:

1Feb58 HqBn, MCB, Camp Lejeune, N.C., UA(AWOL) fr this org since 0801, 31Jan58. Abs reported UD No. 25, dtd 31Jan58.

(b) Individual en route to join and fails to report in compliance with orders and has been in an unauthorized absence status for 24 hours. This entry must show absence from the organization to which the individual is ordered

to report. As directed by paragraph 7050, record: Date; organization; place; date and hour absence commenced; number and date of the unit diary that reported the absence.

Example:

31Jan58, 2dBn, 2dMarDiv, FMF Camp Lejeune, N. C., UA(AWOL) fr 2dMarDiv since 0001, 30Jan58, failed to report in compliance with orders issued by CO, HqBn, HQMC, Wash., D. C. to report to CG, 2dMarDiv, FMF Camp Lejeune, N. C., not later than 2400, 29Jan58. Abs reported UD No. 25, dtd 30Jan58.

(c) When an entry is directed by paragraph 7051, upon apprehension, delivery, or surrender of a man in an unauthorized absence status, it will be recorded as follows: date; organization; place; date and hour of return to military control; how he returned to military control; number and date of the unit diary on which the termination of absence was reported.

Examples:

6Feb54, HqBn, 2dMarDiv, FMF, Camp Lejeune, N. C., Fr UA(AWOL) at 0901, 5Feb54 when he surr at this org. Termination of abs reported on UD No. 33, dtd 6Feb 54.

6Feb54, MB, US NavBase, Bremerton, Wash, Fr UA(AOL) at 1000, 6Feb54. Surr to J.J.Jones,Sheriff,Poto County, 221 Market St., Seattle,Wash., at 0900, 5Feb54, and was del to this org at 1000, 6Feb54. Termination of abs reported on UD No. 19, dtd 6Feb54.

6Feb54, MB, NAD, Hawthorne, Nevada, Fr UA(AWOL) at 1000, 1Feb54, apprehended by USMC RS, SLC, Utah. Issued orders and transportation to report this organization not later than 2000, 3Feb54. Termination of abs reported on UD No. 22, dtd 6Feb54.

(3) Desertion

(a) Entry of mark of desertion. When a mark of desertion is required by paragraph 7050 record it in a narrative style to show: Date and place of entry of the mark; type of unauthorized absence; hour and date unauthorized absence commenced; number and date of the unit diary showing that the individual is dropped from rolls; any information which would show intent or lack of intent to desert.

Examples:

1Feb54, HqBn, MCB, Camp Lejeune, N. C., UA(AWOL) fr this org since 0801, 3Jan54. Declared deserter this date as of 0801, 3Jan54 and dropped from the rolls this org on UD No. 35, dtd 1Feb54. DD Form 553 published this date.

1Mar54, 2dBn, 2dMar, 2dMarDiv, FMF, Camp Lejeune, N. C., UA(AWOL) fr 2dMarDiv since 0001, 30Jan54, when failed to report in compliance with order issued by HqBn, HQMC, Wash., D. C., to report to CG 2dMarDiv, FMF, Camp Lejeune, N. C., not later than 2400, 29Jan54. Declared a deserter this date as of 30Jan54 and dropped from the rolls this org on UD No. 35, dtd 1Mar54. DD Form 553 published this date.

4Feb54, MB, NAD, Hawthorne, Nevada, Fr UA(AWOL) at 1000, 1Feb54, when apprehended by MCRS, SLC, Utah. Issued orders and transportation to report to CO, MB, NAD, Hawthorne, Nev., not later than 2000, 3Feb54. UA (AWOL) since 2000, 3Feb54 when failed to report in compliance with those orders. Declared a deserter this date as of 3Feb54, and dropped from the rolls of the organization UD No. 36, dtd 4Feb54.

(b) Removal of mark of desertion. Marks of desertion will only be removed as authorized and directed by paragraph 7053. When authorized and directed, a mark of desertion will be removed by counterentry signed by the commander as follows:

_____ _____
(Date) (Organization and Place)

The mark of desertion under date of (Date) for the absence commencing (Date) is hereby re-

moved as erroneous. Authority: (Here record the circumstances and authority for removal of the mark of desertion.)

3. The "Good Conduct Medal Period" section is designed for recording the beginning of Good Conduct Medal periods. The following instructions apply:

a. When the actual date of commencement of a Good Conduct Medal period is known, e.g., date of first or recruit enlistment in the Marine Corps, date of first or recruit enlistment in the Marine Corps Reserve for immediate assignment to active duty, commencement date entered in the old service record book in the case of immediate reenlistment in the Marine Corps, etc., record the date in this section.

b. When the actual date of commencement is not known due to broken active service, the commander will request a constructive date of commencement from the Commandant of the Marine Corps (Code DL).

c. More than one nonjudicial punishment, or any conviction by court-martial, after commencement of a Good Conduct Medal period, cancels the previous time for Good Conduct Medal eligibility. Therefore, line out the previous entry and record as follows the date of commencement of a new period:

(1) The date of the awarding of the second nonjudicial punishment, except that when a nonjudicial punishment for an offense occurring within the 3-year period is awarded after the expiration of the 3-year period and voids the award, the date of the offense shall be the new commencement date for the award.

Example:

Enl USMC 15Dec59. Received NJP's as follows: (1) 5Nov60 for offense on 30Oct60 (no change in award period); (2) 16Jan63 for offense on 10Dec62 (voids all prior award period). New commencement date for 1st award - 10Dec62 (date on which 2nd offense was committed since the 2nd NJP was awarded after expiration of 3-year period). 2nd NJP then will not be counted as a punishment during new award period.

(2) The date of approval by the convening authority on all courts-martial sentences not involving confinement, or involving confinement suspended.

(3) If an approved court-martial sentence involves confinement (not suspended) make no changes in the previous date until the man is later released from confinement and restored to duty, at which time record the date of release from confinement as the new commencement date.

(4) If a conviction by court-martial is set aside by higher authority subsequent to approval by the convening authority and a new commencement date has resulted from such approval or confinement served as a result thereof, line out the new commencement date as recorded and restore the old date.

(5) In case of time lost due to sickness-misconduct or injury-misconduct, record the date of return to duty as the new commencement date.

d. In case of immediate reenlistment prior to completion of a Good Conduct Medal period, any nonjudicial punishment awarded during such period must be shown in the new service record book to ensure that the commencement date will be changed if another nonjudicial punishment is awarded prior to completion of such Good Conduct Medal period. This will be accomplished by recording "(NJP Awd: (Date))" on page 12 on the same line which shows the date the Good Conduct Medal period commences.

e. When a Good Conduct Medal (or star in lieu of another medal) is awarded, record the fact on page 9, and record as the new date of commencement the date following the end

of the period for which the award was made.

15117 RECORD OF CONVICTION BY COURT-MARTIAL (PAGE 13) (NAVMC 118(13)-PD), AND SUPPLEMENTARY RECORD OF CONVICTION BY COURT-MARTIAL (PAGE 13A) (NAVMC 118(13A)-PD)

1. Forms NAVMC 118(13)-PD and NAVMC 118(13A)-PD are designed for recording a complete chronological history of a court-martial, which results in conviction, from the time the charges are preferred until final action is taken on the case. When the information required is properly recorded on these forms, extracts therefrom may be used as evidence of previous convictions in future courts-martial cases. These forms are also used by the commander as check sheets to ensure that the disbursing officer is notified at the proper time of any changes in the pay status of the man concerned as the case progresses to and through higher authority.

2. The Record of Conviction by Court-Martial (Page 13), will be prepared for each summary, special, or general court-martial which results in conviction. Preparation and disposition will be in accordance with the following:

a. General

(1) Prepare in duplicate.

(2) Use authorized abbreviations.

(3) Items 1 through 10 should be completed as soon as practicable after the convening authority takes action.

(4) Initially, both copies will be filed in the service record book.

(5) When the action of the supervisory authority results in setting aside findings on all charges and specifications, remove both copies from service record book and destroy.

(6) When all or part of the findings are approved by the supervisory authority, complete the remaining portion of the form.

(7) When all items have been completed, forward signed duplicate to the Commandant of the Marine (Code DK). If the signed duplicate is not a carbon copy of the original, it should be marked "Duplicate Copy."

b. Specific Blocks. Items not covered are considered self-explanatory.

(1) Block 3. State each charge and describe each specification in sufficient detail to show date and place of commission and nature and seriousness of offense alleged. The mere statement, "Violation of Art. 86" is not adequate. For example, in case of UA offenses, the inclusive dates of the absence must be shown; in the case of disobedience of orders, the gist of the order violated must be included so that the seriousness of the offense will be indicated.

Example:

Chg I--Violation art 134 UCMJ. SPEC 1. Drunk and disorderly on 5Jun52 in Vallejo, Calif. SPEC 2. dis carbine in bks; Mare Island, Calif., on 5Jun52. Chg II--Violation art 85 UCMJ. SPEC 1., etc.

(2) Block 4. State finding on each charge and specification.

Examples:

Chg I--Guilty SPEC 1. Chg I--Not Guilty; SPEC 2. Chg I--Guilty; Chg II--Not Guilty, etc.

(3) Block 5. State sentence briefly.

Example:

"To FORF $35 per month for 1 month." "To be cnfd at hard labor for 1 month and reduced to Pvt."

(4) Block 6. Briefly summarize action taken by convening authority. Date of convening authority's action will be entered in the space provided.

Examples:

"Apprd"; "Apprd and ordered executed"; "Apprd and SUSP for 6 months"; "Finding on SPEC 1, Chg I Disapprd. Cnf reduced to 10 days"; "only so much of sent as PROV for 20 days cnf is apprd and ordered executed."

(5) Blocks 7, 12. When a court-martial sentence, as approved by the convening authority, includes forfeiture or detention of pay, fine, or reduction in grade, enter date of commander's pay order by which the disbursing officer is notified. Similarly, when action by the supervisory authority modifies the sentence as regards forfeiture or detention of pay, fine, or reduction in grade, enter date of commander's pay order by which disbursing officer is notified. If pay not affected by the sentence as approved by the convening authority, or by action of supervisory authority, indicate this fact by a check or "x" in appropriate box.

(6) Blocks 10, 15. Enter title and organization of officer authorized to sign. Signatures shall be those of the commander or an officer duly designated by him, in which case the entry will be signed "By direction."

(7) Block 11. Briefly summarize the action taken by the supervisory authority. (See subpar. 2b(5), above, where action of supervisory authority affects pay status of accused.) The date of the supervisory authority's action will be entered in the space provided.

(8) Identifying information. The full name, service number, and rank (and pay grade, if enlisted) at date of trial must be inserted on each page prepared.

(9) Numbering of pages. The number "1" will be inserted in the block provided at the bottom of the page alongside 13, for the first conviction by court-martial. Subsequent pages prepared to record convictions by courts-martial will be numbered consecutively, i.e., the second conviction will be indicated by placing the number "2" in the block, and so on.

3. The Supplementary Record of Conviction by Court-Martial (page 13A) will be prepared in all cases involving conviction by general court-martial, and in those cases involving conviction by special court-martial where an approved bad conduct discharge is included as part of the sentence. Preparation and disposition will be in accordance with the following:

a. General

(1) Prepare in duplicate.

(2) Use authorized abbreviations.

(3) Initially, both copies will be filed in the service record book.

(4) Portions of the page should be prepared as soon as practicable after receipt of the information. For example, upon receipt of a board of review decision, as much of the page should be completed as possible.

(5) When review by higher authority results in setting aside of the findings on all charges and specifications, the original and duplicate of NAVMC 118(13A)-PD together with the original of the "Record of Conviction by Court-Martial" will be removed from the service record book and destroyed.

(6) Upon completion of all items, forward signed duplicate to Commandant of the Marine Corps (Code DK). If the signed duplicate is not a carbon copy of the original, it should be marked "Duplicate Copy."

b. Specific Blocks--Items not covered are considered self-explanatory.

(1) Block 3. Briefly summarize action taken by board of review. Record

in space provided the date of the board of review action. In those cases not reviewed by board of review, insert the word "None."

(2) Block 4. Insert date the accused receipted for Board of Review decision.

(3) Block 5. Briefly summarize action taken by Secretary of the Navy or Judge Advocate General. Insert in space provided the date such action was taken. If no action was taken by Secretary of the Navy or Judge Advocate General, insert the word "None."

(4) Block 6. Enter date the Certificate of Attempted Service is executed in cases where the accused has absented himself from his place of duty, and delivery of the Board of Review decision and action of the Judge Advocate General is impossible.

(5) Block 8. Enter final date by which accused may petition the Court of Military Appeals for grant of review.

(6) Blocks 11, 16. Enter title and organization of officer authorized to sign. Signatures shall be those of the commander or an officer duly designated by him in which case the entry will be signed "By direction."

(7) Block 13. Briefly summarize action taken by Court of Military Appeals. Insert in space provided the date of the court's decision.

(8) Identifying information. The full name, service number, and rank (and pay grade, if enlisted) at date of trial must be inserted on each page prepared.

(9) Numbering of pages. The number inserted in the block opposite the number 13A will be the same number as that given to page 13 to which the supplementary record refers.

4. If, after approval by proper authority, a change in the sentence is made by the same or other proper authority and, therefore, the page 13 or 13A previously executed does not reflect the true status of the case, an additional page 13 or 13A, as appropriate, will be prepared.

a. Contents. This additional page will contain in the appropriate blocks or spaces the following information: The type of court; date of trial; date of new action; authority taking new action; e.g., convening authority, supervisory authority, JAG (BOR), COMA or Clemency Board/SecNav; summary of new action; authenticating signature with title and organization of the convicted accused's commanding officer or an officer duly designated by him, in the latter event the entry to be signed "By direction"; complete identifying information of the convicted accused to include name, service number and rank at the time of the entry; and designation as an additional page by recording, at the bottom of the page under the figure 13 or 13A, "ADDITIONAL."

b. Exception. If a page 13 or 13A has not been previously accomplished concerning the conviction and/or actions concerned, all actions should be briefly summarized in the initial preparation of the appropriate page.

Modified see MCBul 7220 of 23 Sep 6

15118 RECORD OF EMERGENCY DATA (NAVMC 10526-PD)

1. Purpose. NAVMC 10526-PD is designed to provide for each Marine a current official record of the following:

a. Up-to-date record of persons to be notified in case of emergency.

b. Beneficiary(ies) designated to receive death gratuity in the event of the Marine's death.

c. Beneficiary(ies) designated to receive any unpaid pay and allowances in the event of the Marine's death.

d. Names of insurance companies the Marine desires to be notified in case of death. (CMC will notify these companies.)

e. Person most closely related to Marine other than spouse, children or parents.

f. Person listed to receive an allotment of the Marine's pay if he is missing or unable to transmit funds.

2. When Prepared. NAVMC 10526-PD will be prepared:

a. Upon enlistment in the U.S. Marine Corps and in all classes of the U.S. Marine Corps Reserve.

b. Upon reenlistment in the U.S. Marine Corps and in all classes of the U.S. Marine Corps Reserve.

c. Upon transfer to Fleet Marine Corps Reserve and upon retirement.

d. When a change occurs which affects the information on the existing form, except: Item 3; Items 10 through 18 when change occurs only in the address portion as provided for in subparagraph 3, below; and Item 20, when change occurs in service organization as provided for in subparagraph 3, below.

e. All obligors--Upon release from active duty provided NAVMC 10526-PD is not current.

f. Class III volunteer reservists (inactive duty)--NAVMC 10526-PD will be maintained current only for those in this category who are issued orders to perform periods of active duty or inactive duty training.

3. Preparation. NAVMC 10526-PD will be prepared in triplicate (one original and two copies) for all officers and enlisted men on active duty, including 6-Month Trainees and members of the OCC and MarCad programs, all officer and enlisted reservists who are in receipt of advance mobilization orders, and all Class II reservists. Entries will be typed and all copies will be signed. NAVMC 10526-PD is the only current record of emergency data authorized for Marine Corps personnel use. (The DD Form 93-1 of 1 August 1959 may be utilized until present stocks are exhausted.)

a. Item 1. Enter Marine's full name in order indicated.

b. Item 2. Enter current service number.

c. Item 3. Enter Marine's grade at the time the form is prepared, including grade of CWO; e.g., CWO2.

d. Item 4. Enter Marine's date of birth by day, month, and year; e.g., 27Jan33.

e. Item 5. Enter any religion or sect designated by the Marine. The designation will be spelled out when space permits; i.e., Catholic, Baptist, Mormon. When space is too small use meaningful abbreviations; i.e., American Evangelical Christian Church--AmEvang Chr; Christian Science--Christ Sc.

f. Item 6. Leave this item blank.

g. Item 7. Place "x" in appropriate square, and enter date of current Marine enlistment or acceptance of Marine warrant or commission.

h. Item 8. Enter any former military service number(s) of the Marine. If these numbers are not locally available, enter "Unknown."

i. Item 9. Enter Marine's Social Security number.

j. Item 10

(1) Enter full name and current address of wife or husband. For "wife" use given names: For example, "Mary Josephine," followed by surname, "Jones." If the Marine is single, divorced, or widowed, so state. Should the Marine die or become critically or seriously ill, or incapacitated to the extent that he cannot notify them, the persons listed in Items 10, 11, 12, 13, and 14 will be notified if not listed on Item 15.

(2) When a change occurs only in the address portion, line out with ink the incorrect address on the copy retained in the service record, and on the reverse side of the form print in ink the current address. The change will be initialed and dated to the left of the notation by the Marine concerned. Such changes will be limited to two; more than two changes will require preparation of a new record of emergency data. A report of a change of address in this item will not be submitted to the Commandant of the Marine Corps but will be shown as the current address in messages, reports or other correspondence where this address is required. In this respect, particular attention is directed to subparagraph 12154.2f.

(3) In those instances wherein a newly married officer first completes a NAVMC 10526-PD to show a spouse as a new dependent, the date of marriage will be entered after the name of the spouse.

k. Item 11

(1) Enter names and addresses of all children (including stepchildren or adopted children), showing marital status, sex, and date of birth. If minor unmarried children are in the custody of a person other than the Marine, give the name, address, and legal relationship of the custodian. For these purposes, the term "child" (children) includes a legitimate child; a child legally adopted; a stepchild if a member of the

Marine's household; and an illegitimate child (but only if acknowledged in writing, signed by the Marine, or if the Marine has been judicially decreed to be the father of such child, or if the Marine has otherwise shown by satisfactory evidence that he is the father of such child). If no children, enter "None."

(2) Changes of address will be effected as described in subparagraph j(2), above.

l. Items 12 and 13. Enter full names and addresses of father and mother. If deceased, state "Deceased." If other than natural parents are listed under these items, indicate whether stepparent, foster parent, adoptive parent, guardian, or person in loco parentis.

m. Item 14

(1) In the event there are no relatives named in Items 10, 12 and 13, some other adult relative, or in the absence thereof, a friend or other responsible adult may be named in this item. In all cases the relationship, such as "friend," "business associate," "grandfather," etc., should be shown.

(2) Changes of address will be effected as described in subparagraph j(2), above.

n. Item 14a

(1) Enter names of parents and/or parents-in-law only when the dependency and residence requirements of such persons have been established for eligibility for BAQ and/or Medical Care under the provisions of the Dependents' Medical Care Act of 1956 (as re-enacted in 10 U.S.C. 1071-1085), and are substantiated by an approved copy of NAVPERS 668, DD Form 137-1 or NavCompt 2040-1, and/or DD Form 1171 or 1172.

(2) Changes of address will be effected as described in subparagraph j(2), above.

o. Item 15

(1) Specify any person listed on the form who, due to ill health or other reasons, should not be notified in case of emergency.

(2) Changes of address will be effected as described in subparagraph j(2), above.

p. Item 16. Death gratuity designation

(1) Enter first name, middle initial, last name, and address of parent(s), brother(s), and/or sister(s) only, or any combination thereof, to receive death gratuity, showing the relationship of each person listed and the birth date of brother(s) and sister(s) who are under 21 years of age. Payment of death gratuity to the lawful widow(er) or, if no such person survives, to all children in equal shares (including those of previous marriages), regardless of age or marital status, is mandatory by law. For this reason and as space is provided for entering their names and addresses in Items 10 and 11, they will not be listed in Item 16.

(2) Order of priority. When the Marine has no wife or children, the following order of priority for the payment of death gratuity pertains:

(a) Designated parent(s), brother(s) and/or sister(s).

(b) Undesignated parent(s) in equal shares.

(c) Undesignated brother(s) and sister(s) in equal shares.

Even though the order of priority is satisfactory to a Marine, he should be encouraged to designate a beneficiary or beneficiaries. In no other way can the identities and addresses of relatives of Marines be ascertained with facility. Payment will be made in full to the survivor or survivors highest in the order of priority.

(3) Definition of terms

(a) Parent. The term "parent" means a father, mother, father and mother through adoption and persons who have stood in loco parentis for a period of not less than one year to a Marine at any time prior to his entry into service: Provided, that not more than one father and one mother as defined above, shall be recognized in any case, and preference shall be given to such father and mother who actually exercised parental relationship at the time of or most nearly prior to the date of entry into active service by the Marine.

(b) Brother/Sister. The term "brother(s)" or "sister(s)" means whole brothers and whole sisters, half brothers and half sisters, and brothers and sisters through adoption. Stepbrothers and stepsisters are not included in the term.

(4) Multiple designations. Under the law, more than one relative as defined in subparagraph p(3), above, may be designated. The Marine may therefore state the percentage of death gratuity which he desires to be paid to each beneficiary, but the total shall not be more than 100 percent of the total amount of the death gratuity, and the individual percentages shall not be frivolous, such as one percent. If percentages are not specified, the payment will be divided equally among the designated beneficiaries.

(5) Relationship to estate of the deceased. The death gratuity may not be bequeathed to an estate, and a will or other instrument may not be used to effect a designation within the meaning of the law governing death gratuity. The gratuity is not a debt or money due the Marine, and cannot become part of the decedent's estate.

(6) Changes of address will be effected as described in subparagraph j(2), above.

q. Item 17

(1) Enter the name and address of the person(s) whom the Marine desires to receive the unpaid pay and allowances due in the event of his death. There are no restrictions on who may be designated to receive this payment. If two persons are designated, one must be indicated as principal beneficiary and the other as contingent beneficiary, or, in the event the Marine desires both persons to share the payment, he will indicate the percent of payment to each. The total of both shares must equal 100 percent.

(2) Unpaid Pay and Allowance (Arrears of Pay) due include such items as: basic pay, BAQ, BAS, S&FD, incentive pay, proficiency pay, uncashed military checks, and savings deposits, deposited with the Marine Corps.

(3) Changes of address will be effected as described in subparagraph j(2), above.

r. Item 18

(1) The Marine will express his desires in this item concerning disposition to be made of his pay or any proportion or percentage thereof, during each month of absence should he become missing, missing in action, beleaguered, besieged, interned in a neutral country, or captured. The "Missing Persons Act" provides that pay and allowances continue to accrue to the pay account of any Marine for any period he may become absent as previously enumerated, and may be paid to his dependents for support. Information entered in this item will be used only as a guide in establishing or changing allotments in the event the person concerned becomes absent in any status mentioned above, and will not be binding upon responsible disbursing officers or agencies. Allotments to dependents and insurance companies initiated prior to entering a missing status are continued in effect unless unusual circumstances indicate changes.

(2) Changes of address will be effected as described in subparagraph j(2), above.

s. Item 19. Enter the requested information, including policy numbers, if possible, since this information will assist in expediting action by the insurance company should a claim become payable.

t. Item 20

(1) Enter the name and address of the organization to which the Marine is assigned at the time of preparation of NAVMC 10526-PD and enter date the form is actually signed, showing day, month and year (e.g., 1Jan64).

(2) A change in the organization of the Marine because of transfer, or a change in designation of the organization, will be shown by lining out with ink the incorrect designation and printing or stamping the current designation on the reverse of the copy retained in the service record. Changes in designation will be limited to three.

u. Item 21. The person assigned the responsibility by the commander for interviewing the Marine will, upon completion of the form, witness the Marine's signature and sign the original and copies in ink as follows: First name, middle initial, last name, and grade.

v. Item 22. The Marine will sign the original and copies in ink as follows: First name, middle initial, and last name.

w. The reverse of the form may be utilized when additional space is required to complete an entry and/or when the individual desires to record other information to be used in case of emergency, such as name and address of next of kin of spouse, etc.

4. Disposition. Disposition of the completed form shall be as follows:

a. Upon appointment or reappointment to warrant or commissioned grade, place a copy in the OQR as page 6 and forward the original and one copy (do not staple together) with the original of the Appointment Acceptance and Record (NAVMC 763-PD) as a supporting document to the unit diary which reports the joining.

b. Upon initial enlistment or reenlistment (Marine Corps and those classes of the Marine Corps Reserve for which preparation in triplicate is specified) place a copy in the SRB, and forward the original and one copy (do not staple together) with the duplicate of the enlistment contract as a supporting document to the unit diary which reports the joining.

c. When a new form is completed as a result of changes to the information recorded previously, place a new copy in the OQR or the SRB, remove and destroy the obsolete copy, and forward the original and one copy (do not staple together) to the Commandant of the Marine Corps (Code DGH).

5. Instructions for Attached Naval Personnel. NAVMC 10526-PD will not be used for naval personnel attached to or serving with Marine Corps units. The authorized Record of Emergency Data for naval personnel is the NAVPERS Form 601-2. Instructions regarding this form will be found in the BUPERS Manual, article B-2312.

15119 LEAVE RECORD (NAVMC 118(16)-PD)

1. The leave record is designed for keeping an up-to-date account of leave earned, leave taken, when taken, excess leave for which pay has been checked, and what disposition is made of unused leave when the man is separated from the service or released to inactive duty. The record will be used by the commander to compute leave which can be granted, the number of days of leave taken which must be counted as excess and for which the man must pay, or the number of days leave for which the man must be paid upon separation or release to inactive duty.

2. Leave will be computed in accordance with instructions in chapter 9.

3. The first entry in the leave record shall be made when the service record book is opened by an organization of the Regular Establishment, or upon assignment of a reservist to active duty for a period of 30 days or more. The first entry will show the amount of leave the individual is entitled to or has been advanced at that time. The reason for the entry is "Record Opened"; the type entry is "Initial Entry (IE)" and the figure will be entered in the "Due" or "Adv"; column, as appropriate.

4. After the initial credit or debit has been entered, gains will be entered in the credit (Cr) column and losses will be entered in the debit (Dr) column. Whenever a credit or debit is entered, the leave balance must be changed.

a. A credit (gain) entry will either increase a balance in the "Due" column or decrease a balance in the advance (Adv) column.

b. A debit entry will either decrease a balance in the "Due" column or increase a balance in the advance (Adv) column.

5. When leave is lost (debit) or gained (credit) in fractional amounts the amounts will be entered in the appropriate columns as fractions. The fractions will be carried as such in all cases (including the accrued leave carried forward to a reenlistment) except for the following:

a. Where cash settlement is being made, if a fraction of a day results, payment shall be made on a whole day basis, crediting an additional one-half day earned leave.

b. Where checkage is being made for excess leave, a fractional part of a day will be increased to the next higher whole day (e.g.; $1\frac{1}{2}$ days excess leave is increased to 2 days, and checkage is made for 2 days).

6. Credit entries will be made on the following occasions:

a. On 30 June, to record the amount of leave earned during the fiscal year.

b. On the date of separation, to record accrued leave to that date from the beginning of the fiscal year.

c. When checkage is made for excess leave in accordance with the Navy Comptroller Manual, paragraph 044241. This entry is made to decrease the balance in the advance leave column by the number of days for which checkage is made.

d. To correct a leave balance by restoring leave which has been debited for confinement as a result of a court-martial, when the sentence is later set aside by higher authority.

e. To correct an error when it is definitely determined that too much leave has been debited and not enough credited.

7. Debit entries will be made on a day-to-day basis as follows:

a. On the date of return from annual, emergency, or reenlistment leave.

b. To reduce a leave balance to 60 days in cases where the accrued leave credited at the end of the fiscal year or upon separation brings the total accrued leave to a figure in excess of 60 days. As an exception, in cases of separation prior to expiration of enlistment for the purpose of immediate reenlistment or appointment to warrant or commissioned grade or a reversion from a temporary appointment, all accrued leave will be carried forward to the new leave record.

c. To show disposition of unused leave upon separation; see subparagraph 9, below.

d. To correct an error when it is definitely determined that too much leave has been credited or not enough leave has been debited.

e. When cash settlement is made upon first extension of enlistment. This debit entry will require that a "0" be entered in the due section of the balance column.

8. Entries to be made under columns of the leave record:

a. General

(1) Under "Period," record inclusive dates of leave taken, periods of time lost, periods of excess leave, or the date a special credit (gain) or debit (loss) entry is made.

Note: When making entries for deductions to total accrual due to time lost, the period to be shown will be the same as the period shown for time lost on page 6, even though the "TO" date will be a day of duty.

(2) Under "Remarks," enter the reason for the entry, e.g., on leave (onlv); leave deduction due to time lost (LvDed(TL)); leave deduction due to excess leave (LvDed(Ex)); discharge (dis); record opened; checkage (ck); accrued leave (aclv); home awaiting Physical Evaluation Board proceedings (home awtg PEB).

(3) Under "Type," show the type leave or the type of entry recorded under "Remarks," e.g., in the case of leave (including that charged while home awaiting Physical Evaluation Board proceedings) annual (Ann); initial entry (IE);

excess (Ex); emergency (Em); or in the case of unauthorized absence, discharge, etc., special (spl).

(4) Under "Deductions," enter amounts to be deducted from total accrual because of periods of time lost or excess leave.

(5) Under "Change-Cr," enter leave earned or gained.

(6) Under "Change-Dr," enter leave taken or dropped to reduce leave balance to 60 days in accordance with subparagraph 7, above.

(7) Under "Balance-Due," enter amount of leave accrued and not taken when the entry is balanced.

(8) Under "Balance-Adv," enter amount of leave taken above that which is accrued when the entry is balanced.

b. Special. Leave cannot be earned during periods of time lost or excess leave. The individual, however, must not have his pay checked for this non-earning of leave (not to be confused with checkage for excess leave). It therefore is necessary to account for deductions due to leave not earned by special entries as follows:

(1) Make a separate line entry to show the Period, Remarks and Deductions. This entry will have no effect on the "Type," "Change" or "Balance" columns at this point, and no entries will be made in these columns.

(2) At the end of the fiscal year or other accounting period:

(a) Calculate the number of days which would have been accrued since the last fiscal year or accounting period.

(b) Subtract, from the above, the total number of days shown in the deductions column since the last fiscal year or accounting period. The remainder is the actual accrual of leave for the period.

(c) Record as accrued leave, making normal entries in all affected columns except for the Remarks column which will show, in parentheses, step (b), above.

Example: Under Remarks, enter "Ac-Lv (30-2½)."

Note: Deductions for leave not earned due to excess leave will always result in an advance leave balance. Checkage for this advance leave should not be made as long as it is within the limits of advance leave.

(3) The following are examples of leave deduction entries to be made:

LEAVE RECORD

PERIOD (Dates are inclusive) FROM	TO	REMARKS	TYPE	DEDUCTIONS	CHANGE CR.	CHANGE DR.	BALANCE DUE	BALANCE ADV.	SIGNATURE OF CERTIFYING OFFICER
1 Jul 58		Record opened	IE				27		/s/
1 Jan 59	10 Jan 59	On lv	Ann			10	17		/s/
5 Mar 59	13 Mar 59	LvDed(TL)		1					/s/
1 Apr 59	30 Apr 59	On lv	Em			30		13	/s/
11 May 59	24 Jun 59	On lv	Em			45		58	/s/
12 Jun 59	24 Jun 59	ck ex lv	spl		13			45	/s/
12 Jun 59	24 Jun 59	LvDed(Ex)		1½					/s/
1 Jul 58	30 Jun 59	aclv(30-2½)	Ann		27½			17½	/s/

EMBOSSING PLATE IMPRESSION

NAME (Last) (First) (Middle) SERVICE NO.

NAVMC 118 (16)-PD (REV. 6-61) SUPERSEDES NAVMC 118(16)-PD (3-59) WHICH WILL BE USED 16. A-1964 LEAVE RECORD

9. The leave record will be closed upon discharge, death, retirement, acceptance of temporary appointment to warrant or commissioned grade, reversion to enlisted status from temporary warrant or commissioned grade, and upon release from active duty of 30 days or more. When such an event occurs, compute the leave earned from the beginning of the fiscal year until the date of the event, record the event under "remarks" and enter the figure under "credit." Then reflect the change in the appropriate "Balance" column. The last entry will then be made on the next line below, to reflect the final disposition of the leave balance, as follows:

a. If computation results in a figure in the "Adv" column:

(1) Resignation, discharge, death, release to inactive duty, or retirement: Check pay (see paragraph 044241, Navy Comptroller Manual) and credit leave balance with the number of days excess leave the figure represents. Sample remark: ck ex lv.

(2) Discharged early to be immediately reenlisted: Credit leave balance and transfer figure to new leave record. Sample remark: reenl - adv tr new SRB.

(3) Discharged to accept appointment to warrant or commissioned grade: Credit leave and transfer figure to officer's qualification record. Sample remark: adv to OQR.

(4) Acceptance of temporary appointment to warrant or commissioned grade or reversion to enlisted status from temporary warrant or commissioned status: Credit leave and transfer figure to new leave record. Sample remark: adv lv new SRB (OQR).

b. If computation results in a figure in the "Due" column:

(1) Discharge (except as stated below), retirement, or release to inactive duty: Settle for cash and debit leave. Sample remark: cash sett.

(2) Discharged upon expiration of enlistment, immediately reenlisted, and elects to carry forward unused balance: Debit leave for the amount and enter balance as initial entry in new service record book. Sample remark: bal as IE to new SRB.

(3) Discharged prior to expiration of enlistment for immediate reenlistment: Debit leave for the amount and enter new balance as initial entry in new service record book. No cash settlement is authorized. Sample remark: bal as IE to new SRB.

(4) Discharged to accept permanent appointment to warrant or commissioned grade, or accepts, or reverts from temporary appointment to warrant or commissioned grade: Debit leave for the amount and enter the new balance as initial entry in new officer's qualification record or service record book. No cash settlement is authorized. Sample remark: bal as IE to OQR (SRB).

(5) Death, or discharged under other than honorable conditions: Debit leave and drop. Sample remark: bal dr.

(6) Resignation to avoid general court-martial or dismissed: Debit leave and drop. Sample remark: bal dr.

10. Home Awaiting Results of Physical Evaluation Board Proceedings. When a person is sent home to await results of Physical Evaluation Board proceedings, no entry will be made on the leave record (other than for normal accrual of leave on 30 June) until he is placed on disability retirement list or returned to duty. At the termination of the period at home, review paragraph 9058 and then make leave entries as follows:

a. FOR PERSONNEL TO BE SEPARATED

(1) Make an entry to debit the total time at home awaiting results.

(2) Make an entry to credit the total leave earned through the date of separation.

(3) Examine the new balance and make additional entries as follows:

(a) If the new balance is for leave due, make appropriate entries to reflect cash settlement.

(b) If the new balance shows leave in advance for an amount equal to or less than the total number of days at home awaiting results, make a credit entry to drop the total advance balance, citing paragraph 9058 as authority.

(c) If the new balance shows leave in advance for an amount which is more than the total number of days at home awaiting results, make a credit entry to drop the total time at home awaiting results, citing paragraph 9058 as authority. If the individual still has an advance balance after total time at home has been deducted, this remaining advance will be regarded as excess leave and appropriate entries will be made to reflect checkage. In this regard, be certain that the checkage includes a deduction for leave not earned during the excess leave period.

b. PERSONNEL RETURNED TO DUTY. On a separate sheet of paper, compute what portion, if any, of the period at home should be dropped in accordance with paragraph 9058. Consider all leave earned until date of return in making this computation. Then make a combination entry on the leave page as follows:

(1) Under period, show the total time at home awaiting results.

(2) Under remarks, enter "Home awtg PEB."

(3) Under type, enter "Ann".

(4) Under credit, enter an asterisk and the number of days, if any, to be dropped in accordance with paragraph 9058. This credit should be for exactly the same amount as if the individual were to be separated.

(5) Under debit, enter the number of days at home.

(6) Under balance, enter the adjusted balance of leave due or advance.

(7) On the following line, the citation "*dropped in accordance with MCPM, par 9058" will be entered, if appropriate.

11. Transfer Audit and Certification. Whenever service records are to be forwarded due to transfer, temporary duty, or temporary additional duty of 30 days or more, the leave record will be audited through date of detachment, all discrepancies will be resolved, and a one-line entry will be made to certify as to the accuracy of the leave record. The entry will show "Audit" under the "REMARKS" column, and "tr, TEM or TAD" as appropriate, in the "TYPE" column. In addition, the words "Certified correct as of (date)" will be entered at the left of the signature of the certifying officer.

12. Closed out leave records will be disposed of as follows:

a. Officers. When an officer is to be released from active duty, retired, or separated from the service in any way, his leave record will be forwarded to the disbursing officer for audit, settlement, and submission with his closed pay record as a substantiating voucher.

b. Enlisted. Upon discharge, release from active duty, retirement, transfer to the Fleet Marine Corps Reserve, or first extension of enlistment, the leave record will be forwarded to the disbursing office for audit and disposition as follows:

(1) If the leave record is to be continued in use (first extension of enlistment), it will be returned to the commander;

(2) In all other cases the leave record will be either attached to the closed pay record or individual "F" voucher (when the pay record is continued in use), and forwarded to the Commandant of the Marine Corps (Code CDB).

13. Loss or Destruction of Leave Records

a. In case of loss or destruction of an officer's leave record, the commander will open a leave record labeled "Temporary," with an initial credit at zero. Then request a transcript of leave from the Commandant of the Marine Corps (Code DGK), giving the date the temporary card was opened. When the transcript is received, combine the information with that on the temporary card, reconstruct a leave record, and destroy the temporary card.

b. Since the leave record of an enlisted person is a permanent part of the service record book, it will be replaced in accordance with subparagraph 15101.1.

15120 SEA AND AIR TRAVEL (NAVMC 118(17)-PD)

1. The sea and air travel page is designed for recording sea and air travel beyond the continental limits of the United States. No entry is required if travel is performed within the continental limits of the United States or for travel performed aboard a ship as a member of the Marine Detachment. Entries are required for Flag and/or Staff Allowances.

2. Each entry will cover one completed voyage or flight but not necessarily the whole travel from the port of embarkation to the final destination. For example: A man embarks at San Francisco on a ship, arrives and debarks at Pearl Harbor, then embarks on another ship and debarks at Guam. Two entries are required. If he had remained on the same ship, even though it stopped for some time at Pearl Harbor, only one entry would have been required.

3. For sea travel, record the name of the ship after "onboard"; for air travel, enter the name of the airline or military squadron.

4. When the same entry is to be made for a large number of men, printed or mimeographed slips of the same size and width as the space provided may be prepared and pasted (not stapled) within one of the spaces provided. Paste them the full width of the page.

a. Whenever an entry is made to show arrival in the continental United States from a period of duty outside the continental limits which would require a change in an individual's overseas control date, indicate whether the duty overseas was with or without dependents by recording "w/depn" or "w/o depn" as appropriate alongside the date of arrival.

15121 DELETED (Ch. 7)

15122 DEPENDENT TRAVEL RECORD (NAVMC 118(21)-SD)

1. The Dependent Travel Record is provided for facilitating payment of claims for travel of dependents upon completion of such travel.

2. The following instructions shall govern preparation and disposition of the dependent travel record.

a. Insert the form and record the individual's name and service number in the spaces provided when the individual becomes eligible for dependents transportation upon the acquisition of dependents, promotion, or completion of the required increment of service as authorized in Joint Travel Regulations, paragraph 7000. When an individual becomes eligible or reeligible for dependents transportation, he will sign the following certification in the first available space on the form:

"I certify that my dependents were residing at _____ and I was
Address
stationed at _____ on
Duty station
___(date)___, the date I became eligible for dependents transportation."

b. Thereafter, furnish the form to the individual upon his request, for delivery to the disbursing officer at the time of submission of claim for reimbursement for dependent travel.

c. Upon completion of required action, the disbursing officer will return the form directly to the custodian of the service record book for insertion therein.

d. In cases where transportation requests have been issued for dependent travel and the appropriate data has not been recorded on the form, the information furnished by the transportation officer will be recorded in the next available space and authenticated by the commander or an officer designated by him.

e. In the case of discharge and immediate reenlistment, transcribe the last entry on the old dependent travel record to the dependent travel record in the new service record book. This entry will be authenticated by the commander or an officer designated by him.

f. Should the form become lost or inadvertently forwarded to Headquarters Marine Corps, upon reenlistment without the last entry being transcribed on a new form, payment may be made on the basis of a new form containing a certificate of the individual as to the last reimbursement received or transportation furnished for the travel of his dependents. Should the initial form be recovered, the information contained in the new form will be verified and the initial form will then be forwarded to the Commandant of the Marine Corps (Code DGH) for filing. If there is any discrepancy between the information shown on the two forms, the disbursing officer will take such corrective action as may be necessary to effect the required adjustments.

15150 GENERAL

1. An officer's qualification record shall be prepared for each officer, Regular and Reserve. Properly maintained, the record presents a cumulative and concise summary of the basic events of the officer's career from the time of acceptance of appointment to time of separation from the Marine Corps. The purpose of the officer's qualification record is to provide a means for recording information for use in the personnel accounting system and further, to provide commanders with informative background data that will assist them in officer personnel planning and assignment.

2. The officer's qualification record is considered to be of a confidential nature, therefore, no information may be divulged from it except to persons properly and directly concerned. Questionable requests will be referred to the commander for decision. (See par. 1070, MARCORMAN.)

3. Custody, proper maintenance, and timely forwarding of the officer's qualification record is a command responsibility. The following general instructions apply to care and maintenance of the officer's qualification record:

a. Assembly and recording

(1) The officer's qualification record is composed of a cover, standard pages, and pertinent documents. Pages shall be inserted as prescribed below, and when inserted, will be assigned page numbers in the order indicated. Standard page numbers which differ from those assigned below will be blocked out.

(a) Cover: Officer's Qualification Record Cover, NAVMC 123(a)-PD.

(b) Page 1: Miscellaneous Information, NAVMC 123(1)-PD.

(c) Page 2: Chronological Record of Duty Assignments, NAVMC 123(2)-PD.

(d) Page 2a: Pilot's Flight Qualification Record, NAVMC 118(8AV)-PD (naval aviators only).

(e) Page 3: Administrative Remarks, NAVMC 118(11)-PD.

(f) Page 5: Leave Record, NAVMC 118(16)-PD (3-59)

(g) Page 6: Record of Emergency Data, NAVMC 10526-PD

(h) Page 7: Military and Civilian Occupational Specialties and Education, NAVMC 118(8)-PD.

(i) Page 8: Combat History-Expeditions - Awards Record, NAVMC 118(9)-PD.

(j) Page 9: Appointment Acceptance and Record, NAVMC 763-PD.

(k) Page 10: Certificate of Clearance for Handling Classified Matter, OPNAV FORM 5521-429 (if issued).

(ℓ) Page 11: Dependent Travel Record, NAVMC 118(21)-SD.

(2) Unless otherwise specified herein, all of the pages listed above will be inserted and maintained for both Regular and Reserve officers.

(3) The officer's qualification record is designed for preparation on a typewriter. When a typewriter is not available, entries will be printed neatly with black ink in letters of average typewriter size. Rubber stamps are authorized provided the letters are no larger than pica type.

(4) Negative entries will be recorded only where authorized herein.

(5) Unless otherwise specified herein, dates will be entered in the

following manner: 10Jan54, if day, month and year are known; Jan54, if only month and year are known; and 1954, if only year is known.

(6) Erasures are prohibited. Changes or correction will be accomplished by drawing a thin inked line through the entry or entries to be corrected. The correct entry or entries will be made and authenticated by the commander or officer designated by him.

(7) Authorized abbreviations will be used whenever practicable.

(8) Only information or documents required by existing regulations will be recorded or filed in the officer's qualification record.

b. Disposition of qualification record

(1) When an officer is transferred, the commander will transmit the qualification record to the new organization, using the most expeditious means possible including airmail, to ensure that the record will arrive as far in advance of the reporting date as possible.

(2) An officer may deliver his own qualification record to a designated duty station when ordered to that duty station for temporary duty or temporary additional duty of 30 days or more. In case it is not practicable for the officer to make delivery, forward the qualification record by mail (nonregistered), including airmail, in order that it will arrive at the designated duty station at about the same time as the officer (see subpar. 15100.2d for mailing instructions). Upon completion of the temporary duty or temporary additional duty, the officer may likewise personally return his qualification record to his permanent duty station. Exception: The qualification record of an officer carried on the rolls of Headquarters Battalion, Headquarters, U.S. Marine Corps, Washington, D.C., who is assigned duty with the State Department, National Security Agency, or other similar activity, will not be forwarded to the designated duty station to which the officer is ordered for temporary additional duty for 30 days or more.

(3) When an officer is discharged, dismissed, retired, reverts to enlisted status, or is otherwise separated from the service (except by death), his record shall be closed out by making appropriate entries under "Chronological Record of Duty Assignments" and the leave record. The closed out record, less leave record, will be forwarded to the Commandant of the Marine Corps (Code DGK). The leave record shall be disposed of in accordance with paragraph 15119. Upon death, missing in action or captured, the record shall be closed and forwarded as directed in paragraph 15100.

(4) When a Reserve officer is released from active duty the commander shall forward the officer's qualification record, less the leave record, to the appropriate district director. The leave record shall be closed and disposed of in accordance with the instructions in paragraph 15119.

(5) When an officer undergoes a change of status which does not result in his permanent severance from the Marine Corps, the following will apply:

(a) When a temporary or Reserve officer accepts a permanent appointment in the Regular Marine Corps, his qualification record will be retained. The triplicate of the old Appointment Acceptance and Record will be removed, destroyed, and replaced by the appropriate copy of the new Appointment Acceptance and Record form. An appropriate entry concerning the change of status will be recorded under "Administrative Remarks."

(b) When an officer of the Regular Marine Corps resigns, immediately accepts a commission in the Marine Corps Reserve and is

released to inactive duty, the triplicate of the old Appointment Acceptance and Record will be removed, destroyed, and replaced by the new Appointment Acceptance and Record form. The commander will then forward the officer's qualification record, less the leave record, to the appropriate Marine Corps District. The leave record will be closed and disposed of in accordance with instructions contained in paragraph 15119.

15151 SPECIAL INSTRUCTIONS

1. Lost or Missing Qualification Records

a. In cases where an officer's qualification record is lost or missing the commander will do the following:

(1) Prepare a temporary qualification record. Insert those pages needed to record the standard identifying data (name, grade, service number, MOS, component), present duties and other entries concerning changes which are normally recorded. For instructions regarding the leave record, see paragraph 15119. Place the word "Temporary" on the cover and at the bottom of each page.

(2) Make every effort to find the original record. If the officer was joined without his qualification record, check with the command from which he was transferred and all commands to which he reported en route. In the case of officers transferred from a combat zone, comply with subparagraph 15101.2.

(3) When the record has been missing for more than 90 days, or the steps taken in accordance with subparagraph 15101.2 have been unsuccessful, request available officer qualification record information from the Commandant of the Marine Corps (Code DGK). In the request, tell what steps were taken to recover the original record and the results thereof.

(4) If the missing original record is found, transfer to it, from the temporary record, any current additional pages or information and destroy the remainder of the temporary record. When pages are transferred, line out the word "Temporary."

(5) If the original record is found after the temporary record has been supplemented with available officer's qualification record information from Headquarters Marine Corps, the same procedure outlined above will be followed.

b. Reserve activities which join an officer from active duty without an officer's qualification record, will comply with subparagraph 1a, above.

2. Qualification Records of Officers Evacuated from Combat Zones. Records of officers evacuated from combat zones will be handled in the manner prescribed in subparagraph 15101.2.

15152 DETAILED INSTRUCTIONS

1. Detailed instructions concerning the information to be recorded on the individual pages of the officer's qualification record are set forth in the succeeding paragraphs.

15153 COVER--OFFICER'S QUALIFICATION RECORD

1. The officer's qualification record cover will be prepared for all officers. The officer's full name, service number and primary military occupational specialty (MOS), will be typed or printed in permanent-type ink thereon. No other entry will appear on the cover. The authorized standard pages (see subpar. 15150.3, above) will be inserted on the right side of the cover. Any other matter authorized for filing in the qualification record will be filed as documents on the left side.

15154 MISCELLANEOUS INFORMATION (NAVMC 123(1)-PD)

1. This page is provided to summarize in ready reference form, information required for use in the personnel accounting system, and to assist commanders with officer personnel planning and duty assignments.

2. The following instructions govern the preparation of this page. In cases where instructions for an item are not given, it is considered self-explanatory.

a. Name: Record name in indicated order. If individual is a Jr., II, etc., show accordingly.

b. Component: Indicate USMC or USMCR only, as appropriate. A change in status will be recorded by striking out or adding the "R".

c. Home of record: The individual's home of record, as defined in paragraph 15054, will be entered.

d. Blood type: Obtain from health record.

e. Religion: Record as stated in paragraph 15066.

f. Specialty and date designated: Record specialty, e.g., LDO, TempLDO, or NA and date designated. In the event the specialty is revoked, a thin inked line will be drawn through the entry and an appropriate remark will be recorded on page 3 (NAVMC 118(11)-PD) of the qualification record.

g. Appointments: This section is designed to provide a chronological record of the individual's advancement or reduction in grade, in both temporary and permanent status, from the time of initial appointment to commissioned or warrant officer status in the Marine Corps. The following instructions are applicable relative to appointments:

(1) A complete summary of the grades held as a commissioned or warrant officer in the Marine Corps will be recorded upon initial preparation of the page. In those cases where reversion to enlisted grade from commissioned or warrant officer status has occurred, the following remark will be recorded in the summary immediately below the last grade held prior to reversion: "Reverted to (grade), (Date)." Appointments to commissioned or warrant officer status made subsequent to reversion will be recorded as prescribed in subparagraphs 2g(2) and 2g(3), below.

(2) The individual's current grade is indicated by the last entry appearing in the "Grade" column.

(3) After each grade, the date of rank of both temporary and/or permanent status will be recorded in the appropriate column. The entry will be made at the time of acceptance of appointment or subsequent change of status, as appropriate.

(4) Entries made in this section will not be lined out except those erroneously made, in which case correction will be accomplished as prescribed in subparagraph 15150.3.

(5) The following is an example of appointment entries, including a summary made upon initial preparation of the section.

APPOINTMENTS

Grade	Date of Temporary Rank		Date of Permanent Rank
2dLt		Oct44	- - -
1stLt		6May46	- - -
Reverted to MSgt	10Jun46	- - -	- - -
WO		20Dec46	- - -
2dLt		30Aug48	1Jan50
1stLt		30Aug50	1Jan53
Capt		2Dec52	- - -

h. Weapons firing: An entry will be made for all required firing accomplished by officers in accordance with existing directives. This entry will include the weapon, qualification, score, course fired, and date. The following is an example of entries in the weapons firing columns:

Weapon - Qual Score	Date
RE 228 (A)	3 Jun 60
PSS 310 (A)	15 Jul 60
RE 226 (B)	1Aug61
PMM 245 (A)	12Aug61

i. Overseas service: The primary purpose of this section is to provide a readily available summary of significant tours of overseas service. Record all tours of service which are executed as a result of permanent change of station orders involving permanent duty outside the continental limits of the United States, and for sea duty, except that no record will be made of overseas tours completed prior to 1 January 1941. Periods of temporary additional duty in an overseas combat area of over 30 days duration will also be recorded.

j. Periods of active duty performed: This section applies to Reserve officers only. It is designed to present a brief summary of tours of active duty over 90 days, completed in an officer status by Reserve officers in either the Regular or Reserve component; and to provide commanders with information regarding current tour of active service and the expected date of expiration thereof (in this respect, par. 15076 requires that a copy of a reservists's orders to active duty be retained in the officer qualification record as a document).

(1) Record only those tours completed subsequent to 1 January 1941.

(2) Entries under "Date Assigned to Active Duty" shall be as follows:

(a) For naval aviators appointed from the NAVCAD program, record the date the individual reported for training as an aviation cadet in the Naval Reserve (the contract entry date). This date is indicated in the initial orders by which Headquarters Marine Corps assigns the individual to active duty as an officer.

(b) For those ordered to active duty as commissioned officers, record the constructive date of assignment to active duty.

(c) For those appointed while on active duty and who remain on active duty, record the date of appointment.

(3) Under "Reason" enter one of the following as appropriate: "PLC Contract"; "OCC Contract"; "NROTC Contract"; "PLC (Avn) Contract"; "AOCC Contract"; "Own request"; "Mobilization"; or any other remark which adequately explains the reason for the individual's entrance upon active duty, or extension of a tour of active duty.

(4) Entries under "Period" shall be as follows:

(a) For PLC, NROTC, OCC, and NAVCAD personnel, record the period of obligated or contracted active service as set forth in the individual's orders to active duty.

(b) For PLC (Avn) and AOCC personnel, record "3 years." (See subpar. (7), below, for required entry upon designation as naval aviator.)

(c) For individuals who have requested assignment to active duty, or who have requested an extension thereof, record the period that was approved.

(d) For individuals involuntarily assigned to active duty as a result of mobilization, record the obligated period specified in the orders or "Indefinite," as appropriate.

(5) Under "Expiration Date," record, at the time of the individual's

assignment to active duty or extension thereof, the expiration date, by month and year, of the period indicated in the preceding column. When the period has been recorded as "Indefinite," the same entry shall be recorded in this column.

(6) Under "Date Released From Active Duty," enter, at the time of release, the constructive date of release from active duty.

(7) Extensions of a period of active duty will be recorded as follows:

(a) An approved voluntary extension will be recorded as indicated in the preceding paragraphs except that no entry will be made under "Date Assigned to Active Duty." Under "Reason," enter the word "Extended."

(b) In the case of those designated naval aviators from the PLC (Avn) and AOCC programs: Make no entry under "Date Assigned to Active Duty"; under "Reason," record "Compl Flt Trng (Date completed)"; under "Period," record "3 years"; and under "Expiration Date" record an expiration date, by month and year, which is the third anniversary of the individual's completion of flight training.

(8) The following are examples of entries to be made:

PERIODS OF ACTIVE DUTY PERFORMED (Over 90 days)
(Reserve Officers Only)

Date Assigned to Active Duty	Reason	Period (Years, Mos)	Expiration Date	Date Released Fr Active Duty
a. 15Jun47	NROTC (PLC) (OCC) Contract	3 years	Jun50	20Jun50
b. 20Dec50	Mobilization	Indefinite	Indefinite	2Jul52
c. 20Dec52	Own request	2 years	Dec54	- - -
- - -	Extended	2 years	Dec56	
d. 15Jun55	PLC(Avn); AOCC Contract	3 years	Jun58	- - -
- - -	Compl Flt Trng (10Sep56)	3 years	Sep59	

k. Record of administrative audits. Upon completion of the annual administrative audit of the officer's records, an entry will be made to include date and signature of the auditing officer.

15155 CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS (NAVMC 123(2)-PD)

1. This page is designed to present a summary of the duties performed by the individual, the duration thereof, and the unit or organization at which performed. Entries will cover active and inactive service (the latter where appropriate for Reserve officers). The following instructions are applicable relative to the chronological record of duty assignments:

a. Initial preparation: A complete summary of military service in the Armed Forces of the United States, of foreign countries, enlisted or commissioned, completed prior to date of appointment to officer grade in the Marine Corps or Marine Corps Reserve, will be recorded upon initial preparation of the page. Separate entries will be made for commissioned and enlisted status, and for each branch of the Armed Forces in which served. Entries will include approximate dates of service, branch of Armed Forces and last organization or station of duty, nature of principal duties, and highest grade held.

b. Service as a Marine officer: For service from date of initial appointment in the Marine Corps or Marine Corps Reserve a separate

entry will be made, indicating each organization to which the officer was joined for duty (other than temporary duty), including active duty for training.

c. Dates: The dates recorded will cover the period of service with an organization from date of joining to date of detachment, both dates inclusive. Periods of delay, proceed and travel time will not be entered under "Chronological Record of Duty Assignments."

d. Unit or organization: Record complete name of organization or station of duty, as appropriate.

e. Primary duties: Record the abbreviated job title; e.g., Adj, ExecO, CO, Bn S-3, etc., of the primary duties performed. Upon completion of each primary duty assigned, record immediately after the job title, the number of months such duty was performed. Dates of primary duty assignments are not required.

f. Additional duties: Only those additional duties which are recorded on the officer's fitness report will be recorded in the officer's qualification record. The method for recording additional duties will be the same as for primary duties; however, as new additional duties are assigned, sufficient space must be left after each job title entered, to record, upon completion of the assignment, the number of months the additional duty was performed. Dates of additional duty assignments are not required.

g. Temporary additional duty: Duties performed during periods of temporary additional duty need not be recorded.

h. The following are examples of entries and the method for recording same under "Chronological Record of Duty Assignments":

CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS

Period		Unit or Organization	Primary Duty	Additional Duties
From	To			
Sep38	Aug41	Royal Canadian Air Force	GroundO (Admin)	1stLt
12Nov41	15Dec43	USMC, 1stAmTracBn	Administrative	MSgt
16Dec43	10May46	USMC, 2dTankBn	PlatLdr	1stLt
11May46	1Jan48	USMC, MCS, Quant	Instructor(Inf)	MSgt
10Jan48	8Aug49	"A" Co, 1stBn, 5thMar, 1stMarDiv	PlatLdr 8Mos; COExecO 9Mos	- - - - - -
9Aug49	30Dec50	HqCo, 1stBn, 5thMar, 1stMarDiv	AsstBn S-3 6Mos Bn S-2 10Mos	BnABCO 4Mos; BnSpecServO 3 Mos; BnEmbO 6Mos
25Jan51	5Jul53	MB, NOP, Pocatello, Idaho	ExecO 18Mos; CO 12Mos	TrngO 18Mos; SpecServO 12 Mos; MessO 14Mos; ExchO 12Mos; SCM 12Mos; Treas ComOff Mess 8Mos
25Jul53	20Oct55	MD, USS Boxer	CO 26Mos	AADefO 24Mos; SCM 18Mos
5Nov55		H&SCo, H&SBn, MCR Dep, PISC	ExecO,H&SBn	CustClassMat; SrMbrAdmAud Bd; SCM 3Mos

15156 PILOT FLIGHT QUALIFICATION RECORD

1. Pilot Flight Qualification Record, NAVMC 118(8Av)-PD (Rev. 9-55), will be prepared and maintained in the officer's qualification record for individuals designated as naval aviators; it will be numbered as page 2a of the OQR. The instructions contained in paragraph 15113 will govern the preparation and maintenance of this form.

15157 ADMINISTRATIVE REMARKS

1. Administrative remarks recorded on NAVMC 118(11)-PD should be limited to those which pertain to matters actually forming an essential, permanent part of the officer's military history, or those which will be useful to succeeding commanders.

2. The following instructions are applicable to entries recorded on this page:

a. Entries will be separated by a heavy line. Care will be taken to ensure that entries are reduced to the smallest possible form and positioned so as to take up the minimum amount of space.

b. No signatures are required unless specified.

c. An entry will be recorded when an officer is determined "not eligible for duty in combat zone," in accordance with a Commandant of the Marine Corps directive, and when an officer previously determined "not eligible" becomes eligible. The entry will indicate the authority in each case.

d. An entry will be recorded for participation in special operations or projects which connotes special qualifications or which may have after effects (e.g., atomic radiation).

e. Assignment to and transfer between Reserve Categories

(1) Upon assignment to the Ready or Standby Reserve, record: The fact that assigned to Ready or Standby Reserve Category, the date assigned, and the authority therefor.

(2) Upon each transfer to or from the Ready or Standby Reserve, record: The fact that transferred to Ready or Standby Reserve Category, the date transferred, and the authority therefor.

(3) Upon transfer to or removal from the Standby Reserve, the following entry will be made: "Transferred to/removed from Standby Reserve on _____ DD Form 889 forwarded to State Director, Selective Service System of ____ on _____."

f. Mandatory annual participation - failure to satisfactorily complete

(1) Failure of a Reserve officer to satisfactorily complete annual mandatory participation prescribed by Section 208(f) of the Armed Forces Reserve Act of 1952, as amended, will be reflected by an entry in the officer's qualification jacket.

(2) Entries will be made in conformity with the instructions contained in subparagraph 15115.3t.

g. When a valid complaint alleging indebtedness is forwarded to the Commandant of the Marine Corps in accordance with paragraph 7200, record: Date of complaint, name of complainant and date of commander's reply to complaint.

h. Make appropriate entry regarding commencement date of organized Marine Corps Reserve Award; i.e., "Organized Marine Corps Reserve Medal (_____ award) period commences _____."

i. Upon publication of the results of the annual examination of captains and lieutenants in administrative subjects, the entries below, as appropriate, will be entered in the qualification jackets of officers concerned:

(1) Officer Administrative Examination (mandatory/voluntary); (passed/failed) on (date).
strike one strike one

(2) Officer Administrative Examination (waived/exempt) for (reason)
strike one
by (authority) on (date).

(3) Officer Administrative Examination mandatory not waived or exempted; failed to take exam on (date) as ordered.

j. Make an appropriate entry for Ready Reserve officers upon assignment of or change in their physical risk classification; i.e., "(date), assigned physical risk code _____."

15158 NOT USED

15159 LEAVE RECORD

1. Leave Record (NAVMC 118(16)-PD (3-59)), will be prepared and maintained in accordance with instructions contained in paragraph 15119.

15160 RECORD OF EMERGENCY DATA

1. Record of Emergency Data (NAVMC 10526-PD) will be prepared and maintained in accordance with instructions contained in paragraph 15118.

15161 MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES, EDUCATION COURSES, TECHNICAL TRAINING AND TESTS COMPLETED (NAVMC 118(8a)-PD)

1. Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed (NAVMC 118(8a)-PD), will be prepared and maintained in accordance with instructions contained in paragraph 15112.

15162 COMBAT HISTORY - EXPEDITIONS - AWARDS RECORD

1. Combat History - Expeditions - Awards Record (NAVMC 118(9)-PD), will be prepared and maintained in accordance with instructions contained in paragraph 15114.

15163 APPOINTMENT ACCEPTANCE AND RECORD

1. Appointment Acceptance and Record (NAVMC 763-PD), will be accomplished for each individual who accepts initial appointment to warrant or commissioned grade in the Marine Corps or Marine Corps Reserve.

2. Administering the Appointment

a. If the individual is a Marine, Regular or Reserve, at the time of appointment, the following applies:

(1) The Commandant of the Marine Corps will send the document, in quadruplicate and partially completed, to the commander as an enclosure to the letter transmitting the appointment.

(2) The commander will:

(a) Complete in accordance with subparagraph 3 below, Items 5, 9, 15, 28, 40A, 40B, 40C, 40D, 40E, and 44 on the original and all copies for every officer, and Item 18 for officers accepting temporary appointment. Items 5, 9, 15, 18, 28, 40A, 40B, 40C, 40D, and 40E will be completed from locally available records and/or interview with the officer. Completion of Item 9 is required only on documents on which Item 9 has not been completed upon preparation of the document at Headquarters Marine Corps.

(b) Open an officer's qualification record and dispose of completed Appointment Acceptance and Record forms as directed in subparagraph 4, below.

(3) When the appointee is not physically present at his organization, the following applies:

(a) The commander will complete the items indicated above except Item 44 and forward all papers to the officer effecting the appointment.

(b) The officer effecting the appointment will complete Item 44 and return all papers to the appointee's commander.

(c) The commander will open an officer's qualification record and

dispose of the completed forms as directed in subparagraph 4, below.

(4) When the appointee is a member of the Platoon Leaders Class program at the time of appointment, the following applies:

(a) The Commandant of the Marine Corps will forward the document to the administering officer as an enclosure to the letter transmitting the appointment. The form will be in quadruplicate and completed with the exceptions of Items 40E, F, G, and 44.

(b) The officer administering the appointment will complete Items 40E and 44 and return all papers to the Commandant of the Marine Corps (Code DPH). The date shown in Item 40E shall be the day prior to acceptance of the commission.

(c) When all papers are accomplished, dispose of completed appointment acceptance and record forms as directed in subparagraph 4, below.

b. If the individual is not a Marine at the time of appointment, the Commandant of the Marine Corps will send the document, in quadruplicate and partially completed, to the officer designated to administer the appointment. The administering officer will take the following action:

(1) Complete, if possible, Items 5, 9, 15, 28, 40A, 40B, 40C, 40D, and 40E from available records and/or interview with the appointee.

(2) Administer the oath, complete Item 44, and dispose of the form as indicated below:

(a) Regular appointee: Return the original and all copies to the Commandant of the Marine Corps (Code DPH), for transmission of triplicate and quadruplicate to the appointee's first duty station.

(b) Reserve appointee: Return the original and all copies to the Commandant of the Marine Corps (Code DPH), for transmission of triplicate and quadruplicate to the active duty station or Reserve unit to which the individual is assigned. An exception will be made for the Reserve appointee whose appointment is administered by an officer of the Marine Corps District to which he will be attached and for the Marine Aviation Cadets (MARCADS), whose appointments are administered at the Naval Air Stations, Pensacola, and Corpus Christi. In these cases, disposition will be made in accordance with subparagraph 4, below.

3. The following detailed instructions govern the preparation of the form. In cases where instructions for an item are not given, it is considered self-explanatory. Dates will be recorded as 2-digit year, month and day, e.g., record "58 01 08" for 8 January 1958.

a. Item 5: Record the individual's home of record as prescribed in paragraph 15054.

b. Item 9: Record primary MOS.

c. Item 15: Enter the pay entry base date, based upon the service recorded in Item 40 and computed as provided in the Navy Comptroller Manual, paragraph 044017.

d. Item 26 will be left blank.

e. Item 28: Record as provided in paragraph 15066.

f. Item 32 will be left blank.

g. Items 40A, 40B, 40C, 40D, and 40E: The primary purpose of entries as to previous service is for computation of the pay entry base date. Record service which is creditable for pay purposes as defined in the Navy Comptroller Manual, volume 4. Record grade held on discharge in Item 40C. For personnel accepting appointment to warrant officer or commissioned grade and officers changing component by acceptance of appointment, the date of discharge shown in Item 40E will be the date prior to the date of acceptance of such appointment.

h. Items 40F and 40G will be left blank.

i. Item 44: After the oath of office has been administered, the individual accepting the appointment will sign the original and all copies on the appropriate line. The officer executing the oath will sign the original; all copies shall then be certified true copies by the individual accepting the appointment. It must be ensured that all copies are certified before distribution is made. The place and date of acceptance will be recorded in the space provided.

4. The organization designated to make disposition of the completed appointment acceptance and record forms will do so as follows:

a. Original and duplicate: Forward to the Commandant of the Marine Corps (Code DPH). Upon receipt at Headquarters Marine Corps, the original document will be placed in the officer's official record, the previous service recorded in Item 40 will be verified, and the pay entry base date recorded in Item 15 will be audited. If an incorrect entry is discovered, the original document will be corrected and the Commandant of the Marine Corps (Code DGK), will notify the officer's commander by letter, with a copy to the disbursing officer if the officer is in a pay status, directing the corrections to be made.

b. Triplicate: Insert in the officer's qualification record as page 9.

c. Quadruplicate:

(1) If the new officer is entering a pay status (active duty, extended active duty, or drill pay status in the Organized Reserve), present this copy to him for submission to the disbursing officer.

(2) If the new officer is not entering a pay status, retain this copy in the officer's qualification record until he does enter a pay status, at which time it will be presented to him for submission to the disbursing officer.

5. The Appointment Acceptance and Record (NAVMC 763-PD), contains information regarding the officer at the time of his initial appointment and no item may be changed except as directed by the Commandant of the Marine Corps. If an item is believed to be incorrect, authority to make a correction will be requested from the Commandant of the Marine Corps (Code DGK), by the commander or by the officer concerned via his commander. If the request is in respect to Items 15 or 40, include a complete statement of the officer's previous service. If the request is in respect to Item 5, see paragraph 15054.

15164 CERTIFICATE OF CLEARANCE FOR HANDLING CLASSIFIED MATTER AND REQUEST FOR INVESTIGATION FOR PERSONNEL SECURITY CLEARANCE

1. The Certificate of Clearance for Handling Classified Matter (OPNAV Form 5521-429), will be used for recording interim and final security clearances. All copies will be signed and the official seal affixed to the original and all copies. Copies of interim clearances are not forwarded to the Commandant of the Marine Corps.

2. Certificates of clearance, both interim and final, will be made a matter of permanent record in the officer's qualification record. Removal of certificates of clearance is authorized only in the following cases:

a. Interim certificates of clearance may be removed only when replaced by a final clearance of the same or higher category, by an interim clearance of a higher category, or when the pending security investigation is canceled in accordance with OPNAV INST 5510.1B, paragraph 1513.2.

b. Final certificates of clearance will be removed only when replaced by a final clearance of a higher category. (See subpar. 5a, below.)

3. Certificates of clearance which are terminated for cause will be marked, in large red letters, "TERMINATED

FOR CAUSE" with a brief reference to the letter of termination, and will remain a matter of permanent record.

4. The Request for Investigation for Personnel Security Clearance (OPNAV Form 5520-1) is used to record requests for investigations leading to a security clearance. This form consists of an original and three carbon copies, available through supply channels. Part 1 (original) and Part 2 (file copy) are forwarded with supporting forms to the cognizant intelligence office when an investigation is required. Parts 3 and 4 (for use by originator) are filed in the OQR and SRB for further use. The form is also used to request that results of an investigation be forwarded to a new command if the individual has been transferred; to request cancellation of an investigation if the individual has been released from active duty, resigned, discharged or transferred and/or reassigned to a billet not requiring a security clearance.

5. Request for Investigation for Personnel Security Clearance forms will be removed from the OQR or SRB only in the following instances:

a. When a final certificate of clearance for the category indicated in section A, paragraph 2, OPNAV Form 5520-1, or a higher category, has been issued.

(1) When a final certificate of clearance has already been issued based on a national agency check plus the requisite number of years' continuous active duty and a request for a background investigation is subsequently initiated, parts 3 and 4 of the OPNAV Form 5520-1 requesting the background investigation will be retained in the records until a final certificate of clearance is issued based on the completed background investigation. At that time parts 3 and 4 will be removed and destroyed.

b. When the individual joins a new command and a security clearance is required, one copy (part 3 or 4) of OPNAV Form 5520-1 will be removed from the record and Section B, Notice of Change of Duty or Employment, will be completed. The form will then be forwarded to the cognizant intelligence office as listed in section A of the form.

(1) If part 4 of OPNAV Form 5520-1 is used, a new set of forms must be prepared and parts 3 and 4 inserted in the record. Parts 1 and 2 will be destroyed and will not be forwarded to the cognizant intelligence office or filed.

c. When the individual is separated from active service, one copy (part 3 or 4) of OPNAV Form 5520-1, will be removed from the record and Section C, Notice of Cancellation, will be completed. The form will then be forwarded to the cognizant intelligence office listed in section A of the form.

(1) Particular care must be exercised to ensure that all investigations, except as noted below, are canceled when an individual is separated from active service, regardless of cause.

(a) National agency checks requested on Class II Reserve officers and Class III Ready Reserve officers will not be canceled when the officer returns to inactive status.

15165 DEPENDENT TRAVEL RECORD

1. The Dependent Travel Record (NAVMC 118(21)-SD), will be prepared and maintained in accordance with the instructions contained in paragraph 15122.

CHAPTER 16

PERSONNEL ACCOUNTING SYSTEM

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CHAPTER 16

PERSONNEL ACCOUNTING SYSTEM

PART A: REGULAR ESTABLISHMENT

SECTION 1: INTRODUCTION

16000 MARINE CORPS PERSONNEL ACCOUNTING SYSTEM

1. The U.S. Marine Corps Personnel Accounting System (PAS) is a system of standard procedures established for the reporting, recording, maintenance, and dissemination of military personnel information and statistics.

2. The present system is based on the precept of singular reporting; i.e., the principle that an item of information need be reported into the system only once and it will thereafter be available for most requirements relating to personnel, supply, or financial management.

16001 THE PERSONNEL ACCOUNTING SYSTEM AS A MANAGEMENT TOOL

1. To ensure effective personnel management, timely and accurate information must be available to all levels of command. Employing modern data processing methods and equipment, the personnel accounting system functions as a management tool, gathering and processing the data essential to the many management programs needed to plan for and maintain an efficient organization in the field and in reserve.

2. Use of the system information at Headquarters, U.S. Marine Corps includes: planning and execution of functions of procurement, training, distribution, assignments, classification, promotion, and separation of military personnel; preparation of budgets; procurement and distribution of supplies; and recording in permanent form, historical data of the Marine Corps.

3. For other levels of command, the system provides a source from which personnel information may be derived. Each level of command should, to the maximum extent practical, acquaint itself with the capability of the PAS to provide personnel data for commandi use.

16002 ACCOUNTING ESTABLISHMENTS

1. For personnel accounting purposes, the Marine Corps is composed of two accounting establishments; namely:

a. THE REGULAR ESTABLISHMENT which consists of all personnel on active duty, including Reserve component H, K, and Q personnel on initial period of active duty for training; but excluding all other Reserve component personnel on active duty for training or on temporary active duty.

b. THE RESERVE ESTABLISHMENT which consists of all Ready, Standby, and Fleet Marine Corps Reserve personnel not on active duty; and all Reserve component personnel on temporary active duty or on active duty for training, except those Reserve component H, K, and Q personnel on initial period of active duty for training.

16003 ORGANIZATIONAL STRUCTURE

1. Reporting Units

a. Reporting unit is a term used to denote a unit diary-submitting activity. The reporting unit, usually established at the lowest administrative echelon at which service records are maintained (company, battery, squadron), maintains and reports personnel accounting information as pertains to individuals on the rolls of that activity. The Commandant of the Marine Corps determines the echelon at which reporting units shall be established.

b. Commanders of reporting units of the Regular Establishment are responsible for:

(1) The accurate and timely reporting of required personnel accounting information;

(2) The preparation of the system reporting document -- the Unit Diary (UD);

(3) The reporting of data as required by "purification notices."

(4) The audit of the system personnel roster -- the Monthly Personnel Roster (MPR).

2. Intermediate Commands

a. An intermediate command is any echelon other than Headquarters Marine Corps which exercises administrative supervision over reporting units. Examples are: battalions, regiments, divisions, air groups, air wings, or other activities where several reporting units exist within a command.

b. Intermediate commands operate within the overall system as agencies of control and supervision, and are responsible for the punctual and efficient execution of system directives by reporting units under their administrative jurisdiction.

c. By proper utilization of copies of unit diaries, and personnel rosters available from reporting units, and copies of reports and rosters available by request to the commander exercising personnel accounting jurisdiction, most personnel data required by intermediate commands is available without further recourse to the reporting units.

3. Personnel Accounting Jurisdiction Commands

a. Commanders of certain designated commands which have automatic data processing capability (a data processing installation) are said to exercise personnel accounting jurisdiction. Although commanders assigned personnel accounting jurisdiction exercise administrative control and technical direction with respect to personnel accounting matters over the reporting units and intermediate commands within the jurisdiction, the assignment does not have any implications with respect to military command.

b. The assignment of personnel accounting jurisdiction carries the responsibility of requiring prompt and accurate reporting from reporting units within the jurisdiction, for the timely and correct consolidation and submission of personnel accounting information to the Commandant of the Marine Corps, and for the dissemination of system data as may be requested by intermediate commands and reporting units. The commander exercising personnel accounting jurisdiction is authorized and directed to take corrective action in cases of failure on the part of units to comply with reporting requirements.

c. Commands of the Regular Establishment are assigned personnel accounting jurisdiction as follows:

Command	Activities Under Accounting Jurisdiction
Commanding General Marine Corps Base Box # 17 Camp Lejeune, NC 28542	1. FMF Atlantic (Air & Gnd) 2. MCB, Camp Lejeune, NC 3. MCS, Quantico, Va 4. MCAS, Quantico, Va 5. MCABs, Eastern Area 6. MCRDep, Parris Island, SC 7. HqBn, Hq, U.S. Marine Corps 8. MarSptBn, NSG 9. MB, 8th & I Sts., S.E. WASHDC 10. Marine aviation detachments 11. MARCORSup Acty, PHILA 12. MCSC, Albany, Ga 13. Security Forces, CONUS, East 14. Security Forces, Overseas, Atlantic 15. Marine Detachments Afloat, Atlantic 16. Staff & Flag Allowances, Atlantic 17. Landing Force Training Unit, Atlantic 18. H&HSqdn, and MARTDs, MARTC 19. Hq, and I&I Staff diary accounts of 1st, 4th, & 6th MCDs 20. Recruiting Station diary accounts which usually send recruits to MCRDep, PISC

Command	Activities Under Accounting Jurisdiction
Commanding General (For DPI #3) Marine Corps Base Camp Pendleton, Calif 92055	1. FMF Pacific (Air & Gnd) 2. MCB, Camp Pendleton, Calif 3. MCB, Twentynine Palms, Calif 4. MCABs, Western Area 5. MCAS, Kaneohe, Haw 6. MCRDep, SDIEGO 7. MCSC, Barstow, Calif 8. MB, NS, TI, SFRAN 9. USMC Comp, NavAdvGru, Korea 10. Security Forces, CONUS, West 11. Security Forces, Overseas, Pacific 12. Marine Detachments Afloat, Pacific 13. Staff & Flag Allowances, Pacific 14. Landing Force Training Unit, Pacific 15. Hq, and I&I Staff diary accounts of 8th, 9th, 12th & 14th MCDs 16. Recruiting Station diary accounts which usually send recruits to MCRDep, SDIEGO

4. Headquarters, U.S. Marine Corps. The Director of Personnel, Marine Corps, under the direction of the Commandant, is responsible for the administration and management of the Personnel Accounting System. All correspondence relating to the system will be addressed to the Commandant of the Marine Corps (Code APB).

16004 HOW THE PERSONNEL ACCOUNTING SYSTEM OPERATES

1. The overall system consists of those processes whereby personal and military items of information from basic service records and related administrative papers are reported to a data processing installation (DPI). There, the information is processed into punched card and magnetic tape records. From these data processing records, detailed and summary reports and records may be quickly and accurately produced.

2. Reporting Personnel Data

a. From information entered in service records and other official papers, reporting units of the Regular Establishment prepare an IRC for each Marine shortly after his initial entry in the Marine Corps. The IRC is considered to be the basic work record of the PAS, for it is used to establish in the system, most of the personnel accounting information about the individual for which prepared.

b. The unit diary is a day-by-day record of occurrences to the reporting unit and its personnel. It is the basic source document of the PAS, and as such, must report all gains and losses to the system, as well as all changes to previously established personnel accounting information. As changes occur in a Marine's status, they are entered in the service record, on the IRC, and are then reported on a unit diary.

3. Processing the Data

a. At the DPI, information on the source documents is audited, converted to code as required, and recorded in punched card form. The cards provide the computer center with input data for the performance of magnetic tape file processing, the result of which is the creation of new or updated personnel accounting tape records. A copy of each new or updated record is forwarded to Headquarters Marine Corps, where the master Regular Marine Corps tape file is maintained.

b. At Headquarters Marine Corps, the master magnetic tape file is used to prepare numerous reports of personnel information and statistics for use by agencies within the Department of Defense, Department of the Navy, and Headquarters Marine Corps.

4. Audits and Controls

a. Although modern accounting techniques and equipment are employed throughout the system, mistakes are made in the reporting and processing of the personnel information. To prevent these errors from building up, methods of control have been established at every level within the system.

b. The reporting unit commander is charged with the responsibility of ensuring that the basic documents from which PAS information is derived, are correct; that personnel performing administrative duties are properly trained and adequately supervised, and that these personnel are impressed with the importance of knowing and carrying out all PAS directives; that late reporting is minimal; that careful audit of the personnel roster is made and that necessary corrections are reported promptly; and that the content of the IRC is maintained current.

c. Upon receipt of system documents at the DPI, members of the staff of the commander exercising personnel accounting jurisdiction subject the information to additional audits and checks to ensure that reporting is in accordance with current instructions and that reported information appears to be valid. The reporting unit is advised of discrepancies for submission of correct information.

SECTION 2: INDIVIDUAL RECORD CARD

16025 DEFINITION

1. The Individual Record Card (IRC) is a summary card reflecting specific information used in the PAS. It is considered the basic worksheet of the accounting system in that it is used to establish the majority of items of personnel information.

16026 PURPOSE

1. To provide reporting units and intermediate commands a standardized visual file of data on personnel under their jurisdiction. The IRC serves as a unit locator and ready reference file of personnel data to reduce the necessity for continual searching through service records.

2. To provide an initial source of information from the reporting unit to the data processing installation.

3. The IRC file may serve as a basic work record from which pay record and service record book entries are kept current.

16027 FORMAT

1. The IRC is designed for use as a visual file and for extraction of personnel data at the data processing installation.

2. The original is a single leaf 8-by 10-inch card form with a single manifold (flimsy) copy and carbon attached as a snap-out. The snap-out copy is for the DPI. Additional copies as required for intermediate commands may be prepared by adding carbons and NAVMC 10447a-PD forms behind the snap-out form at time of preparation.

3. The original of the IRC has three sections:

Information Section--Front

Occurrences Section--Back

Other Information Section--Back

4. The DPI copy and the NAVMC 10447a-PD forms have an information section only, since the history of occurrences is not required at echelons furnished these copies.

▶16028 WHEN PREPARED

1. Individual Record Cards will be prepared in accordance with MCO P1000.5, Standing Operating Procedure (SOP) for Employment of Embossed Metal Plates in Marine Corps Personnel Administration.

16029 PREPARATION

1. The initial preparation of the information section of the IRC will be accomplished on a typewriter with black ribbon, except that in situations where no typewriter is available, entries may be printed in black ink or black pencil. Each block of the IRC must be completed; paragraph 16082 provides the necessary instructions concerning the entry of information by individual block number. If the information pertaining to any block is known to be "none" or "not applicable," enter a zero. Whenever the instructions state that an item is to be inserted for a specified category such as "enlisted only" or "reserves only," a zero must be entered for all other persons. Should an item of information be unknown at the time of preparation, enter the abbreviation UNK. When determined, report the data by unit diary entry.

a. The items of information will be placed as near the top of each block as possible, except that items of standard identifying information (Grade, Name, Service Number, Component/Class, and Primary MOS) will be placed in the lower portion of the blocks involved so as to be visible upon insertion of the card in the IRC file book. Official abbreviations may be used when making block entries.

b. Changes or corrections may be made by black pencil; do not prepare a new card merely because an item is to be changed or because an error is noted. Changes may generally be made by lining out (if typed) or erasing (if penciled) the old entry and inserting the new information in its place.

c. Certain commands are authorized to prepare IRCs by flexowriter. This method causes certain items to be printed in the shaded portion of the original copy. This printing should be disregarded.

d. Some IRC blocks do not require entry of data. These blocks may be used by reporting units to record items of local interest. However, the DPI copy must be detached before any such information is inserted on the original copy.

16030 USE--MAINTENANCE--FORWARDING

1. The IRC's will be kept in metal file books which contain card pockets affixed to trunnion wires. The folded IRC is inserted into the card pocket with the standard identifying line of the IRC visible through the plastic strip on the lower edge of the pocket.

2. The IRC's will be filed in groups, as follows: Marine officers, Marine enlisted, other Armed Forces officers, followed by other Armed Forces enlisted; and within each group, the IRC's will be arranged in alphabetical sequence. In processing changes to IRC's the clerk removes the appropriate IRC from the file and writes or types in the occurrences section, the date, the diary entry to reflect the change in the system, and the diary number on which the entry will be shown. These IRC's are then set aside for use in preparing the next unit diary. After the unit diary is proofread, changes affecting the information section of the IRC's will be posted thereto.

3. The administrative chief must ensure that all papers effecting changes in reportable items are routed to the clerk in charge of IRC and unit diary preparation.

4. Plastic tabs of different colors are available for attaching to IRC's in order to indicate such categories as unauthorized absentees, sick, persons on TAD, etc. In this manner, totals of personnel not available for normal duty may be determined for strength reporting.

5. The other information section may be used to record such data as home address, barracks billet, telephone number, etc.

6. When personnel in the Regular Establishment are transferred, the IRC is removed from the file, the loss remark entered in the occurrences section, and the IRC is inserted under the front cover of the service record book or officer's qualification record and forwarded as part of the service records. In order that the unit may have a record for making the loss entry on the unit diary, and a convenient index of former members, a "skeleton" IRC or other record card may be prepared for use in diary preparation and eventual insertion in the "dead" file. This "dead" file card should show "standard identifying information" and the transfer in each case. When personnel are separated from the service, released to inactive duty or service records are forwarded to Headquarters Marine Corps, the IRC may be moved to the "dead" file after unit diary preparation.

7. Upon receipt of the IRC, the joining unit must carefully check each item of the IRC against the service record and make necessary corrections or changes. The joining remark on the unit diary should include any changes or corrections to the IRC as a result of this audit. Reporting units joining not chargeable students at formal schools may delay this audit a maximum of 15 days.

16031 ALPHABETICAL LISTING OF IRC BLOCK TITLES

1. TITLE	IRC BLOCK NO.	PAGE NO.
BAQ ENTITLEMENT	19	16-49
BILLET MOS	24	16-51
CITIZENSHIP	61	16-61
CIVILIAN EDUCATION	10	16-46
COMBAT SERVICE	72	16-65
COMMUTED RATIONS/SUBSISTENCE ALLOWANCE	18	16-48
COMPONENT/CLASS	56	16-61
➧ CONTRACT/LEGAL AGREEMENT	44	16-57
COUNTY HOME OF RECORD	35	16-56
CURRENT JOB DESCRIPTION	26	16-53
DATE ARRIVED U.S. DEP NOT PRESENT (ENLISTED)	71	16-63
DATE ARRIVED U.S. OSEAS DEP AUTH (OFF ONLY)	65	16-62
DATE ARRIVED U.S. OSEAS DEP NOT AUTH (OFFICER)	71	16-63
DATE CURRENT ACTIVE DUTY BEGAN	74	16-65
DATE CURRENT TOUR BEGAN	30	16-54
DATE FORM COMPLETED	81	16-66
DATE OF BIRTH	34	16-55
DATE OF ENLISTMENT	39	16-56
DATE OF PRESENT RANK	46	16-58
➧ DUTY LIMITATION	43	16-57
EXPIRATION OF ACTIVE SERVICE	20	16-49
EXPIRATION OF OBLIGATED SERVICE	15	16-47
EX-PRISONER OF WAR	73	16-65
FIRST ADDITIONAL MOS	52	16-59
GRADE	53	16-59
INCENTIVE PAY FOR HAZARDOUS DUTY	32	16-55
INITIALS	2	16-44a
LAST OVERSEAS TOUR FMF	85	16-66
LENGTH OF CURRENT TERM	40	16-56
MONITORED COMMAND	21	16-50
NAME	54	16-59
PAY ENTRY BASE DATE	9	16-46
PERSONNEL ALLOCATION PLAN	23	16-50
PRIMARY MOS	57	16-61
PULHES	48	16-58

1. TITLE	IRC BLOCK NO.	PAGE NO.
RACE AND SEX	59	16-61
RELATIONSHIP, LOCATION, YR OF BIRTH OF DEP	87-131	16-66
RELIGION	41	16-57
REPORTING UNIT CODE	7	16-45
ROTATION TOUR DATE	25	16-51
SECOND ADDITIONAL MOS	45	16-58
SECURITY INVESTIGATION COMPL	3	16-44a
SECURITY INVESTIGATION TYPE	4	16-45
SERVICE NUMBER	1	16-44a
SERVICE NUMBER	55	16-60
SPECIAL AND PROFICIENCY PAY CATEGORY	28	16-54
STATE/COUNTRY HOME OF RECORD	37	16-56

All other blocks require no entries and may be used for recording items of local interest (see subpar. 16029.1d).

SECTION 3: UNIT DIARY

16050 DEFINITION AND PURPOSE

1. The unit diary is the reporting medium for the day to day history of the unit and its personnel, and serves as the permanent historical record of the unit in the Archives of the United States.

2. One of the basic purposes of the unit diary is to record changing information on units and individuals of the Marine Corps so that this data may be used in personnel accounting. All personnel assigned to the military jurisdiction of a unit will be accounted for by the unit diary. Changes of status or additions to existing records will be recorded and described on the diary.

3. Another purpose of the unit diary is to furnish military pay information to disbursing officers. Detailed instructions for reporting these data are contained in section 5, part A, of this chapter.

4. After preparation, the unit diary is distributed as follows:

a. Original and yellow copy to DPI. The DPI will forward the original to Headquarters, U.S. Marine Corps (Code DGH-1), where it will eventually be microfilmed for filing in the Archives of the United States. The yellow copy will be retained at the DPI.

b. Pink copy retained as reporting unit file copy.

c. Two copies to disbursing officer.

16051 FORMAT OF THE UNIT DIARY

1. The diary is divided into four sections; namely,

a. Heading--where basic identification of the document is indicated.

b. Body--where actual events and status changes are recorded.

c. Strength section--where balances of strength categories and the reporting unit numeric code are entered.

d. Authentication section--where the officer responsible for the accuracy and submission of the diary signs his name.

16052 UNIT DIARY PREPARED BY

1. The unit diary is normally prepared by the company, battery, squadron, or similar level of unit which is called the reporting unit. In some cases one reporting unit may be directed to assume the personnel accounting responsibilities for another organization or unit which has no administrative section.

2. At the times required by paragraph 16053, a separate unit diary will be prepared and submitted by or for each of the following units unless exempted specifically by Headquarters, U.S. Marine Corps:

a. Each company, battery, squadron, or separate platoon or detachment of the Fleet Marine Force.

b. Each Marine security establishment.

c. Units designated by commanding general or commanders at:

Marine Barracks, 8th and Eye Sts., S.E., Washington, DC

Marine Corps Base, Camp Lejeune, NC

Marine Corps Base, Camp Pendleton, Calif.

Marine Corps Base, Twentynine Palms, Calif.

Marine Corps Schools, Quantico, Va.

Marine Corps Recruit Depot, San Diego, Calif.

Each separate supply center, supply activity, or forwarding annex.

Marine Corps Recruit Depot, Parris Island, SC

d. Each company, Headquarters Battalion, Headquarters Marine Corps (plus certain special accounts covered in separate instructions).

e. Each troop training unit.

f. Each ship's detachment.

g. Each Marine Corps District will submit Headquarters diaries to account for HqMCD, recruiting service, and officer selection team personnel.

h. Each I & I staff to include regular and EAD personnel assigned.

i. Each Marine Air Reserve Training Detachment to include regular and EAD personnel assigned.

j. Each aviation squadron non-Fleet Marine Force.

k. Each Marine aviation detachment.

l. Each Marine signal detachment PhibForFlag.

m. Such other units, activities, or categories of personnel as may be directed by the Commandant of the Marine Corps.

n. A sub-unit of a company may be organized as a separate reporting unit when a group of persons are detached for duty in a location away from the company for a period of more than 30 days. (See subpar. 16054.10 for instructions as to when a sub-unit can or will be formed.)

3. In unusual circumstances, such as during combat operations, for ease of administrative operations, commands may group administrative personnel of several units and actually prepare unit diaries at one headquarters. Regardless of this grouping, separate unit diaries will be prepared for each of the types of activities listed above.

4. Changes in reporting unit level not authorized herein must be approved by the Commandant of the Marine Corps.

16053 UNIT DIARY: WHEN PREPARED--WHERE SUBMITTED

1. A unit diary will be submitted for each day during which known reportable items occur. Separate diaries are not required to cover changes occurring on non-workdays. In those cases, changes will be reported on a diary prepared the first workday following and dated for the previous day. Example: Occurrences on Friday, Saturday and Sunday may be reported on a diary dated for Sunday and prepared Monday. If desired, a diary may be prepared for each day. A diary is required for "NO CHANGE" days only as indicated below:

a. At least one unit diary per month is required. If no occurrences are reported throughout a month, a diary must be submitted for the last day of the month; enter "NO CHANGE" in the remarks section.

b. A diary must be submitted for the last day of the calendar year; if there are no occurrences, enter "NO CHANGE" in the remarks section.

2. "As of" occurrences are those which have happened on a date prior to the date for which the diary is being prepared. They may represent items about which the reporting unit had no knowledge at the time of occurrence. Such occurrences will be recorded when they become known. Do not attempt to backdate the diary.

3. The diary is prepared for the 24-hour period beginning at 0001 and ending at 2400. The diary will be submitted as soon after 2400 as practicable but not later than 1600 of the first working day following the period to be covered. The only exceptions to the preceding are contained in subparagraphs 16054.12f and 16054.12g and in no case will two or more diaries be prepared to cover different periods of time in the same day. Reporting units located on the same station as the DPI will ensure that their unit diaries are delivered to the DPI by 1600 of the first working day following the period covered; units not on the

same station will place the unit diary in the mail by that time. Commanders having personnel accounting jurisdiction may authorize specific deviation from this time limit in cases of units having an excessive change rate.

4. Submission of unit diaries shall be suspended when a reporting unit is at "zero" strength but not disbanded. At such time as personnel again join that account, diary submission will be resumed. Record of events entries report these occurrences. Upon resumption of diary submission, use the next consecutive number after the number shown on the diary which suspended submission. (See subpar. 16054.13j for special instructions for correction entries of units at zero strength.) Do not start with number "1" again, unless in a new calendar year.

5. The original and the DPI copy of unit diaries will be forwarded, by the most expeditious means available, to the commander who exercises personnel accounting jurisdiction over the reporting unit. When the distance involved requires more than one day for normal mail to reach the command, airmail will be utilized provided it will result in earlier receipt at the command. Unit diaries are not to be folded for insertion into the envelope. The following information will be entered in the lower left hand corner of the envelope: "RU (here insert RU code) UNIT DIARY."

6. A reporting unit may be transferred from the accounting jurisdiction of one command to another. When this is to occur, the following procedure will be executed: enter a transfer of accounting jurisdiction record of events entry on the diary prepared for the effective date of such transfer, and submit this diary to the command which is losing jurisdiction. An additional copy of this diary shall be prepared and submitted to the command assuming jurisdiction.

16054 UNIT DIARY PREPARATION INSTRUCTIONS

1. The unit diary will be prepared from remarks previously entered in the occurrences section of the IRC's (see subpar. 16030.2). The diary must be prepared promptly, legibly, and accurately.

2. The unit diary will be prepared in quintuplicate. Additional copies for intermediate commands or other purposes should be prepared by inserting carbons and plain white manifold (flimsy) sheets behind the regular sets. Full use should be made of authorized abbreviations (see chap. 17); however, failure to abbreviate shall not be considered an error. Punctuation will be held to a minimum necessary to ensure clarity of the remarks.

3. The unit diary will be typed, using black ribbon. During combat or other circumstances when no typewriter is available, the diary may be prepared with black ink or black lead pencil. See subparagraph 9, below, for other special instructions for units in combat.

4. Heading

a. Enter the short title of the command to which the unit diary is to be submitted; e.g., Lejeune; Pendleton.

b. Enter the date for which the diary is being submitted (e.g., 15Nov63); not the date of preparation.

c. Enter the unit diary number. The numbering system consists of the assignment of consecutive numbers, commencing with number "1" for the first diary submitted during each calendar year. The complete number consists of the consecutive number followed by the last two digits of the year (e.g., 1-63). (See subpar. 16054,12e, for special instructions in cases of redesignation/reorganization.) If a unit is preparing a diary for another unit, the reporting unit code of the preparing unit will be entered in the upper right-hand corner immediately above the diary number.

d. Enter the title of the unit as indicated on the effective table of organization or authority for activation. Sub-units and detachments will include the identity of the parent unit.

e. Enter the title and location of the permanently fixed base or station at which the unit is assigned at the end of the diary period. Units having no fixed location, such as detachments afloat, will show the actual location at the end of the period covered, or the appropriate Navy or APO Number; "At sea China Sea," "At sea Atlantic Ocean," are appropriate. Names of cities, stations, countries, ports of call, or geographical areas are appropriate locational designators. A unit temporarily away from its regular location, such as a Fleet Marine Force unit on maneuvers, will show the temporary location above the permanent location. Fleet Marine Force expeditionary units will show the general area of operations, such as "Korea," "Lebanon," etc.

f. The unit diary will be classified in accordance with instructions contained in Department of Navy Security Manual for Classified Information (OPNAVINST 5510.1B).

g. Each page of a multiple page diary shall contain all heading information. The abbreviation "(contd)" shall not be inserted after the diary number on diaries which exceed one page.

5. Body

a. The body of the unit diary is the section in which entries covering reportable items are shown. The actual remark is entered in the "name and remarks" column under the name or names to which it applies.

b. Entries are made under captions as appropriate. All of the captions do not necessarily appear on each diary, but those used will be arranged in the sequence shown below. Captions are typed in capital (upper case) letters. The following captions will be utilized.

RECORD OF EVENTS
EXCLUSIVE ENTRY
CORRECTION (this will always be followed by "SHOULD BE")
CHARGEABLE
NOT CHARGEABLE
ATTACHED

c. Captions will be indented five spaces from the left margin of the

name and remarks column. Double space between the last line of a previous entry and a following caption.

d. Name and service number are the only items of standard identifying information usually needed to identify diary entries for Marine Corps personnel; grade, primary MOS and component/class code need be entered only when reporting gain and loss entries. For other armed forces personnel, record in all entries, name, service number, grade, and component/class code. In the case of Navy personnel only, officer designator code or primary Navy enlisted classification code, as appropriate, shall be entered in the MOS column. Commencing at the left margin of the name and remarks column, enter the individual's surname in capital letters, first name, middle initial(s), and Jr., Sr., II, etc. Multiple-worded surnames shall be entered as one word; e.g., GONZALEZ-LOPEZ, MAC TAVISH, shall be entered as GONZALEZLOPEZ, MACTAVISH. Names are to be entered under the appropriate captions in the following order: Marine officers, Marine enlisted, other officers, other enlisted. Within each group, the names will be entered in alphabetical sequence.

e. The remark which tells what change of information is being effected is shown in the "name and remarks" column and is indented two spaces under the name. One remark may pertain to a number of individuals. In these cases, the appropriate identifying information of all the individuals affected is shown above the single remark. This is called a "group entry." When such a group consists of 10 or more individuals, the use of an attached roster may be practical. (See subpar. 14, below.) Do not use rosters for group entries pertaining to less than 10 individuals, unless prescribed by specific instructions. If an attached roster is used, only the remark would be shown in the "name and remarks" column on the diary with a double space after the last preceding remark. If more than one roster is attached to one diary, each must be consecutively numbered and the remark for each must refer to the roster by number.

f. There may be cases when more than one remark must be shown for one individual or group, such as a change of MOS, a promotion, and transfer occurring at the same time. These remarks should be placed one after another under the names of individuals affected. This is called a "multiple entry." An individual's name should never appear more than once under the same caption on the unit diary.

6. Composition of Remarks

a. There are three basic categories of entries--Those pertaining to the reporting unit as a whole, which are called "record of events"; those which correct previously submitted erroneous information, which are called "correction entries"; and those entries pertaining to specific individuals. Entry composition varies widely, but there are certain instructions which apply generally.

b. Use of authorities-- In order that the diary may be a permanent historical record adapted to research, the authority for certain actions must be included in remarks. In showing the authority, refer to the Marine Corps Personnel Manual paragraph, where applicable, and the Marine Corps directive which is the basic authority for the action, as well as the senior authority which identifies the individual by name. Additionally, remarks showing separations from the service will, where applicable, include the U.S. Code and/or Public Law cited in the CMC letter, if any, which pertains to the cause of separation. See section 5, part A of this chapter for authorities required when reporting pay data. Personnel actions for which authority is required to be shown are:

(1) Actions requiring record of events entries.

(2) Appointment to officer grade or termination thereof.

(3) Assignment or termination of duty limitations directed by CMC.

(4) Changes to items on officer's appointment acceptance and record, enlistment contract and record, or record of induction.

(5) Delivery to civil authorities.

(6) Extension of enlistment or cancellation thereof.

(7) Name and service number changes.

(8) Promotion to grades above Cpl.

(9) Reductions.

(10) Separations.

(11) Transfers directed by CMC.

c. Use of dates and time--Date of change will be included in an entry only if the item occurs on a date other than that for which the diary is submitted--an "as of" date. In these cases the date will be inserted after the initial word or phrase of the entry; e.g., Drop 15Mar60 tr to...When the same remark pertains to a number of individuals, with the exception of dates, a group entry may be utilized by showing the effective date to the right of each individual's name followed by appropriate entry; e.g., "Drop date indicated tr to....." Time of day will be recorded if appropriate. No event will be reported as having occurred at 2400. The time of occurrence will be reported as 2359 or 0001, as appropriate. A time reported alone in the diary is of the diary date. Dates entered in conjunction with other dates will be inclusive. Dates will be recorded as day, month and year; e.g., 15Mar60 or 10-13Mar60.

d. In preparing unit diaries, the primary purpose is to record the facts. Sample personnel accounting entries shown throughout this chapter are intended as a guide for reporting data and deviations therefrom are not considered erroneous if the required information is reported. It is not wrong to show more data than required but it is wrong to show less than called for therein. If cases not covered arise, follow the general policies outlined herein and construct a remark which states the facts as clearly and concisely as possible. However, it is emphasized that these instructions apply only to personnel accounting entries. Sample formats as shown in section 5, part A of this chapter must be followed when reporting pay data.

e. Semi-annually, as a result of publication of the MOS Manual change, computer centers will machine prepare conversion rosters listing individuals affect by the published changes. These rosters will be forwarded to units for completion and submission as an "attached roster" in support of the unit diary. If an individual listed on the roster has been transferred or separated, the name will be deleted from the roster, indicating reason for the deletion. The machine prepared listings

will be submitted as an attached roster to the unit diary even though all names appearing thereon may have been deleted. Diary entries will appear as in the following examples:

Chg MOSs of 8 Enl

See Attached Roster

or

Chg MOSs of 0 Enl

See Attached Roster

7. Completing the Strength Balances Section

a. The strength balances section is provided to enable reporting units and data processing installations to balance the effect of strength changes for the reporting period against the total joined strength of the reporting unit. It informs intermediate commands of the numbers of personnel joined chargeable in each unit and how many of those are not available for duty. It shows the numbers of personnel joined to the unit but not chargeable against the authorized strength of that unit. The terms "chargeable" and "not chargeable" are further explained in paragraph 16079.

b. In the block above the strength titles in this section, enter the reporting unit code number on each page of the diary. This number is obtained from Headquarters Marine Corps by the DPI when a unit is activated.

c. On the line opposite "JD CHG" enter in the appropriate column the

total number of Marine officers, Marine enlisted, other service officers, and other service enlisted who are joined in the unit at the end of the date for which the diary is prepared and who are "chargeable." This is not just the total of those reported joined on that diary.

d. On the line opposite "JD CHG ABSENT-INCAP" enter the totals of personnel included in the first line who were not available for duty for various reasons. For example: sick, UA, TAD, or on leave.

e. On the line opposite "JD NOT CHG" enter the totals of personnel who are joined in the unit at the end of the date for which the diary is prepared and who are "not chargeable."

f. On the line opposite "TOTAL JOINED" enter the totals of all personnel who are joined in the unit at the end of the date for which the diary is prepared. This is the total of the lines "JD CHG" and "JD NOT CHG."

g. On the line opposite "ATTACHED" enter the totals of personnel who are attached to the unit (on TAD from other units or absentees awaiting disposition or certain reservists on active duty for training).

h. The totals entered in the strength balances section must reflect only those personnel who have been reported as joined or attached on the unit diary and who have not been subsequently dropped from the account.

i. A sample computation of strength balances follows: Upon activation totals for each line are determined by an actual count of personnel initially joined to the unit after determining the correct status of each individual. Thereafter, each balance is arrived at by adding or subtracting, as appropriate, the strength changes reported on each diary except leave occurrences for which the diary clerk must make adjustments even though there are no entries shown on the diary. For example, it is assumed that on 1 May a unit has 3 officers and 100 enlisted carried as chargeable, but of these 1 officer and 5 enlisted are on leave, 1 enlisted is hospitalized, 3 enlisted are confined, and 1 enlisted is on temporary additional duty as a student. In addition, the unit carries as joined not chargeable 1 officer and 8 enlisted in a variety of statuses. The strength balances for the 1 May diary are as follows:

MARCORPS

	OFFICERS	ENLISTED
JD CHG	3	100
JD CHG ABSENT-INCAP	(1)	(10)
JD NOT CHG	1	8
TOTAL JOINED	4	108
ATTACHED		

During 2 May, 1 officer joins, chargeable; 1 officer returns from leave; 1 enlisted confined is dropped from chargeable and assigned to not chargeable; 1 enlisted chargeable goes to unauthorized absence; 2 enlisted return from leave; and 2 enlisted not chargeable are returned to duty and made chargeable. The strength balances for 2 May are:

MARCORPS

	OFFICERS	ENLISTED
JD CHG	4	101
JD CHG ABSENT-INCAP	(0)	(8)
JD NOT CHG	1	7
TOTAL JOINED	5	108
ATTACHED		

j. Strength balances will be shown on the last page of multiple page unit diaries.

8. Authentication of Unit Diary

a. The unit diary shall be signed, in black ink, by the commanding officer or officer in charge of the unit for which

prepared; or by a subordinate officer when authorized by the commander or his superior to do so. (The requirements of subpar. 044572-1b, volume 4, Navy Comptroller Manual, apply when submitting copies of the unit diary to the disbursing office.) Inspector-instructors and Marine air reserve training detachment commanders may delegate to an Organized Marine Corps Reserve activity commander, authority to sign the I-I Staff or detachment unit diary during their absence. Diaries may not be signed by a person signing "For" the commander or other authorized signees.

b. Unit diaries which do not affect pay and allowances may be signed by an enlisted member when the unit has no officer on its rolls or when the only officer of an organization is officially absent. When an officer is not on the rolls or when the only officer of an organization is officially absent, unit diaries which affect pay and allowances must be forwarded to the next higher administrative echelon for signature.

c. The name, grade, and component of the commander will be typed on the bottom line of the authentication section. In those instances where the diary is signed by a delegated officer, the name, grade, component, and duty assignment of the subordinate, followed by the words "By direction of" shall appear above the name, grade, and component of the commander; e.g.,

FRED F. FOX Capt USMC CoExecO
By direction of
GENE D. DOE Maj USMC

When an officer temporarily succeeds to command, the name, grade, and component of this officer only shall appear, followed by the word "Acting." When a diary consists of more than one page, the authentication will be reflected on the last page only.

d. The date for which diary is being submitted and diary number, as well as the page number and total number of pages for that diary, will be inserted below the authentication section in the space provided.

9. Special Instructions for Units in Combat

a. Usually an administrative rear echelon is established to keep the records and actually prepare the required personnel reports. In this case, it is necessary for the unit commander to ensure that such reportable items as occur in the area of operation of the unit are submitted to the rear echelon for entry in the records and reports. The rear echelon assembles and coordinates this data and under the limitations of the situation, prepares the required reports as nearly in accordance with these instructions as possible. A special effort must be made to properly record and report all casualty occurrences.

10. Sections of Reporting Unit on Detached Duty (sub-units)

a. When a group of persons belonging to a reporting unit must be detached for duty in a location away from the reporting unit or are otherwise purposely separated from the parent unit for a period of more than 30 days, one of the following arrangements may be made:

(1) Temporary additional duty orders may be issued to the group to attach them to another unit for the period of the detached duty. In this case the unit to which they are attached will advise the parent unit, by letter or by endorsement to orders, of any occurrences regarding the members of the group which should be reported on the parent unit diary.

(2) The group may be transferred within command to another unit with which they will be serving for the period of this duty, especially if it is of extended duration or great distances of travel are involved. In such cases the transfer orders should specify retransfer of the same individuals to their original unit at the termination of the duty.

(3) A sub-unit of the parent unit may be activated as a reporting unit

provided the group is administratively self-sufficient; i.e., has personnel included who are qualified to execute personnel reports and submit unit diaries; or the organization with which the sub-unit is to serve is specifically charged in command orders to be responsible for proper submission of unit diaries for the sub-unit.

(4) Notwithstanding the criteria set forth herein, sub-units may be activated/deactivated, as required, in connection with unit transplacement-type programs.

b. If a sub-unit is activated, the diaries will be prepared as follows:

(1) The title will be shown as "Sub-unit # _____(name of parent unit)."

(2) Sub-units of the same reporting unit will be numbered in sequence as activated.

(3) A separate unit diary account to include a separate reporting unit code will be established for each sub-unit activated. (For assignment of reporting unit codes, see subpar. 16054.7b.)

(4) If a parent unit has more than one sub-unit activated, any of the sub-units may be deactivated and reactivated and the sub-unit numbers of the others will not be changed.

(5) Reactivated sub-units will retain the reporting unit code previously assigned and, if deactivated and reactivated in the same calendar year, will resume the numbering sequences of their unit diaries.

(6) The persons originally to be included in the sub-unit diary account will be listed in the initial diary of the sub-unit, or on a roster attached thereto, and records of events entry will be made to indicate the activation of the account. A record of events entry will also be shown on the unit diary of the parent unit to reflect the activation and to record the number of persons originally dropped assigned to the sub-unit. Individuals may move from parent unit to sub-unit and vice versa subsequent to the assignment of the initial group. The terms "Jdasg" and "drop reasg" will be used to describe movements from parent unit to sub-unit and from sub-unit to parent unit on the diary of the sub-unit. The terms "drop asg" and "jd reasg" will be used on the diaries of the parent unit to report such movements. The strength balances section will reflect these changes in the joined lines of the separate diaries. Personnel from other reporting units including other sub-units may be transferred directly to a sub-unit und joined on the sub-unit account without first being joined on the account of the parent unit and then being dropped assigned. Likewise, transfers of personnel may be effected from the sub-unit account of a parent unit to other reporting units.

(7) Individual record cards of personnel assigned to the sub-unit will be separated from the parent unit file and will accompany the sub-unit for maintenance and use in preparation of unit diaries. All movements of sub-units will be reported in record of events entries on the sub-unit diary; other instructions for diary preparation are as for normal reporting units. When the detached duty is terminated and all persons on the account of the sub-unit have been either reassigned to the parent unit or transferred elsewhere, a final sub-unit diary will be submitted reporting deactivation by record of events entry. The parent unit diary for the same date will also record this action by record of events entry, and such entry shall include a summary of the number of persons reassigned to the parent unit on the final day.

c. Sub-units will not be formed:

(1) For periods of less than 30 days.

(2) When temporary additional duty orders would be practical. In this connection, do not form a sub-unit if the parent unit would have to prepare the sub-unit diary.

d. Separate MPR's will be prepared and corrected for each sub-unit. The names of persons on the sub-unit MPR will not be included on the MPR of the parent unit. A copy of the sub-unit MPR may be furnished to the parent unit.

11. Submission of Supporting Documents

a. The following documents are submitted with the unit diary, when appropriate:

Individual Record Card

Enlistment Contract (Except for contracts prepared at Recruiting Stations)

Record of Induction

Agreement to Extend Enlistment

Attached Rosters

b. The duplicate copy of the enlistment contract and related papers, shall be submitted with the unit diary that reports the enlistment. Regular Establishment units effecting the enlistment of an individual in the Marine Corps Reserve not for active duty, are to forward the duplicate contract to the Organized Reserve unit, Marine Corps District Headquarters, or the Marine Air Reserve Training Command, as appropriate. The Regular Establishment unit will not join the individual by reenlistment on the diary in this case.

c. The agreement to extend enlistment shall be submitted as follows:

(1) Execution. The duplicate copy is submitted with the unit diary that reports the extension. The entry shall show the term of extension, the new EAS date, and the authority.

(2) Cancellation. The original copy is submitted with the unit diary that reports a cancellation of an extension agreement. The entry shall include the authority for cancellation and the readjusted EAS date.

d. The indication (IRC ATT), (ENL CONT ATT), (DUP AGR EXT ATT), (CANC AGR EXT ATT), (REC IND ATT), as appropriate, shall be shown on the diary whenever such forms are submitted in support of a diary entry. Normally, the indication should be shown as the last remark of the entry. However, in any case where the indication does not apply to all of the named individuals in a group entry, then separate indications shall be made following the names of those persons for which the term applies.

e. See subparagraph 14, below, for use of attached rosters.

12. Record of Events Entries

a. Record of events entries are required to record basic data concerning the history of the reporting unit or to report actions which equally affect all or a majority of the individuals in the unit.

b. The types of occurrences for which a record of events entry is required are as follows:

(1) Activation of a unit

(2) Redesignation of a unit or command (see subpar. 12e, below)

(3) Reorganization of a unit or command (see subpar. 12e, below)

(4) Whenever responsibility for diary preparation for a unit is transferred from one unit to another (to be shown on diary for which responsibility is transferred)

(5) Transfer of personnel accounting jurisdiction

(6) Attachment of a unit to another command for operational or administrative control.

(7) Unit reassigned to another command

(8) Unit transferred to another permanent station or to expeditionary duty overseas (see subpar. 12h, below)

(9) Unit ordered to temporary additional duty away from permanent station

(10) Unit participation in maneuvers or training exercises

(11) Embarkation, sailing, and/or debarkation of a unit (see subpars. 12f and 12h, below)

(12) Sailing of ship's detachments, flag and/or staff allowances (see subpar. 12g, below)

(13) Engagements in battle (include totals of day's casualties)

(14) Unit or command awarded decoration or citation

(15) Unit reduced to zero strength but not deactivated

(16) Discontinued as a reporting unit but not disbanded

(17) Deactivation of a unit

c. When a record of events entry is required, it will be the first entry in the body of the diary and will be headed by the caption "RECORD OF EVENTS." In those cases where some of the individuals are not equally affected by the record of events entry, an exclusive entry will be shown immediately following the record of events entry. An exclusive entry is headed by the caption "EXCLUSIVE ENTRY," below which is to be typed the required standard identifying information of personnel to be excluded, followed by the remark which describes the reason for their exclusion or which shows the varying data pertaining to these personnel.

d. Sample record of events and exclusive entries:

(1) Deactivation

RECORD OF EVENTS
Deactivated auth_____All remaining pers less those under excl entry below tr to (unit) auth_____This is final UD

EXCLUSIVE ENTRY
(List names of those not transferred to unit shown in record of events entry and show unit(s) to which they were transferred)

(2) Transfer of accounting jurisdiction

RECORD OF EVENTS
Pers acct juris tr to CG (command) auth_____Next UD will be sub thereto

e. The name (title) of a reporting unit may be changed or the administrative structure of a command may be rearranged. Such actions are called "redesignations" or "reorganizations." These actions must be reported by a record of events entry on the unit diary and care must be exercised in regard to the numbering of unit diaries. When a unit is redesignated, the title may change to the extent that the unit could no longer be identified by, or connected with the former title and there exists a possibility that a new unit could be activated in the future under the former title. In such cases, a new reporting code number must be assigned to the unit under its new title and the unit diary numbering sequence must begin again with number one for the calendar year. An example of this is: 1st Evacuation Hospital Co, Fleet Marine Force, redesignated to 1st Separate Surgical Co, Fleet Marine Force. In cases of redesignation where a new diary numbering sequence is required, a record of events entry will be shown on the last diary under the old title and on the first diary under the new title:

(on last day under old title)
RECORD OF EVENTS
Redesig eff (date) to 1st Sep Surgical Co FMF auth_____This is final UD

(on first day under new title)
RECORD OF EVENTS
Redesig fr 1st Evac Hosp Co FMF auth_____This is initial UD

On the other hand, a unit redesignation may only involve such a change of title that continuous identity is not

interrupted. In these cases no new diary numbering sequence is required and the statements "THIS IS FINAL UD" and "THIS IS INITIAL UD" are omitted. Example of this is: Co "A," 1stBn, 6th Mar (Rein), redesignated to Co "A," 1st Bn, 6th Mar. Other occasions where diary numbering continues, although titles change, is upon the occurrence of transplacement battalions shifting personnel accounting in redesignation between units of the 1st Marine Division (Rein) FMF and the 3d Marine Division (Rein) FMF. Example:

(on last day under old title)
RECORD OF EVENTS
Redesig to H&SCo 3dBn 3dMar 3dMar Div(Rein) FMF auth _____

(on first day under new title)
RECORD OF EVENTS
Redesig from H&SCo 1st Bn 1st Mar 1stMarDiv(Rein) FMF auth _____

The headquarters unit of a command which has subordinate reporting units will show redesignation for the command in addition to showing redesignation of the headquarters unit. When reorganization occurs enough information should be shown in the record of events entry of headquarters unit to provide a complete history of changes in the organizational structure of the command; e.g., "MB_____ reorganized auth _____ as follows:

From: (Unit title)
(Unit title)
(Unit title)

To: (Unit title)
(Unit title)
(Unit title)
(Unit title)

All personnel in (show new titles of units) will be carried on one UD prepared for MB_____ RU Code____ This is final UD."

(Do not use "This is final UD" when UD numbering sequence does not change.)

f. Record of events entries covering embarkation and/or sailing of units other than ships' detachments, flag and/or staff allowances are to record the fact of embarkation, the ship on which embarked, the purpose for which embarked, and/or the sailing date. Units embarked aboard a ship must prepare a unit diary for the day of sailing. This requirement is for the purpose of permitting a later determination of precisely which personnel were on board at the time of sailing. The sailing diary must report all personnel occurrences possible to include those which took place prior to time of sailing. Any reportable personnel occurrences after the time of sailing will be reported on the unit diary for the following day. If all members of the unit embark on the same ship, only the record of events entry is required to report embarkation and in such cases, do not show names on the diary or attached rosters. If some members of the unit remain in the rear echelon, or embark on another ship, the record of events entry is followed by an exclusive entry to account for these personnel. (This exclusive entry may refer to an attached roster of the personnel if there were 10 or more.) If sections, or platoons of the unit embarked on different ships, the record of events entry is made to cover the major portion of the unit which embarked in a single ship and under the exclusive entry will be shown the ships on which the other parts of the unit embarked, using parts of the embarkation roster as attached rosters to the diary if practicable. An example of the last case follows:

RECORDS OF EVENTS
Emb APA _____ and sailed fr MHNC for FMFLant Mane Caribbean area auth_____
See excl entry below

This covers largest portion of the unit (names not shown)

EXCLUSIVE ENTRY
2 off 16 enl emb LST_____and sailed fr MHNC for FMFLant Mane Caribbean area auth _____
See roster #1 att

Smaller groups of the unit on different ships (names shown on UD or on attached rosters)

17 enl emb LST_____ and sailed fr Wilmington NC for FMFLant Mane Caribbean area auth _____
See roster #2 att

ABRAMS James L 354980
BONSON James Jr 1234984
GREEN Edgar L 398849
Emb USS _____ and sailed fr MHNC for FMFLant Mane Caribbean area auth _____
SMITH Raymond A 937456
On lv
WILSON Robert C 255762
On TAD

Entry to show personnel on leave and TAD at the time of sailing

g. Record of events entries covering sailing of ships' detachments, flag and/or staff allowances are required to record the date of sailing and the personnel who are absent at the time of sailing. If all members of the unit are actually aboard at the time of sailing, do not show their names on the diary nor on rosters attached to indicate those who are actually aboard. The record of events will show "This is a sailing diary. No absentees." If some members of the unit remain ashore at the time of sailing the record of events entry is followed by an exclusive entry to show those who are absent. (This exclusive entry may refer to an attached roster of the personnel if there are ten or more.) Note that this exclusive entry must list all personnel not actually aboard the vessel regardless of whether they have been previously reported in an absence status. The reason for absence will be stated in an abbreviated manner. This diary must also report all occurrences which caused personnel to be absent at the time of sailing even though some of these occurrences would normally be reported on the diary for the following day; e.g., departure for leave on the day of sailing. An example of a sailing diary that reports no absentees follows:

RECORD OF EVENTS
This is a sailing diary no absentees (Authority is not required for this record of events entry) ____

An example of a sailing diary that reports absence of personnel follows:

RECORD OF EVENTS
This is a sailing diary see exclusive entry below (Authority is not required for this record of events entry)

EXCLUSIVE ENTRY
ECKLER Donald F 1481900
ZOON Peter C 1540984
On lv
WILKINSON George F Sr 545065
On TAD
XAVERIUS Lee S 283698
Sk USNH Portsmouth Va
ZUMM Hight 1531647
To lv commencing (date)
(To account for personnel departing for leave to commence the following day)

h. Whenever a unit enters on or returns from sea duty or foreign duty the record of events entry covering such movement will include the notation "To SEADU" or "To FORDU" and "Fr SEADU" or "Fr FORDU." This will pertain to the unit and to all personnel not excluded under the exclusive entry. (Individual entries for entitlement to special pay for sea duty or foreign duty or incentive pay for hazardous duty will be reported on unit diaries as provided in pars. 16077.3i and 16111).

13. Correction to Unit Diaries and Supporting Documents

a. During preparation or at any time prior to submission of a unit diary or IRC, corrections of errors discovered will be made by lining out the erroneous items and inserting the correct information above or after the lined out item on all copies. Do not erase. Such corrections on the unit diary will be initialed by the authenticating officer in the left hand margin.

b. When errors in a unit diary, an IRC, or an MPR are discovered after these records have been submitted, a correction entry will be made on the next diary submitted. Changes in enlistment contracts or other basic records directed by the Commandant of the Marine Corps are not to be considered as matter for correction entries on unit diaries, but will be reported as changes of information in the normal manner.

c. Correction entries appearing on unit diaries will be headed by the word "CORRECTION" indented five spaces from the left margin, followed on the same line, in parentheses, by the reference number of the diary or document on which the error was committed. If it is necessary for a unit which has been redesignated and assigned another reporting unit code to correct a unit diary submitted prior to the redesignation, the former reporting unit code must be included with the reference number of the unit diary to be corrected (e.g., UD #98-60 RU 12450). If the reference is to be a multiple page diary, include the page number on which the entry to be corrected appears. If the error was on an individual record card, insert "(IRC)"; if on a monthly personnel roster, insert "(MPR) for (date)." Enough of the erroneous entry will be shown to identify it, with the erroneous part underlined. This will be followed by "SHOULD BE" on a separate line, indented five spaces from the left margin. On the following line insert the correct information or appropriate explanation of the erroneous entry, underlined. Several corrections to the same source document can be made under one correction caption; however, leave a blank typing space after each correction entry.

d. Erroneous correction entries

(1) When a reporting unit discovers that a correction entry previously reported on the unit diary is in itself incorrect and the original entry was correct the following procedure will be followed:

(a) Submit a correction entry deleting the previously shown correction entry as erroneous. This entry should also state that reporting of the original entry was correct.

(2) When a reporting unit discovers that a correction entry previously reported on the unit diary is in itself incorrect and the original entry was also incorrect the following procedure will be followed:

(a) Submit a correction entry deleting the previously shown correction.

(b) Submit another correction entry correcting the original unit diary.

(3) When a reporting unit discovers that an individual has a duplicate unit diary joining entry in the same reporting unit, the following procedure will be followed in submitting correction entries:

(a) Submit a correction entry deleting the duplicate "join" entry by including the unit diary number of the duplicate (erroneous) join entry following the word "CORRECTION." Following the words "SHOULD BE DELETED AS ERRONEOUS" add the unit diary number of the initial (correct) joining entry.

CORRECTION (UD #36-66)
15Feb66 Jd fr ServCo ServBn MCB CamPen

SHOULD BE
Deleted as erroneous Prev Jd on UD #29-66

e. A corrected copy of a completed diary will be submitted to replace one previously submitted only at the direction of the Commandant of the Marine Corps or at the request of the commander having personnel accounting jurisdiction of the unit concerned. Do not indicate that the resubmitted document is a resubmitted or duplicate copy. See section 5, part A of this chapter for instructions when resubmitting disbursing copies of the unit diary.

f. Corrections to the strength balance discovered after the submission of the diary need not be made the subject of a diary entry. The balance on the next diary to be submitted will include the effect of the correction and an asterisk (*) will be inserted in the box containing the words "GRAND TOTAL." Corrections will be made, however, to cover erroneous dates, numbers or unit designation in the heading of a previous diary.

g. If a unit diary entry is deleted as erroneous, the information which was changed by that entry must be reestablished at the same time.

h. Some sample correction entries follow:

CORRECTION (UD #35-63)
FORMAN Edward M 326182
Ch EOS to 20Dec62

SHOULD BE
Deleted as erroneous reestab
EOS as 14Mar66

JONES James J 1043562 Cpl 0311 A

SHOULD BE
JONES John Edward Jr 1043562 Sgt
0369 A

CORRECTION (IRC)
KERRIGAN Richard T 080420
PEBD shown as 03Feb43

SHOULD BE
03Feb48

CORRECTION(MPR for 31May63)
ROBERSON Willie G 082777
First add MOS shown as "None"

SHOULD BE
0130

i. Section 5, part A of this chapter contains instructions for reporting corrections to pay data on the unit diary.

j. If it becomes necessary to resume diary submission for a unit which is at zero strength for the purpose of reporting correction entries, prepare a diary in the normal manner with a record of events entry stating that submission of unit diaries is resumed for ___ (date) ___ only to report corrections to previously reported information.

k. To report corrections for units which have been disbanded or deactivated, initiate correspondence to the Commandant of the Marine Corps (Code DGH-1) reporting the corrections.

14. Use of Attached Rosters to Unit Diaries

a. Reporting units may save considerable typing time and effort by the use of rosters in the form of transfer orders or other documents which were prepared originally for other purposes. In cases where the same roster applies to 10 or more persons for which an entry or entries are to be made on a unit diary, the roster may be attached to the unit diary as a source of the standard identifying information which would otherwise be required (unless otherwise directed by specific instructions) in the body of the diary.

b. To be suitable for use as an attached roster, the following conditions must be met:

(1) Each page of the roster must be completely legible and suitable for microfilming as a permanent record.

(2) Each page should be of the same dimensions as that of a unit diary or an MPR whenever possible.

(3) Each page must contain the following information: unit title, reporting unit code, consecutive number and date of the diary to which attached, and, if more than one roster is being attached to any one diary, each roster must contain a consecutive number based on the sequence in which shown in the body of the diary. Each page of the attached roster must be page-numbered in the same manner as is the unit diary.

(4) The roster must show the same items of standard identifying information that are required on the unit diary. Whenever possible, the arrangement of the information and the sequence of names should be shown on the roster in the same manner as on the diary. Transfer orders are acceptable as attached rosters provided such orders are prepared in accordance with current directives.

(5) A copy of the roster will be attached to each copy of the diary.

(6) See section 5, part A of this chapter for additional information concerning the utilization of attached rosters for reporting pay data.

c. The entry appearing in the "name-remarks" column of the unit diary will include the remark only, and refer to the attached roster. When such an entry is made, skip one typing line after the previous entry and begin the remark at the left margin, with all subsequent lines also commencing at this margin. Example:

Jd 18 enl fr 1stRecruit TrngBn MCRDep PISC See roster #1 att

When the personnel involved come from more than one reporting unit, it will be necessary to indicate on the attached roster the reporting unit from which each one is joined. In such cases, the remark on the unit diary would indicate only the command from which joined.

d. In the event 10 or more individuals are involved in transfers to different commands but the individuals are clearly defined on a single document, that document may be used as an attached roster. For example, a command transfers 25 men from one reporting unit to different destinations and all the men appear on one transfer order but in groups according to their destination. The entry would appear as follows:

Drop tr 9 enl to MCB CamLej (MCC) for du auth_____ EDA_____

Drop tr 10 enl to MB NB NORVA (MCC) for du auth____ EDA_____

Drop tr 6 enl to MB NB PHILA (MCC) for du auth____ EDA_____

See roster attached

15. Accounting for Flag and/or Staff Allowances

a. Personnel filling billets which are established as flag or staff allowances are identifiable by their monitored command codes and for personnel accounting purposes are joined chargeable for administrative control by a ship's detachment, by a Marine Barracks or Detachment nearest their location, or by Company "B", Headquarters Battalion, Headquarters Marine Corps. If a flag officer has both a flag allowance and a staff, Marine personnel of both will be covered by the same diary entry.

b. The joining or transferring of a flag and/or staff allowance will be cause for a record of events entry to reflect this occurrence to include the allowance monitored command code, the name of the unit administratively joined from or transferred to, and in the case of ships, the location at the time of joining or transfer. Example:

RECORD OF EVENTS
Flag Alw CdrCarrDiv 7 (MCC 496) jd fr MB NAS ALAMEDA at NAS NORIS

Flag Alw CdrCarrDiv 7 (MCC 496) tr to MB NAS ALAMEDA at NAS ALAMEDA

c. Personnel joined or transferred as a member of a flag and/or staff allowance will be shown under chargeable (par. 16077 refers), to include remarks "joined for admin control" and "retain MCC" and the itinerary between units. Example:

CHARGEABLE

Jd fr MB NAS ALAMEDA for admin control asg du with Flag Alw CdrCarrDiv 7 retain MCC 496 27Sep enr GovtAcft fr NAS ALAMEDA arr NAS NORIS 27Sep embarked 0830 at NAS NORIS

Drop tr to MB NAS ALAMEDA (MCC 251) for admin control asg du with Flag Alw CdrCarrDiv 7 (MCC 496) auth____ ____at NAS ALAMEDA no trav inv (drop at home port) or (at FLTACT SASEBO enr Govt Acft fr NAS ATSUGI) EDA (date).

16. Reestablishment of Information Within the System

a. From time to time, a DPI may cause information to be dropped from the data processing records. This may be due to auditing processes or to erroneous system procedures. Subsequently, the DPI will request the reporting unit to "reestablish" correct information in the system for these items. In complying with such requests, the reporting unit will report the necessary information on the next unit diary submitted. Commence the remark with the abbreviation Reestab, followed by the item being reestablished; e.g., Reestab date curr acdu began as 17Apr42.

SECTION 4: SPECIFIC INSTRUCTIONS FOR REPORTING PERSONNEL DATA

16075 GENERAL

1. This section contains instructions for reporting individual personnel information and actions. This section includes:

a. Instructions for reporting gains and losses to the reporting command and to the Marine Corps-joinings (including determination of accounting status), transfers, separations, and attachments.

b. Descriptions of items recorded on the IRC and how to report IRC information on the unit diary.

c. Instructions for reporting into the Personnel Accounting System data not included on the IRC.

16076 GAINS

1. A "gain" is the addition of an individual to the strength of a reporting unit. The gain to the unit may also represent a gain to Marine Corps strength. This would be true in cases of enlistment, reenlistments, inductions, or appointment as an officer. A gain occurs under two conditions as indicated by the individual's status - by joining or by attachment. To determine whether a gain is a joining or an attachment, consider the purpose for which the individual enters the administrative jurisdiction of the command in relation to the following:

a. Individual would be JOINED if in the following status:

Duty

Initial active duty for training tour - 6-month ADT program Reservist on EAD

Duty under instruction (student)

Awaiting separation (discharge or release from active duty)

Recruit training

Record purposes only

Temporary duty

b. Individual would be ATTACHED if in the following status:

Temporary additional duty under instruction

Temporary additional duty (TAD)

Apprehended or surrendered absentee or deserter from another command

Reservist on active duty for training or temporary active duty (other than INITIAL period of active duty for training 6-month ADT program)

Endorsement of orders or awaiting transportation to or from United States in connection with leave while regularly joined to an overseas unit or en route from an overseas unit to a unit within CONUS

2. An individual who is to become a member of the unit is joined, while an individual who belongs to another unit is attached. The unit to which an individual is joined is responsible for reporting all occurrences concerning that individual regardless of his physical location. The unit to which an individual is attached must report on the unit diary the fact that he is attached from his parent unit and later that he is detached and returned to his parent unit or other disposition made of him. In addition, any reportable items which involve pay data while on TAD must be reported. (See section 5, part A of this chapter for detailed instructions relative to submitting pay data on attached personnel.) All reportable items which occur to an individual during the time of attachment must be reported to the parent unit by endorsement on the individual's orders or by separate letter. Administrative Action (NAVMC 10274-ADM), may be used for informing parent units of occurrences for attached personnel. When personnel are performing duty

such as on repeated travel orders, the parent unit should ensure that these individuals are instructed to furnish that reporting unit with information necessary to complete unit diary entries.

3. It should be noted that there is a difference between temporary duty (TEM) and temporary additional duty (TAD). A person assigned to a reporting unit in response to temporary duty orders is joined because he is performing a specific duty assignment while in transit between permanent duty stations. A person assigned to a reporting unit in response to temporary additional duty orders is attached because he is already accounted for by his current permanent station. In some cases personnel on change of station orders will be directed to perform temporary duty at a location where there is no Marine Corps reporting unit on rolls of which they could be joined. Orders of such personnel will direct them to forward, upon reporting to the temporary duty location, a copy of orders, with all endorsements, to the command to which they will report upon completion of temporary duty. This command will join them as of the date of reporting at the temporary duty location, and show proceed, delay, and travel subsequent to departure from last permanent station.

16077 JOINING ENTRIES

1. For personnel accounting purposes, the first action a unit can take in regard to a new member is to join him. Nothing can be reported for that individual until he has been joined in the unit "account."

2. A joining indicates that an individual has entered the administrative jurisdiction of the reporting unit and/or command. The individual is considered to have entered the administrative jurisdiction of the reporting unit on the date he reports to the major command for duty. Therefore, the date of joining will be reported as the date following the last day counted as proceed, delay, or travel, as appropriate, even though processing through the major command to the reporting unit takes more than one day. Do not indicate "awaiting assignment" or "en route from Hq" to account for elapsed time for processing from the major command to the reporting unit. "Entering the administrative jurisdiction of the reporting unit" occurs when:

a. An individual physically reports for duty in accordance with competent orders.

b. Reliable information is received that an individual has been hospitalized, apprehended by civil or military authorities, or died while en route to report in accordance with competent orders.

c. An individual fails to report on the due date specified in competent orders and information mentioned in subparagraph 2b, above, has not been received.

d. A directive of higher authority requires a joining without the presence of the individual.

3. Facts a Joining Entry Must Show

a. Cause. If other than after transfer; e.g., Jdreenl, Jd acc appt, and Jdfr des.

b. Dates of joinings

(1) The date of joining is the day after transfer when no proceed, delay, or travel is involved, such as on joinings for record only or joinings within command except as noted in subparagraph 3b(2), below. When a person reports under orders involving proceed, delay, and/or travel time the date of joining is the date following the last day counted as proceed, delay or travel, as appropriate.

(2) In the event a person reports to a unit on the day of transfer from last unit, and the unit to which reporting sails that same day, the joining will be reported on the sailing diary. In this instance the transfer and joining are

reported the same day. The joining entry will indicate the date of transfer from last unit. This procedure will ensure that all personnel actually on board a ship are accounted for prior to sailing. Example:

Jdfr SeaScol MB Norfolk NSyd
Portsmouth Va (tr fr last unit (date))

c. Purpose for which joined

(1) If joined for other than regular or usual duty with the unit; show: Jd stud_____crs; Jd for dis; Jd recruit.

(2) If joined to serve sentence of general court-martial show normal joining items and the sentence of GCM, including total loss or pay and allowances applies (or does not apply).

NOT CHARGEABLE
Jd 29Nov63 fr HqCo 6thMar 2dMarDiv FMF CamLej Cnfd SSGCM total loss of pay and alw applies (or does not apply) Reestab PEBD to_____(date)_____ EAS to_____(date)_____ Admin Error Ch PAP line Code to 3 Ch Billet MOS to O

(3) The purpose for which joined, if other than regular duty with the reporting unit, will enable the analyst at the DPI to establish the proper strength category.

d. Reporting unit from which joined - not just the command. This is to facilitate tracing the individual's history in the permanent files. The reporting unit from which joined is defined as the reporting unit which last joined the individual (include joined for record purposes only) as indicated by endorsemdnt on his orders, even though the service record contains no entries by that reporting unit.

e. Account for the time since date of transfer. This includes proceed, delay, travel, and anytime hospitalized or in hands of civil authorities. If oceanic surface or air transportation is utilized show mode of transportation (i.e., GovtAir, MerAir, USS_____)

embarked upon, the place and date embarked, and date and place of debarkation.

f. Authority for the action is required only in the case of joining by acceptance of appointment or commission as an officer or joining from desertion on authority of the Commandant of the Marine Corps.

g. If the individual is joining for duty in a billet IN the Reserve program (either SWAG or EAD) or for active duty under a SWAG agreement but not assigned to the Reserve program, as indicated by official orders, show "Res-Prog," "SWAG(ResProg)," or "SWAG" as appropriate, at the end of the remark.

h. If the individual is joining for duty after the successful completion of a period of temporary duty under instruction at a school for which the Commandant of the Marine Corps allocated quotas, the joining entry will reflect a change of MOS if appropriate, if such change was not already accomplished by the last reporting unit.

i. Social security number, date enlisted, pay entry base date. Whenever a Marine is joined at the first duty station after entry into the Regular Establishment, this data must be reported on the unit diary prepared by the first duty station. If the social security number is not known, then date of submission of Form SS-5 must be reported. If the joining occurs as a reenlistment with a break in service of more than 24 hours, the joining remark must include grade to which reappointed, date of rank and authority for reappointment, and clothing maintenance allowance data. Section 5, part A of this chapter contains detailed instructions for reporting joinings at the first duty station after entry into the Regular Establishment.

j. In addition to reporting items noted above upon joining, the following items of information recorded on the IRC are frequently subject to change

as a result of transfer and joining at a new unit:

Subsistence/Commuted Rations

Monitored Command Code

PAP Line Code

Billet MOS

Current Job Description

Special/Proficiency Pay

Incentive Pay for Hazardous Duty

Date Arrived U.S. from Overseas where Dependents were Authorized (officers only)

Date Arrived U.S. from Overseas where Dependents were not Authorized (officers)

Date Arrived U.S. from Overseas without Dependents (enlisted)

Dependents' Location

Rotation Tour Date

The joining remark on the unit diary should include any changes or corrections to the IRC if information is available upon joining. Detailed instructions for submitting changes to items recorded on the IRC are contained in paragraph 16082 of this chapter. See subparagraph 16030.7 for instructions for auditing IRC upon receipt from transferring unit.

4. Normally, persons are joined when they report for duty in person and not upon routine receipt of service records. For example, SSgt Negat is transferred from Marine Corps Base, Camp Pendleton, to Marine Barracks, Washington, D.C. He is authorized proceed time, 15 days delay, and travel time by automobile. His service records are forwarded by mail and will reach Marine Barracks, Washington, D.C., ahead of him. Upon receipt of the service records, Marine Barracks, Washington, D.C., does not join Negat. He is joined when he reports for duty at the end of his proceed, delay, and travel time. (See subpar. 3b, above.) Any actions that Marine Barracks, Washington, D.C., takes concerning Negat are not recorded on the diary until he is actually joined. The entry would be as follows:

Jdfr HqCo H&SBn MCB CamPen 1-4Feb60 pro 5-19Feb60 Del 20Feb-3Mar60 trav

5. When persons en route under orders between stations become hospitalized, apprehended by civil or military authorities for alleged offenses, or die, the military activity or organization becoming aware of the facts will notify the command to which the individual was ordered to report. This notification should be made by message, if possible, and furnish all available data including estimated duration in case of hospitalization. Upon receipt of such notification, the command to which the individual was ordered to report will:

a. In case of death, join the individual as of the date of death and drop as died the same date (a composite entry).

b. In other cases, if the due date has not arrived, join the individual and include appropriate data as to status. Appropriate entries for such cases would be:

Jd 15Mar60 fr Co C 1stBn 8thMar 2dMarDiv 11-14 trav Drop 15Mar60 died auto acdt not result of trng 1525 Arroyo Calif

Jdfr Co A HqBn HQMC 1-4Feb60 pro 5-22Feb60 Del ICHA since 23Feb60 at CHGO

Jdfr MB NAD Hastings Nebr 10-15Feb60 trav admitted USNH GLAKES this date

6. When an individual does not report by the due date stated in competent orders and his absence is not accounted for, he shall be joined on the diary for the next day, under the caption "NOT CHARGEABLE," and shown to

unauthorized absence with information as to proceed, delay, travel time, and commencement of unauthorized absence. At the same time the transferring command shall be contacted for confirmation of orders. Example:

NOT CHARGEABLE
Jd for rec only fr CoA 1stBn 1stMar 1stMarDiv while UA(AWOL) Failed to comply with 1st MarDiv SO 1-63 1-7 Jan63 Del 8-9Jan63 trav To UA(AWOL) since 0001

a. If the transferring command states that the orders were canceled or modified to the extent that the individual will not join the command as originally ordered, the joining entry will be deleted as erroneous.

b. If the orders were not modified or canceled and the individual reports after the date due to be joined and prior to being declared a deserter, he will be reported on the diary prepared for the date of reporting under the caption "CHARGEABLE" or "NOT CHARGEABLE" according to his originally intended status at the command. The remark will include appropriate data as to the termination of absence. Examples:

CHARGEABLE
To chg fr UA(AWOL) 0946 surr at comd discp act pending

NOT CHARGEABLE
To not chg awtg sep fr not chg UA(AWOL) surr to SP JAX 1045 del this Bks by SP 1542 discp act pending

c. If the individual reports after being dropped as a deserter, he will be rejoined from desertion under the caption "CHARGEABLE" or "NOT CHARGEABLE" according to his original intended status at the command. The remark will include apprehension or delivery data. Example:

Jdfr des (show surrender, apprehension or delivery data and disciplinary status)

7. In paragraph 16076, a type of joining "for record purposes only" is listed. Persons in this category are those who are transferred to the unit for administrative convenience while hospitalized, confined, in hands of civil authority, or for other purposes as directed. The joining date in this case is the day after the date of transfer. Example:

Jd for rec only fr MB NAD Earle NJ while sk USNH Bethesda Md

Jd 21Jan60 for rec only fr MB NB NORVA while IHCA Jersey City NJ

8. Joining entries are required to reestablish an individual in the PAS upon immediate reenlistment following discharge; upon appointment of an enlisted person as an officer; and upon reversion of an officer to enlisted status. See paragraph 16081 for detailed instructions concerning these actions.

9. Initial Entry Into the Marine Corps

a. When an individual first enters the Marine Corps by appointment as an officer, he is joined by acceptance of the appointment. Example:

Jdby acc perm appt as (grade) USMC (or MCR) to rk fr (date) auth _____ PEBD (date) SSNo _____

b. Entry into the Regular Establishment by initial enlistment or induction, or continuous or broken reenlistment, is effected by recruiting stations only. The unit diary remark will be a multiple entry showing the gain and the transfer to the recruit depot or other station as appropriate. In the case of reservists who are enlisted for immediate active duty, the remark will include the term "asg EAD." Examples:

Jdenl and drop tr 12 enl USMC to MCRDep PISC see roster #1 att (ENL CONT ATT)

Jdenl asg EAD and drop tr 15 enl MCR to MCRDep PISC see roster #2 att (ENL CONT ATT)

Jdind and drop tr 14 enl USMC-SS to MCRDep PISC see roster #3 att (IND REC ATT)

10. Assignment to Extended Active Duty

a. When a reservist is assigned to extended active duty, the first unit of the Regular Establishment to which he reports will include the fact of assignment to EAD in the joining remark together with the date EAD commenced (joining date less authorized travel time taken), and the date of expiration of EAD. This is required to identify this joining as a gain to the enlisted active duty strength of the Marine Corps. Example:

Jdfr EnlVolRes 8th MCD asg EAD 21Jan60 EAS 20Jan62 21-24Jan60 trav

11. Joinings for Further Assignment or Transportation

a. Persons who report to a Marine activity for further assignment or further transportation while en route between permanent duty stations will not be joined with the following exceptions:

(1) Casuals awaiting assignment or transportation in excess of 10 days from date of reporting will be joined.

(2) Casuals in a disciplinary status will be joined.

(3) Casuals reporting for reassignment from a hospital or who are hospitalized for a period in excess of 10 days will be joined.

b. Endorsement to orders of casuals who report for further assignment or transportation and are not joined must indicate that the individual was not joined on rolls of activity to which reported for further assignment or transportation. This will enable the permanent duty station to report a complete itinerary including time spent awaiting assignment or transportation.

c. Persons who report for further assignment or transportation and are not joined will not be shown as attached.

12. Returns from Desertion

a. Subparagraph 16077.6 sets forth the procedure for joining individuals who fail to report for duty as ordered.

b. When a deserter surrenders or is delivered to the command from which he absented himself, he will be joined with the date of joining as the date he physically reports or is delivered to the original command. The joining remark will include apprehension or delivery data. Example:

Jdfr des fr UA(AWOL) (time & date) when aprnd by_____del under Gd restricted ATL SPCM _____

c. When a deserter surrenders, or is delivered, to a command other than the command to which assigned prior to commencement of the period of absence and he is issued orders to return to his original command, he will be joined by his original command on the date he physically reports in compliance with the issued orders. The joining entry should show time and place of surrender, delivery or apprehension and account for the time elapsed since surrender, delivery, or apprehension until the individual reports to the original command in compliance with orders. Example:

Jdfr des fr UA(AWOL) (time & date) when aprnd by_____issued orders and transportation to report to _____ not later than (time & date)

d. When a deserter who was issued orders to report to the command to which assigned prior to commencement of the period of absence fails to report immediately upon completion of the travel as directed by competent authority, he will be joined on the date he was due to report in compliance with issued orders and immediately shown as dropped by desertion as indicated in the following example:

Jdfr des fr UA(AWOL) (time & date) when aprnd by_____issued orders and transportation to report to _____ not later than (time & date) Drop des UA (AWOL) since (time & date) when failed to report in compliance with orders SR ret

e. A deserter who surrenders or is delivered to a command other than the one from which he absented himself is shown under the caption: "ATTACHED." When a deserter is attached, he will be dropped from attached status if issued orders to return to his original command; or if the Commandant of the Marine Corps directs the command to join him. He will be joined from desertion referencing the Commandant of the Marine Corps' directive and the fact that he had been carried as "Attached." Example:

Jdfr des auth CMC ltr_____restricted AOH (Had been att - see UD #75-60)

f. When deserter surrenders or is apprehended at a command other than the command from which he absented himself and is subsequently delivered to another command for joining as directed by the Commandant of the Marine Corps, he will be joined on the date of delivery. Example:

Jdfr des auth_____ Fr UA(AWOL) (time & date) when aprnd by_____ Cnfd (date & place) awtg del under Gd (dates) Enr under Gd (dates)

13. Absentees and deserters who surrender or are apprehended, or delivered to recruiting stations will be attached on the Headquarters unit diary prepared for headquarters MCD personnel.

14. Some sample joining entries follow:

Jd 21Jul60 for rec only fr HqCo HqBn MCS QUANT while sk USNH GLAKES

Jd for dis (or rel fr acdu) fr MD USS SARATOGA

Jd stud Ord Scol fr MB NB NORVA 10-14 Jun60 trav

Jdfr ServCo ServBn MCB CamPen Has been att, see UD #10-60

16078 ATTACHING ENTRIES

1. Persons who report to an activity of the Regular Establishment for one of the reasons shown under "ATTACHED" in paragraph 16076 are reported under the caption "ATTACHED" on the unit diary. This is to verify the person's presence at the unit for purposes of the permanent record, for pay, ration, and billeting information.

2. The caption "ATTACHED" will be the last caption on the unit diary. Remarks shown under this caption will show the reason for the attachment and the reporting unit to which the individual belongs and pay data information as required. When the period of attachment ends, show the purpose completed and fact of return to the parent unit. See section 5, part A of this chapter for additional instructions for reporting pay data on attached personnel.

3. Sample attaching and detaching remarks:

For TAD stud Ammunition Technician Crs fr HqCo HqBn CamPen

To 8th Mar 2dMarDiv FMF CamLej TAD compl (or instn_____Scol compl)

For acdutra (or tempacdu) fr 9th MCD

Des (or absentee) fr MCAS CherPtsurr this post 0915 10Feb60. Ret MCAS CherPt under Gd

Acdutra compl ret to 9th MCD

4. If a unit moves, such as during maneuvers and personnel are attached to that unit, no remarks are necessary under the caption "ATTACHED."

5. If the orders of a person who is attached are modified to the effect that he is to join the unit, the joining entry will end with the words "had been att _____see UD#_____."

16079 ACCOUNTING STATUS--STRENGTH CATEGORY

1. There are two accounting statuses within the Personnel Accounting System, "Chargeable" and "Not Chargeable." Personnel joined chargeable count against the authorized allowance/manning level of the monitored command. (See subpar. 16082.21 for description of monitored command.) Personnel joined not chargeable do not count against the authorized allowance/manning level of the monitored command. Chargeable and not chargeable personnel are further identified in the system by "strength categories" which specifically indicate the nature of the individual's status in the command. Accounting status is indicated upon joining by placing the entry under the caption "CHARGEABLE" or the caption "NOT CHARGEABLE" on the unit diary. Strength category is determined by an analyst at the Data Processing Installation from information shown in the

joining entry. Therefore, each joining entry must indicate purpose of joining if for other than regular duty.

2. To determine the accounting status, consider the purpose for which the individual was assigned to the monitored command in relation to the following:

a. CHARGEABLE--personnel who are assigned to and joined by a monitored command for duty. Chargeable personnel may be in one of the following statuses:

(1) On duty.

(2) Formal school instructor.

(3) On TAD in excess of 30 days not as student.

(4) On TAD as student (see note).

(5) Personnel attending local command schools, on the job training, or assigned duty under instruction on a TAD basis (see note).

b. NOT CHARGEABLE--personnel in the following statuses:

(1) Individual Combat Trainee; deferred Individual Combat Trainee.

(2) Assigned to aviation replacement unit.

(3) Assigned to ground replacement unit.

(4) Awaiting trial by or serving sentence of a general court-martial.

(5) Recruit.

(6) Hospitalized over 30 days while in a unit not combat committed.

(7) Hospitalized battle casualty; or as a result of non-battle injury or illness incurred while attached to a combat committed unit.

(8) Joined from another monitored command for hospitalization other than as a casualty.

(9) Joined from another monitored command for separation or retirement.

(10) Joined from another monitored command for administration of discipline.

(11) Joined from another monitored command for further transfer or awaiting transportation to a different monitored command.

(12) In hands of civil authorities over 30 days.

(13) Joined as student (see note).

(14) Awaiting assignment by HQMC after being in a hospitalized status.

(15) En route individually or in a replacement/rotation unit to or from a combat committed unit.

(16) Missing.

(17) Captured.

(18) Missing in action.

(19) Interned.

(20) Six months training or critical skills programs.

(21) Joined to fill billets designated for FMF Personnel Assistance Program.

(22) Involuntarily held special or summary court prisoners.

NOTE: Student is defined as attending a school or course of instruction conducted by the Marine Corps or other military or civilian agencies to which quotas are established, obtained and assigned by CMC.

3. Any change in the accounting status of the individual must be reported by unit diary entry; i.e., personnel become chargeable to the reporting unit and to the monitored command if a not chargeable status is terminated while a member of that command; personnel in one chargeable/not chargeable category may change to another chargeable/not chargeable category while a member of the same command.

4. It is emphasized that personnel reporting to a monitored command for duty must be joined chargeable upon reporting even though the command headquarters may assign these personnel to a casual company or other unit while awaiting further assignment within the monitored command.

5. Chargeable members of the command who become special or summary court prisoners remain chargeable during the entire "awaiting" and "confinement" periods, even though transferred from one unit to another within the same monitored command.

6. When an instructor or student is ordered to TAD in excess of 30 days, the status of instructor or student will take precedence.

7. Individual combat trainees, deferred individual combat trainees, and replacements will continuously be identified as such in accordance with subparagraph 16082.26 and current CMC directives.

8. Changes of strength category from not chargeable to chargeable would normally be accompanied by a change in PAP Line code, and Billet MOS. These changes should be reported, if available, at the time that change in strength category is reported.

9. Some sample unit diary entries:

CHARGEABLE

To chg fr sk USNH Bethesda Md Asg PAP Code C Asg Billet MOS 3049

NOT CHARGEABLE

Jd 10Jan63 for rec only fr MTCo ServBn MCB CamLej while sk USNH St Albans NY

To not chg ATL GCM

Fr not chg hosp indef to not chg FFA by HQMC

Jd stud Avn Elec Tech Crs fr _____

To not chg SSGCM total loss of pay & alw applies (or does not apply)

16080 LOSSES (DROPS)

1. Entries reporting losses are called "drop" entries because the individual is "dropped" from the account and from the strength of the unit. Drop entries always commence with the word "Drop." Losses occur as a result of transfers, discharges, retirements, resignations, releases from active duty, deaths, desertions, terminations of appointment, and closing of enlisted accounts to accept temporary appointments.

2. The prompt reporting of losses is extremely important to the proper functioning of the Personnel Accounting System. Delay in the reporting of losses causes false strength totals to exist. If an individual is discharged and the separation is not reported, he continues to be included in the strength of the Marine Corps.

16081 DROP ENTRIES

1. Transfers

a. The remark reporting a transfer will show the following: The date of transfer, if it is other than the date of the diary; the Marine Corps reporting unit or command to which transferred and the Monitored Command Code (MCC) for that unit or command (not required on reassignment within the same MCC). If transfer is for further assignment the remark should show the intermediate command and its Monitored Command Code (MCC) followed by the final destination and Future Monitored Command Code (FMCC).

(1) The prupose for which transferred: for duty; for duty under instruction; for separation; for replacement training; or, for record only.

(2) The authority for transfer should be the "senior" directive which

names the individual (not required on intracommand reassignment).

(3) The estimated date of arrival at new command; date of arrival is computed by adding to the effective date of transfer the proceed time, authorized delay, and travel time (computed as to mode of travel; i.e., train, auto, ship, plane, or combination thereof). When the exact date cannot be determined use the best possible estimate. This estimated date of arrival (EDA) is not required on intracommand transfers or where no proceed, delay or travel time is involved.

b. If the transfer occurs upon completion of a school, the word "student" will appear after "drop" and the remark will end with fact of completion of or failure to satisfactorily complete the course.

c. On transfers which are effected by forwarding service records only and the individual is sick in a hospital, on leave, confined, etc., the remark will include this fact.

d. Some sample transfer entries follow:

Drop tr to MB NB PHILA (MCC) for du auth _____ EDA _____

Drop tr by SR to MB NTC GLAKES (MCC) for rec only while sk USNH GLAKES auth _____

Drop stud tr to MCS QUANT (MCC) auth _____ WpnTech Scol compl (or unsat compl)

Drop 15Jul63 tr to MCS QUANT (MCC) for du as instr Ord Scol auth _____ EDA_____

Drop 25Aug63 tr to MCB CAMPEN (MCC) for TEMCON process Dec63 ReplBn auth_____ EDA_____FFT for du as repl 3dMarDiv (FMCC) EDD_____ EDA _____

Drop tr to Co B this Bn for du

e. In the event a transfer indicates temporary duty at an intermediate command, the remark will indicate the estimated date of departure from the intermediate command in addition to the EDA at final destination.

2. Discharges:

a. If the drop entry is to report a discharge, the remark will show the word "Drop" followed by:

(1) The date of discharge, if it is other than the date of the diary.

(2) The type of discharge; i.e., HonDis, GenDis, UnDis, BCD, DD, dismissal (officer).

(3) The formal reason for discharge (see chap. 13); e.g., resgd, EofE, EofI, hardship, dependency, etc. In cases of discharge for the convenience of the Government, the abbreviation CofG must be followed by the specific reason for separation. In cases of discharge for physical disability, indicate whether separated with or without severance pay.

(4) The authority for discharge; e.g., the Marine Corps Personnel Manual paragraph, and/or other applicable general directive, and, if one exists, the specific correspondence naming the individual.

(5) Leave settlement data as follows: If cash settlement is made, show number of days UL settled; e.g., 12 days UL sett by cash. If the leave balance is zero, or if balance is dropped, show "No UL." If leave balance is carried forward, so indicate; e.g., 24 days UL carried fwd. If individual has UL balance on date of separation but cash settlement is not made pending verification of leave balance by HQMC, indicate "UL not sett."

(6) Reenlistment indication as follows: For enlisted personnel, indicate whether individual was (RR) or was not (NRR) recommended for reenlistment. This shall be shown irrespective of the fact that the reason for separation precludes immediate reenlistment. Except when a reenlistment entry is shown on the same diary, indicate the

individual's intention concerning reenlistment by showing one of the following statements whenever the individual has been recommended for reenlistment and the reason for separation does not preclude immediate reenlistment: "Will reenl USMC," "Will reenl MCR," or "Will not reenl." For personnel discharged from the Regular Establishment who are enlisted/reenlisted for duty in the Reserve Establishment, show "Enl MCR (inact), asg (MCR unit/command to which asg)" as part of the drop entry; do not report the usual type reenlistment entry.

b. In any case where a reenlistment is effected within the same reporting unit immediately following discharge, both the loss and the gain actions shall be shown on the diary for the date on which the reenlistment is effective. The remark must include the following:

(1) A drop/discharge remark, to include the date of discharge.

(2) A joined/reenlisted remark, to include term of enlistment, new EAS date, reenl bonus paid, Variable Reenlistment Bonus (VRBM) multiple and number of installments (VRBI) (or lump sum payment, if authorized), as well as any other changes incident to the reenlistment. In cases of reentry in a component different from the one from which discharged, the remark must indicate the new component; i.e. USMC or USMCR. Examples:

Drop (as of date) HonDis EofE auth____ (lv Sett) RR Jdreenl 6 yrs Ch EAS to (date) Reenl bonus pd Awd VRBM_____ VRBI _____

Drop HonDis EofE auth _____ (lv sett) RR Will not reenl

Drop (as of date) HonDis EofE auth _____ (lv sett) RR Jdreenl 6 yrs Ch EAS to (date)

Drop (as of date) HonDis CofG to enl USMC auth _____(lv sett) RR Jdreenl USMC 4 yrs Ch EAS to (date) Ch Comp/Cl code to 1

Drop HonDis for phys dsabl (with) (w/o) severance pay auth _____(lv sett) RR

Drop DD PurSent GCM auth _____(lv sett) NRR

3. Retirement or Transfer to Fleet Reserve

a. The reason and/or type of separation shall be indicated in remarks reporting retirement or transfer to the Fleet Marine Corps Reserve. In each case include authority (see subpar. 16054.6b) and unused leave settlement data. In the case of retirement, show whether retired with over 20, 30, or 40 years service, and whether voluntary or involuntary.

b. In certain instances, an individual may be transferred to the Fleet Reserve and retained on active duty. In such cases, he is to be dropped as a regular by transfer to the FMCR and rejoined as a Fleet reservist by retention on active duty.

c. Sample unit diary entries:

Drop tr to Retd List vol 30 yrs serv auth _____ No UL

Drop tr to Retd List phys dsabl auth _____ 2 days UL sett by cash

Drop tr to Temp Dsabl Retd List auth _____ 5 days UL sett by cash

Drop tr to FMCR auth _____ 24 days UL sett by cash Asg 4th MCD

Drop 30Apr63 tr to FMCR auth _____ UL carried fwd Jd ret on EAD ch comp to F ch EAS to (date or "indef")

4. Resignations. The remark will show "Drop resgd" and whether the resignation was at the officer's own request or for administrative reasons directed by Secretary of the Navy or the Commandant of the Marine Corps. If a specific reason is evident, such as marriage or to accept a Reserve commission, include that fact. Show authority and unused leave settlement.

5. Release From Active Duty. Release from active duty may occur upon com-

pletion, by reservists, of their tour of extended active duty, or active duty for training (six months training program and critical skills program personnel only); upon expiration of enlistment of regular male enlisted Marines who are obligated under the Universal Military Training and Service Act as amended (now 10 USC 651); and upon expiration of term of induction of inductees. In the latter two cases, the release is coupled with a "transfer" to the Marine Corps Reserve.

a. A drop entry reporting the release of a reservist will be shown on the diary for the date of departure from the last duty station, and will include:

(1) Reason, if other than completion of required active service.

(2) Reserve activity to which assigned.

(3) Authority under which released.

(4) Leave settlement data.

(5) Constructive date of release (date of detachment plus authorized travel time).

(6) If obligated under Universal Military Training and Service Act as amended (now 10 USC 651), show "Obl."

(7) If enlisted, indicate whether individual was (RR) or was not (NRR) recommended for reenlistment. Example:

Drop rel fr acdu asg (MCR activity) auth_____(lv sett) Const date of rel (date) Obl (RR) (NRR)

b. A drop entry reporting the release from active duty of a regular or inductee obligor will be shown on the diary for the date of departure from the last duty station, and will include:

(1) Reason; i.e., for EofE, EofI, or for other reasons such as CofG for dependency or hardship.

(2) Transfer by service records to Class II or Class III, Marine Corps Reserve.

(3) Reserve activity to which assigned.

(4) Authority under which released, to include the Marine Corps Personnel Manual paragraph in cases other than expiration of term of service.

(5) Leave settlement data.

(6) Indicate whether individual was (RR) or was not (NRR) recommended for reenlistment. Example:

Drop rel fr acdu Cofg for depn Tr by SR to Cl III Ready MCR asg (MCR activity) auth____(lv sett) (RR) (NRR)

6. Deaths. Drop entries to report deaths will show the date, if other than the diary date, the cause of death, place of death and if death occurred as a result of training. The disposition of the remains or place of burial need not be shown. The following terms will be used in case of deaths due to battle action:

KIA - death during action and prior to entering a medical facility

DOW - died of wounds received in action--death occurring after entering a medical facility

Sample entries:

Drop died automobile acdt Encinitas Calif Not result of trng

Drop KIA Inchon Korea

7. Desertions. When an individual is declared a deserter he is dropped from the unit account and from the active duty strength of the Marine Corps. The drop entry will be shown on the diary for the date the declaration is made and will include the time and date of commencement of unauthorized absence, the date as of which desertion was declared and whether service records are retained or forwarded. Sample:

Drop des on UA-AWOL since 0001 16 Jan60 Declared des as of that date SR ret

Drop des escaped prisoner declared des as of 1115

8. Acceptance of Appointment; Termination of Appointment. A member of the Regular Establishment may receive permanent appointment to warrant or commissioned grade, in which case two distinct actions are to be reported: a loss action to account for the termination of the member's previous status, and a gain action to account for the appointment. Generally, the drop is effected on the day preceding the date on which the appointment becomes effective. Nevertheless, if the loss and the gain actions occur within the same reporting unit, both actions shall be reported on the unit diary for the date on which the appointment becomes effective. The drop entry shall then show an as of date. If the member is separated from one reporting unit, but is joined by appointment in another reporting unit, then each action shall be reported on the diary for the date of occurrence. In some instances the member will receive permanent appointment to one grade with an appointment to a higher temporary grade. In such cases, the joining entry shall show the acceptance of the permanent appointment followed by a statement concerning the appointment to the higher temporary grade. A new IRC need not be prepared upon appointment, nor should the copy be forwarded to the DPI if the unit prepares a new IRC for its own use. However, the on-hand card shall be revised to reflect all changes of information which occur incident to the appointment. All changes, except as noted below, are to be reported as part of the appointment entry.

a. When an enlisted member is appointed as an officer, he is discharged the day before the appointment becomes effective. If the member is appointed a Limited Duty Officer, the joining entry must include a statement to this effect. To reduce the number of IRC changes to be reported on the unit diary, the following items of information are automatically changed within the DPI record to none/not applicable/no, as appropriate, without requiring unit diary entry to this effect. However, certain of the items are subject to further change, in which case appropriate information should be reported in the appointment entry.

(1) Subsistence/Commuted Rations.

(2) BAQ entitlement.

(3) Special/Proficiency Pay Category--subject to further change.

(4) Date of enlistment

(5) Length of Current Term--subject to further change.

(6) PULHES.

(7) Additional MOS's--subject to further change.

(8) Arrived U.S./Depn Auth

Example:

Drop (date) HonDis CofG to acc perm appt USMC (or MCR) auth_____(lv sett) RR
Jdby acc perm appt as (grade) (LDO) USMC (or MCR) to rk fr (date) auth____
Ch Fol items as indicated
SN____(not required here if shown as part of standard identifying information)
MOSs____/_____/_____
EOS (date)
EAS (date)
Spl/Prof Pay Cat to over 4 yrs enl serv
Length of Curr Term _____
Cont/Du Limitation _____

b. When a warrant or chief warrant officer is appointed as a commissioned officer, the member's warrant officer status is terminated by discharge on the day before the appointment as a commissioned officer becomes effective. If the member is appointed a Limited Duty Officer, the joining entry must include a statement to this effect. Example:

Drop (date) HonDis to acc perm appt as comm off auth _____(lv sett)
Jdby acc perm appt as (grade) (LDO) USMC (or MCR) to rk fr (date) auth_____
Ch MOSs fr____to _____
Ch Cont/Du Limitation to_____

c. When a Regular officer resigns his commission and accepts immediate appointment in the Marine Corps Reserve, he may either be retained on

active duty or he may be released to inactive duty in the Reserve. The correspondence directing the change in status will specify whether the officer is to be retained or released. If the officer is to remain on active duty, both the loss and the gain actions shall be shown on the diary for the date on which the Reserve appointment becomes effective. However, if the officer is released from active duty on the date of resignation, only a drop remark with information as to Reserve activity to which assigned shall be shown on the diary for the date of resignation. The Reserve Establishment unit that joins the officer will report the reappointment. Example:

Officer retained on active duty:
Drop (date) HonDis resgd to acc perm appt in MCR auth_____(lv sett)
Jdby acc perm appt as (grade) MCR to rk fr (date) and temp appt as (grade) to rk fr (date) auth_____
Ch Comp/Cl code to_____

Officer released from active duty:
Drop HonDis resgd to acc perm appt in MCR auth_____(lv sett) Will enter MCR Asg (MCR unit/comd)

d. When a Reserve officer is to be appointed in the Regular Marine Corps, he must be discharged as a Reserve officer and joined by Regular appointment. Example:

Drop (date) HonDis to acc perm appt in USMC auth_____(lv sett)
Jdby acc perm appt as (grade) USMC to rk fr (date) and temp appt as (grade) to rk fr (date) auth_____
Ch Comp/Cl code to_____

e. When an officer on the temporary Disability Retired List is found fit for duty his name is removed from the retired list. Prior to discharge he may elect to be reappointed in the Marine Corps. In this case, he will be assigned to active duty for the purpose of terminating his status on the retired list preliminary to acceptance of his new appointment in the Marine Corps. Example:

Diary entry on joining:
Jdfr TempDsabl retd list auth_____

Diary entry for date of reappointment:
Retd status term (date) to acc (temp) (perm) appt (grade) (USMC) (MCR) to rk fr (date) auth_____

f. When a temporary officer is to be reverted to his permanent grade and status, his temporary appointment must be terminated.

(1) If the individual's permanent grade is enlisted, an entry showing the "loss" as an officer and the "gain" as an enlisted shall be reported. If the individual is to be separated from enlisted status due to an expired enlistment, then the loss as an officer, and the gain and loss as enlisted, shall be reported as occurring on the same date. However, if the individual is to remain on active duty in his enlisted status, then the officer loss and the enlisted gain actions shall be reported as occurring on successive days, with both actions being reported on the diary for the date on which the individual resumes enlisted status. In all cases, the join entry shall include enlisted service number and MOSs assigned, and if remaining on active duty, furnish a revised IRC. Examples:

Member separated upon reversion:
Drop temp appt as (grade) USMC term auth_____(lv sett) Will revert to perm enl grade
Jd acct reopened as (enl grade) to rk fr (date) auth_____
Ch SN to_____
Ch MOSs to _____
Drop (HonDis) (tr to FMCR) etc

Member retained on active duty:
Drop (date) temp appt as (grade) USMC term auth_____(lv sett) Will revert to perm enl grade
Jd acct reopened as (enl grade) to rk fr (date) auth_____
Ch SN to_____
Ch MOSs to _____
(IRC ATT)

(2) If the individual's permanent grade is warrant/chief warrant officer, an entry must be reported showing termination of temporary appointment and grade to which reverting. Example:

Temp appt as (grade) term Reverted to (grade) to rk fr (date) auth _____

g. When an enlisted man accepts a temporary appointment to officer an entry showing the "loss" as an enlisted and the "gain" as an officer shall be reported. The enlisted loss and officer gain shall be reported as occurring on successive days, with both actions being reported on the diary for the date on which the individual assumes officer status. In all cases, the join entry shall include officer service number, MOSs assigned, and contract/legal agreement. The entry will include "over 4 years actenlserv" if appropriate. Example:

MIKE, ENLISTED J.	0 1567891	1Mar66 Drop to acc temp appt to 2NDLT
Sgt 0311/5711/8211	0 540001	2Mar66 jd by acc temp appt to 2NDLT MC rk fr 1Feb66 auth_____Ch SN to_____Ch MOSs to_____Ch cont legal agr to TempO(E) (Over 4 yrs actenlserv)

16082 DESCRIPTION OF ITEMS OF INFORMATION CALLED FOR ON INDIVIDUAL RECORD CARD, NAVMC 10447-PD AND INSTRUCTIONS FOR REPORTING CHANGES THERETO

1. Service Number--Block #1

a. Enter the service number of the individual for whom the IRC is prepared.

b. Ensure that the service number is correctly transcribed from the enlistment contract, record of induction, or officer's qualification record. Check it after it is typed. Normally, the IRC is the first personnel accounting document a unit prepares on an individual. Enter the service number and name correctly on the IRC and compare against subsequent unit diary entries on the same individual.

c. Women Marines are identified by placing the letter "W" one space to the left of the service number each time it is recorded. Note also that enlisted women's service numbers all commence with the number "7." Example:

SERVICE NO	1
023456	(Officer)
1233654	(Male enlisted)
W 738912	(Female enlisted)

Ch SN to _____ auth CMC ltr

2. Initials--Block #2

a. Enter initials of individual's surname (last name), first name, and middle name, if applicable. Do not record more than three initials, or suffixes such as Jr., Sr., II, etc. Example:

INITIALS	2
RJ	(for ROGERS James Jr)
SJH	(for SMITH John Henry)

3. Security Investigation Completed--Block #3

SECURITY INVEST COMPL	3
YR	MO
60	7 (Jul60)

a. Upon receipt of a completed Investigation Request for Personnel Security Clearance (OPNAV 5520-1) enter the year and the month the investigation was completed. The investigation completion date is shown in Section D of Form 5520-1. Should results of the investigation be reported by letter of transmittal, the date indicated in the transmittal will be used to complete Block #3, and the unit diary entry.

b. If the local commander denies a clearance based on contents of a security investigation, Block #3 will nevertheless be completed to reflect the date of completion of the investigation.

c. Upon termination of a certificate of clearance for cause, or upon revocation of a clearance, Block #3 of the IRC will not be changed.

d. The Security Investigation must be brought up to date prior to granting of a clearance in those cases which were terminated for cause, those revoked, or where no clearance was issued by reason of denial on grounds of derogatory information contained in the investigation. In addition, security investigations of some personnel must be updated periodically. Security Investigations Completed Block #3 will be

changed to the year and month the investigation was brought up to date, with a unit diary entry to report this latest date, and the type security investigation. Examples:

Security Invest (BI or NAC) compl Jul60
Ch updated security invest compl (BI or NAC) to Nov63
(The above unit diary entries will be coupled with a Block #4 entry.)

4. Security Investigation Type--Block #4

SECURITY INVESTIGATION TYPE	4
BI (Background Investigation) NAC (National Agency Check)	
YES	NO

a. Upon receipt of results of an Investigation Request for Personnel Security Clearance (OPNAV Form 5520-1) enter the abbreviation of the type of personnel security investigation conducted (BI or NAC). This information is shown stamped in Section D of Form 5520-1. Should the security investigation results be furnished by letter of transmittal in lieu of Form 5520-1, due to contents reflecting matter discovered which should be known to the local commander, the transmittal will report type investigation conducted.

(1) Enter YES in Block #4 to indicate that it is a non-derogatory investigation.

(2) Enter NO to indicate that results of the investigation resulted in denial of a security clearance. This will indicate an investigation exists which was considered derogatory.

(3) Upon termination or revocation of a certificate of clearance for cause, a unit diary entry will be made reporting this fact. Security Investigation Type Block of the IRC will be changed to NO indicating a certificate of clearance was terminated. The type and date of the security investigation will be included in the unit diary entry.

b. Security Investigation Type Block of the IRC will show "Ø" when no security investigation exists. Examples:

NAC compl Jul60
YES
BI compl Jul60
NO

Cert of clearance denied

Cert of clearance term for cause
Ch security invest type to NO

c. The security investigation must be brought up to date prior to reissue of previously terminated or revoked clearance for cause, or clearance previously denied. (The recording of an investigation brought up to date is normally coupled with a change to Block #3 of the IRC). Example of unit diary entry:

BI updated
Ch security invest type to YES

5. Block #5--No entry required. (See subpar. 16029.1d.)

6. Block #6--No entry required. (See subpar. 16029.1d.)

7. Reporting Unit Code--Block #7

a. Enter the reporting unit code assigned to reporting unit on whose rolls the individual is joined. This is

the same reporting unit code that is entered in the strength balances section of each unit diary. See subparagraph 16054.7b for additional information relative to reporting unit codes. Example:

REPORTING UNIT CODE	7
53230 (RU Code for MB NB PHILA)	

8. Block #8 --No entry required. (See subpar. 16029.1d.)

9. Pay Entry Base Date--Block #9

PAY ENTRY BASE DATE			9
Yr	Mo	Da	
64	6	29	(29Jun64)

Ch PEBD to 29Jun64 admin error

Ch PEBD to 29Jun64 SKMC 15 days time lost

a. Enter the year, month, and day of the pay entry base date in block #9. When time is lost, PEBD must be changed to reflect the number of days lost since this affects the pay of the individual. See section 5, part A of this chapter for additional information on reporting PEBD.

b. The PEBD is located on page 6 of the service record book and pages 1 and/or 9 of the officer qualification record.

10. Civilian Education--Block #10

a. Any changes in education resulting from completing courses or tests through accredited civilian educational institutions (residence, extension center, or correspondence), through USAFI, or other approved methods, shall be made the subject of a unit diary remark.

b. Insert the level of highest creditable schooling attained and number of years completed, with certain other data as follows:

(1) If grammar, or grade school is the extent of education, insert the designation "GS," followed by the number of years. Example:

CIVILIAN EDUCATION	10
GS $6\frac{1}{2}$ (Grammar School $6\frac{1}{2}$ yrs)	

(2) If high school is highest level attained insert the designation "HS," followed by the number of years. Example:

CIVILIAN EDUCATION	10
HS 3 (Compl 3 yrs of course generally designed to prepare a student for college)	

(3) If college is listed insert the designation "C," the number of years completed, the major subject listed, and the degree received, if any. If no degree is held, indicate the subject followed by "No deg." Where a degree is received with no major subject, indicate the degree followed by "No major subj." Example:

CIVILIAN EDUCATION	10
C4 Economics - BA (Compl 4 yrs college received Bachelor of Arts Degree)	

(4) If trade or business school is listed, insert the designation "TS," the number of years attended, and the course of instruction. This is in addition to the regular education which has been recorded as directed above. Example:

CIVILIAN EDUCATION	10
HS 3 TS 1½ Avn Mech (Compl 3 yrs HS Academic and 1½ yrs trade school in Avn Mech)	

c. The information for this block appears on page 8a of the service record book and page 7a of the officer's qualification record.

d. If an individual successfully completes a USAFI high school or college level GEDT battery, and the test battery level of education is at a level which is higher than the individual's formal schooling, record the higher level and the designation "equiv by GEDT." Successful completion of college level GEDT is considered as the equivalent of no more than 1 year of college education, and will be so recorded. Do not record results of other type equivalency tests such as EET, officer selection tests, etc. Example:

CIVILIAN EDUCATION	10
HS 4 equiv by GEDT C1 equiv by GEDT	

Ch Civ Educ to HS 4 compl USAFI HS GEDT

11. Block #11--No entry required. (See subpar. 16029.1d.)

12. Block #12--No entry required. (See subpar. 16029.1d.)

13. Block #13--No entry required. (See subpar. 16029.1d.)

14. Block #14--No entry required. (See subpar. 16029.1d.)

15. Expiration of Obligated Service--Block #15

EXPIRATION OBL SERVICE		15
Yr	Mo	Da
60	12	20 (20 Dec1960)

Ch EOS to 20Dec60

a. Enter the date on which obligated service will expire. EOS is determined as follows:

(1) Eight-year obligation

(a) Each male person acquires a total 8 year military obligation who:

1. Was initially appointed, enlisted, or inducted, either in a Regular or a Reserve component of any branch of the Armed Forces of the United States after 19 June 1951 and prior to 10 August 1955, prior to attaining the 26th anniversary of his birth; or

2. Enlists in the Six Months Training Program (component/class code "H"), prior to attaining eighteen and one half years of age; or

3. Enlists in the Critical Skills Program (component/class code "Q").

(b) The EOS for the above persons is that date which is 8 years subsequent to such entry, except that should time be lost, then the normal expiration date must be extended (see par. 15111).

(2) Six-year obligation

(a) With the exception of persons who enlist in the Six Months Training Program prior to attaining eighteen and one half years of age

(component "H"), or the Critical Skills Program (component "Q"), each male person who is initially appointed, enlisted, or inducted, either in a Regular or a Reserve component of any branch of the Armed Forces of the United States after 9 August 1955, prior to attaining the 26th anniversary of his birth, acquires a total 6 year military obligation.

(b) The EOS for the above persons is that date which is 6 years subsequent to such entry, except that should time be lost, then the normal expiration date must be extended (see par. 15111).

(3) Discharge from component "H", "K", or "Q" status, for reentry in the USMC or USMCR in another status, does not serve to alter the original military obligation.

(4) For those male personnel who were initially appointed, enlisted or inducted into any branch of the Armed Forces prior to 19 June 1951, and for all female personnel, enter a "0".

(5) For those male personnel who were initially appointed, enlisted or inducted into any branch of the Armed Forces after 19 June 1951 enter the date their military service obligation expires under the terms of the UMT&S Act. See paragraph a, above, in determining the obligation incurred.

b. When time is lost, EOS must be changed to reflect the number of days lost.

16. Civilian Occupation--Block #16-No entry required (see subpar. 16029.1d).

17. Block #17--No entry required. (See subpar. 16029.1d.)

18. Commuted Rations/Subsistence Allowance--Block #18

a. For enlisted only, insert "C," or "S," as appropriate, to indicate whether the individual is drawing commuted rations or subsistence allowance. If not applicable, insertion of "0" is required in this block. Entries should be made in pencil since this information is subject to frequent change.

Example:

SUBSISTENCE/COMRATS	18
	0 - Not applicable
	S - Subsistence
C	C - Commuted Rations

b. Instructions for reporting changes to these items are described in section 5, part A, of this chapter.

19. BAQ Entitlement--Block #19

BAQ ENTITLEMENT	19
	- Unknown
	E - Entitled to BAQ (includes members assigned substandard quarters)
	H - Assigned Government quarters
	N - Not entitled to BAQ

a. Record status of members who are in any of the following categories regarding entitlement to Basic Allowances for Quarters (BAQ):

(1) Members with dependents not entitled to BAQ as a result of assignment to Governments quarters.

(2) Members entitled to BAQ while assigned substandard quarters.

(3) Members entitled to BAQ payment and not assigned Government quarters.

(4) Members not entitled to BAQ payments.

(5) Members whose status is unknown due to nonavailability of records.

b. The entitlement status must be reported as a part of the "drop" entry on the unit diary when the entitlement status changes.

c. Insert appropriate entitlement for officer or enlisted members. Example:

BAQ Entitlement N

Ch BAQ Entitlement to H

20. Expiration of Active Service--Block #20

EXPIRATION ACTIVE SERVICE		20
Yr	Mo	Da
65	03	16

a. In this block enter:

(1) A zero for Regular officers.

(2) Date of expiration of enlistment or voluntary extension of enlistment for Regular enlisted personnel.

(3) Date of expiration of tour of active duty for Reserve officers and enlisted personnel.

(4) Date of expiration of period of inductee service.

(5) Date of expiration of involuntary retention or involuntary extension of enlistment other than involuntary retention or extension of enlistment declared in the event of war or national emergency. In cases of involuntary retention or extension declared in the event of war or national emergency, EAS will remain unchanged. When absence from duty results in lost time, then the normal expiration date must be extended (see par. 15111).

(6) "CofG" for persons retained on active duty beyond their normal expiration date for any reason other than involuntary retention or extension of enlistment declared in the event of war or national emergency.

b. A unit diary entry is required whenever any change of EAS is effected.

c. An enlisted person who voluntarily first extends an enlistment becomes entitled to lump-sum leave settlement when the extension becomes effective. Any unused leave settled by cash under this authority will be reported on the unit diary.

d. A unit diary entry is required when an extension, for which a reenlistment bonus is paid, becomes effective. Sample entries:

Ret auth_____ Ch EAS to CofG

Extenl 2 yrs auth_____ Ch EAS to (date)

Extenl canc auth_____ Ch EAS to (date)

Extenl eff 30 days UL sett by cash

Extenl eff. Reenl bonus pd

Extenl eff Reenl bonus pd Awd VRBM_____ VRBI_____ (or Lump sum payment auth _____)

21. Monitored Command--Block #21

MONITORED COMMAND		21
1stMarDiv	121	

a. Enter the appropriate title and code which indicates the monitored command to which the individual has been assigned. A monitored command is a command, unit, activity, or individual billet to which the assignment of personnel is controlled by the Assignment and Classification Branch, Headquarters, U.S. Marine Corps. Each of these elements have been assigned a code, called a monitored command code, for identification and control purposes.

b. Unit diary entries concerning change of monitored command will be reported as follows:

(1) Reporting units which have been assigned one monitored command code for all of the unit's billets will report this code by a Record of Events entry upon activation.

(2) Reporting units which have been assigned more than one monitored command code will include in the joining remark the code assigned to individuals upon their joining. Subsequent reassignments between monitored commands within the same reporting unit require a unit diary entry to that

effect. In many cases, such reassignments necessitate changes to other items on the IRC in much the same way as does a joining (see subpars. 16077.3 and 16082.30).

(3) Personnel on TAD will retain the monitored command code related to the individual's permanent assignment.

c. Sample unit diary entries:

RECORD OF EVENTS
All pers this RU asg MCC 112

Asg MCC 013

Reasg to MCC R01
Ch Date Curr Tour Began to 10Mar63, PAP Code to E, Billet MOS to 8151

22. Block #22--No entry required. (See subpar. 16029.1d.)

23. Personnel Allocation Plan--Block #23

a. The composition and distribution of personnel in the Marine Corps, on the basis of budgetary limitations, is prescribed annually in the Personnel Allocation Plan (PAP) as approved by the Secretary of the Navy.

b. For purposes of the Personnel Allocation Plan, functions of the Marine Corps are grouped by ground and aviation as follows: (1) Operating Forces, (2) Training Bases and (3) Supporting Forces.

c. In order to identify these functional categories, a PAP Line code has been assigned each category. This PAP Line code is entered on each billet line of the table of organization of non-FMF units. The codes assigned FMF units (GROUND AND AVIATION) and non-FMF combat units will appear on the covering letter of the table of organization.

d. Record and report PAP Line code according to the following:

(1) Non-FMF units

(a) Insert in this block, the PAP Line code indicated for the T/O billet currently being filled by the individual. PAP Line code will be reported on the unit diary as part of the joining entry, and upon reassignment between billets. Whenever an individual goes from a Not-Chargeable to a Chargeable strength category, the diary entry should include the PAP Line code assigned.

(b) If the number of Marines performing a function as prescribed by the T/O line is in excess of the number of billets authorized, all individuals, including the overages, will be assigned the PAP Line code appropriate for that line.

(c) Units which have been assigned one PAP Line code for all billets, may report this code by a

Record of Events entry upon activation and on the diary prepared for the last day of each month. If this method of reporting PAP Line code is utilized, individual entries on the IRC and unit diary are not required. Upon joining personnel, delete any information shown in this block without reporting this action on the unit diary.

(2) FMF units

(a) Recording PAP Line code on the IRC and unit diary is not required; the appropriate code can be determined from the reporting unit's title.

(b) Upon joining personnel from non-FMF units, delete any information shown in this block without reporting this action on the unit diary.

(3) Not Chargeables. Although PAP Line codes have been established to account for Non-Chargeable personnel, these codes will not be reported on the unit diary. Codes for Non-Chargeable personnel will be determined at the DPI from the unit diary remarks. Not-Chargeable codes are as shown in the Personnel Accounting Codes Manual.

(4) Personnel of other Armed Forces. Entry of PAP Line code on the IRC or unit diary is not required.

e. Examples:

PAP LINE CODE	23
J	

Asg PAP Code T

RECORD OF EVENTS
All chg pers this RU asg PAP Code G

24. Billet MOS--Block #24

a. Insert in this block the MOS (valid MOS as contained in MCO P1200.7) indicated for T/O billet currently being filled by the individual except as follows:

(1) Undergoing instructions in a formal Marine Corps School, for which a formal school code has been assigned, enter the letter "S" followed by the three character formal school code; e.g., S01A indicates Administrative Chief's Personnel Administration School Code.

(2) Undergoing instructions in a formal Marine Corps School, for which a formal school code has not been assigned, but has been assigned a separate monitored command code, enter the letter "S" followed by the three character monitored command code; i.e., SK08 indicates College Degree Program.

(3) Excluding students, record a 0 for all other Not-Chargeable personnel. Example:

BILLET MOS	24
3421	

Ch billet MOS to 0171

Ch billet MOS to S01A

Ch billet MOS to SK08

b. If number of Marines filling a billet as prescribed by the T/O is in excess of number of billets authorized by T/O, all individuals, including the overages, will be assigned the billet MOS appropriate for this line.

25. Rotation Tour Date--Block #25

a. This block is used to record rotation tour date. Rotation tour date is defined as the month and year an individual is scheduled to return to continental limits of the United States from:

(1) A military installation or activity permanently located at a land station outside the continental limits of the United States;

(2) Fleet Marine Force units located in the Far East and Hawaii;

(3) Attache duty;

(4) Department of State guard duty;

(5) A sea duty tour.

b. Rotation tour date will be reported on the unit diary that joins an individual for a tour of duty as specified above. The following provisions govern the establishment of a rotation tour date:

(1) A rotation tour date will be established only for those personnel whose tour length is expected to be 12 or more months.

(2) Rotation tour date is normally established by applying the standard tour length for the place at which located as published in the current Marine Corps directive governing overseas tours of duty, to the date of departure from the continental limits of the United States, or in the case of personnel joining a ship's detachment at a CONUS port, to the date joined; e.g., an individual accompanied by his dependents departs CONLUS on 16 September 1961 for duty at MCAS, Kaneohe--by adding the standard (accompanied) tour length for Hawaii (36 months) to September 1961, a rotation tour date of September 1964 is established.

(3) Personnel who depart CONLUS and report to their assigned activity after having delayed en route in an overseas area in a leave status, will have their rotation tour date established by using the date current tour began as adjusted for constructive travel time from CONLUS to the activity.

(4) In the case of corporals and below, and Reserve personnel in all grades, a rotation tour date must be established which will ensure arrival at the appropriate separation activity at least 10 days prior to date of EAS.

(5) If a tour of sea duty is interrupted because of hospitalization or awaiting retransfer at a shore station, the diary entry showing joining or return to sea duty will reestablish the original rotation tour date.

(6) A readjusted rotation tour date is generally required upon voluntary reassignment between overseas activities, except that under special programs authorized by HQMC, readjustment of RTD is not required (local directives apply). Readjusted RTD is determined by applying the standard tour length for the new activity to the date joined. The provisions of subparagraph 16082.25b(7), below, apply to special program reassignments.

(7) Upon involuntary overseas reassignment, a new rotation tour date will be established by applying the overseas tour length for the new duty station, crediting time spent overseas prior to such reassignment.

c. The following provisions govern change to rotation tour date. A new rotation tour date will be determined by competent authority and immediately reported on the unit diary whenever:

(1) An individual is to be returned to CONLUS prior to completion of a normal tour for any reason.

(2) A voluntary extension of overseas tour is approved.

(3) An involuntary extension of overseas tour is directed by competent authority.

(4) The movement or acquisition of dependents effects tour length (see current Marine Corps directive governing overseas tours of duty).

(5) Change in status places individual in different category; e.g., corporal or below due for early rotation because of EAS reenlists or extends enlistment; Reserve officer integrates into Regular component; etc.

d. To identify the item in block #25, reporting units will enter "RTD" in the upper left corner followed by "YR" and "MO" at such time as a rotation tour date is first established for an individual. Enter only a "0" in all other cases. Example:

RTD	YR	MO	25
	63	11(Nov63)	

Estab RTD as Nov63

Six month ext o/s tour appr
Ch RTD to May64

26. Block #26--No entry required. (See subpar. 16029.1d.)

27. Block #27--No entry required. (See subpar. 16029.1d.)

28. Special and Proficiency Pay Category--Block #28

SPL/PROF PAY CATEGORY	28
Over 4 yrs enl serv	(off)
P-1 SP 8411	(enl)

a. Indicate special and proficiency pay data in this block, as follows:

(1) Special pay. For basic pay purposes, insert the term "over 4 yrs enl serv" for all officers in grades 01, 02, or 03 who have over 4 years active enlisted service. Upon change in grade to something other than 01, 02, or 03 report a deletion of this term on the unit diary.

(2) Proficiency pay. When an individual is awarded proficiency pay, enter P-1, P-2, or P-3 as appropriate, followed by the abbreviated term (i.e., "Splty" for specialty pay award; "SP" for superior performance award), and the MOS that identifies the basis for which the award was elected.

b. Instructions for reporting proficiency pay information on the unit diary are contained in section 5, part A, of this chapter.

29. Block #29--No entry required. (See subpar. 16029.1d.)

30. Date Current Tour Began--Block #30

DATE CURRENT TOUR BEGAN			30
Yr	Mo	Da	
65	07	11	(11Jul65)

Date Curr Tour Began remains 11Jul65
Date Curr Tour Began estab 26Jan63 (incl. in joining remarks).

a. Insert in this block the date that current tour at present monitored command commenced (see block #21 for description of a monitored command). Reassignments between reporting units within the same monitored command should not cause a change in date current tour began.

b. Reporting of date current tour began in the joining remark is not required except as noted below. Reporting units are required, however, to maintain this date current according to the following provisions:

(1) CONUS units. Date joined on the rolls of the monitored command.

(2) Overseas units other than sea duty

(a) Date of departure from continental limits of the United States when reporting to an overseas duty station from a CONUS duty station.

(b) Personnel who report to an overseas activity after having delayed en route in an overseas area in a leave status, will have their date current tour began established by subtracting the constructive travel time from the date joined; e.g., joined 10 February 1963, constructive travel time 15 days, adjusted date current tour began is 26 January 1963. In this instance, the established date must be reported in the joining remark.

(c) Date joined when joining between overseas monitored commands.

(3) Sea duty units. Date joined on the rolls of the monitored command. Transfers from one ship's detachment

to another requires that the original date current tour began be retained to signify commencement of sea duty tour; therefore, the joining entry in these instances must include a remark such as "Date Current Tour Began remains 10Mar60."

(4) Exceptions:

(a) When an individual is transferred to another monitored command for record purposes only while hospitalized, confined, IHCA, etc., and is subsequently transferred back to the original or a similar monitored command, the original date will be reestablished and reported in the joining remark; e.g., "Date Current Tour Began reestab as 10Mar60."

(b) When an individual is transferred to another monitored command to attend a service school and the individual is returned to the monitored command from which assigned due to failure to successfully complete the course, the original date will be reestablished and reported in the joining remark; e.g., "Date Current Tour Began reestab as 10Mar60."

31. Block #31--No entry required. (See subpar. 16029.1d.)

32. Incentive Pay for Hazardous Duty--Block #32

a. Incentive pay is additional pay for the performance of hazardous duty required by competent orders. Reporting units will indicate type of incentive pay to which an individual is entitled by inserting the appropriate abbreviation as shown below in block #32 of the IRC:

Type of Hazardous Duty	Abbreviation
Duty as a crew member, as determined by the Secretary of the Navy, involving frequent and regular participation in aerial flight (include naval aviators and enlisted pilots)	AVIA (CM)
Duty involving frequent and regular participation in aerial flights not as a crew member	AVIA (NCM)
Duty on board a submarine, including submarines under construction from the time builder's trials commence	S/M
Duty involving parachute jumping as an essential part of military duty	PRCHT
Duty involving the demolition of explosives as a primary duty, including training for such duty	DML
Duty as diver using self contained underwater breathing apparatus	SCUBA

Example:

INCENTIVE PAY FOR HAZARDOUS DUTY	32
AVIA (CM) (Crewmember involving frequent and regular participation in aerial flight)	

SCUBA hazardous pay term 10Feb60

b. All initial awards and terminations of incentive pay will be reported on the unit diary for personnel accounting data only. See section 5, part A, of this chapter for method of reporting this data to disbursing officer.

33. Block #33--No entry required. (See subpar. 16029.1d.)

34. Date of Birth--Block #34

a. Insert in this block the year, month and day of birth. Unit diary entries would be required only to correct an error on the IRC or to report a change in date of birth as authorized by the Commandant of the Marine Corps. Example:

DATE OF BIRTH			34
Yr	Mo	Da	
38	11	23	(23 Nov 1938)

Ch date of birth to (date) auth CMC ltr_____

b. Date of birth is recorded on page 2 of the service record book and pages 1 and 9 of the officer's qualification record.

35. County Home of Record--Block #35

a. Enter in this block the county recorded as home of record of the individual; i.e., county of legal residence or county where individual actually resided at time of commission, reinstatement, appointment, enlistment, reenlistment, induction or the county recorded as home of record as approved by the Commandant of the Marine Corps. For individuals whose home of record is recorded as a country outside the continental U. S., record a "0" in this block. Example:

COUNTY HOME OF RECORD 35
San Diego (San Diego County, Calif.)

Ch Home of Record to (County) (State/Country) auth CMC ltr _____

b. County Home of Record is recorded on page 2 of the service record book and page 9 of the officer's qualification record.

36. Block #36--No entry required. (See subpar. 16029.1d.)

37. State/Country Home of Record--Block #37

a. Enter in this block the state or country recorded as home of record of the individual; i.e., state/country of legal residence or state/country where individual actually resided at time of commission, reinstatement, appointment, enlistment, reenlistment, induction or the state/country recorded as home of record of the individual as approved by the Commandant of the Marine Corps. Example:

Example:

STATE/COUNTRY HOME OF RECORD 37
Calif

Ch Home of Record to (County) (State/Country) auth CMC ltr _____

b. State/Country Home of Record is recorded on page 2 of the service record book and pages 1 and 9 of the officer's qualification record.

38. Block #38--No entry required. (See subpar. 16029.1d.)

39. Date of Enlistment--Block #39

DATE OF ENLISTMENT			39
Yr	Mo	Da	
56	05	15	(15May56)

a. For enlisted personnel: Enter current enlistment or reenlistment date. This information may be obtained from page 2 of the SRB.

b. This block is used to maintain officer Date of Acceptance of Current Officer Appointment (inserted into master record by HQMC only).

40. Length of Current Term--Block #40

LENGTH OF CURRENT TERM 40
4

a. In this block enter:

(1) A zero for Regular officers.

(2) The number of years for which enlisted in the case of regular enlisted personnel.

(3) The number of years that the individual has agreed to serve on active duty in the case of Reserve officers and enlisted personnel on extended active duty. Enter a zero for personnel in the Six Month Training Program or Critical Skills Program.

b. Extensions of enlistment are not to be reflected in this block.

c. Information for this block may be obtained from page 2 of the service record book of Regular enlisted personnel, or from orders issued to Reservists, copies of which are filed in the service records.

41. Religion--Block #41

a. Enter in this block the system of faith or worship as designated by the individual. See paragraph 15066 for instructions for abbreviating these designations because of space limitations.

Example:

RELIGION	41
Methodist Roman Catholic No Preference	

b. Information for this block may be obtained from page 2 of the service record book and pages 1 and 9 of the officer's qualification record.

42. Block #42--No entry required. (See subpar. 16029.1d.)

43. Duty Limitation--Block #43

a. A unit diary remark is required to establish, or report, any change of duty limitation.

b. Description	UD Abbrev
Unknown	UNK
None	ø
Conscientious Objector	ConObjtr
Enlisted person not eligible for combat, sea duty and/or foreign duty (due to less than 4 months' training on active duty completed, exclusive of time spent in a hospitalized, leave, delay, transient, or absentee status)	NotEligCbt InsufActServ
Twice wounded Republic Vietnam requiring hospitalization in excess of 48 hours each wound/thrice wounded Republic Vietnam regardless of nature of wound or treatment required each wound	NotEligCbt MulWouRVN
Not eligible for combat, sole surviving son, not physically qualified, etc.	NotEligCbt other reasons
Member immediate family presently serving Republic Vietnam.	NotEligCbtMbr ImmedFamPres Serv RVN

44. Contract/Legal Agreement--Block #44

a. Description	UD Abbrev
Unknown	UNK
None - includes all Regular officers and all Reserve officers serving on their initial obligated active duty tour	ø
Limited Duty Officer	LDO
Temporary Limited Duty Officer	TempLDO
Reservist with standard written agreement with regular establishment (SWAG)	SWAG
Reservist beyond initial obligated service on extended active duty with regular establishment	EAD
Reservist on standard written agreement (SWAG) on extended active duty with reserve establishment	SWAG(Res)
Reservist on temporary active duty to perform special work	SplWk
Reservist on active duty with Selective Service System	SSSyt
Reservists specifically assigned as training assistant	TrngAsst
Temporary officer, permanent warrant officer	TempO(WO)
Temporary officer, permanent enlisted	TempO(E)
Temporary warrant officer, permanent enlisted	TempWO(E)
Specialist officer	SplOff
Reservist on indefinite EAD	IndefEAD
Reservist on unlimited active duty	UAD

b. Submit a unit diary remark to establish, or change, an agreement utilizing the abbreviations above. These contract/legal agreements may be determined from information found on the appointment acceptance, administrative remark page, and/or other documents of the officer qualification record. The unit diary remarks are

required for historical purposes only. Contract/legal agreement codes for officers are assigned by this Headquarters upon accession or change in status.

45. Second Additional MOS--Block #45

SECOND ADDITIONAL MOS	45
0141	

a. Enter second additional MOS, if any. If a second additional MOS has not been assigned, enter a zero. MOSs appear on page 8a of the service record book, and page 7a of the officer's qualification record.

b. A unit diary entry is required (unless otherwise directed by specific instructions) whenever any change of second additional MOS is effected. The remark must show all of the individual's MOSs as they existed before the change, as well as all effective MOSs as they appear after the change; e.g.,

Ch MOSs fr 0311/8531/none to 0311/8651/8531

46. Date of Present Rank--Block #46

DATE OF PRESENT RANK		46
Yr	Mo	Da
60	12	01

a. Enter the date of rank of the grade in which the individual is currently serving. Date of rank is recorded on page 1 of the officer's qualification record, and in the "Rank From" column on page 5 of the service record book. In the case of privates, enter the date of enlistment, reenlistment, or date of rank shown on page 5 of the service record book, as appropriate.

b. A unit diary entry is required whenever any change is effected in the date of rank of the grade in which the individual is currently serving.

47. Block #47--No entry required. (See subpar. 16029.1d.)

48. PULHES--Block #48

PULHES	48
213121FR (Show complete profile in IRC only)	

a. For male enlisted personnel insert the complete physical profile serial including code letter and suffix if any, in this block.

b. For unit diary reporting, only the code letter from the profile serial will be reported; i.e., "A," "B," "F," etc. Do not include serial digits or suffix "R" or "T." Example:

Ch PULHES to F

c. The information for this entry is initially recorded on the enlistment contract or record of induction, and thereafter in the health record.

d. Record a "0" for officer and women Marine personnel.

49. Block #49--No entry required. (See subpar. 16029.1d.)

50. Block #50--No entry required. (See subpar. 16029.1d.)

51. Block #51--No entry required. (See subpar. 16029.1d.)

52. First Additional MOS--Block #52

FIRST ADDITIONAL MOS	52
0141	

a. Enter first additional MOS if any. If a first additional MOS has not been assigned, enter a zero. MOSs appear on page 8a of the service record book, and page 7a of the officer's qualification record.

b. A unit diary entry is required (unless otherwise directed by specific instructions) whenever any change of first additional MOS is effected. The remark must show all of the individual's MOSs as they existed before the change, as well as all effective MOSs as they appear after the change; e.g.,

Ch MOSs fr 0311/8531/none to 0311/8651/8531

53. Grade--Block #53

GRADE	53
SSgt	

a. Enter the title of the grade in which the individual is currently serving. Grade is recorded on page 1 of the officer's qualification record, and on page 5 of the service record book.

b. A unit diary entry is required whenever any change is effected in the grade in which the individual is currently serving. The remark must show the new grade title and date of rank. The "authority" under which the grade change is effected will be included in all entries of promotion above the grade of corporal, and in all reduction entries. The word "meritorious" will be included in entries reporting meritorious promotions.

Examples:

Appt LtCol USMC to rk fr (date) auth _____

Prom to Cpl (meritorious) to rk fr (date)

Red to LCpl to rk fr (date) auth _____

c. The word (temp) will be included in the entry reporting temporary appointment to a new grade.

d. When a temporary appointment is confirmed as permanent, the temporary appointment must be revoked and the grade reestablished as permanent. A unit diary remark is required to revoke the temporary appointment and date of rank and reestablish the grade as permanent with a date of rank.

e. When a member in temporary enlisted grade is appointed to the next higher temporary enlisted grade, the old temporary grade will be confirmed to a permanent grade with a date of rank. A unit diary remark is required to:

(1) Revoke the old temporary grade and date of rank.

(2) Reestablish the old temporary grade as permanent with date of rank.

(3) Report the new temporary grade and date of rank.

Examples:

Appt LtCol USMC to rk fr (date) auth _____

Prom to Cpl (meritorious) to rk fr (date)

Prom to GySgt (temp) to rk fr (date) auth CMC ltr _____

Rev GySgt (temp) to rk fr (date). Reestab GySgt (perm) rk fr (date) auth CMC ltr _____

Red to LCpl to rk fr (date) auth _____.

54. Name--Block #54

NAME	54
JONES Robert Joseph III	

a. Enter the name as shown on page 9 of the officer's qualification record, or on page 2 of the service record book. Accuracy in recording the name is imperative; extreme care must be exercised to ensure that the

name is correctly placed on all documents. Whenever it is discovered that a name appears erroneously on the IRC or in a unit diary entry, a correction entry must be reported for each known error. It is not sufficient merely to spell it correctly the next time it is shown. Any name correction requires that the full, correct name be shown below the SHOULD BE line; complete name in this instance includes full middle name(s), not just initial(s). This is necessary so that the DPI may correct the magnetic tape record, if affected.

b. An actual change of an individual's name is not a "correction." When a change of name in official records is authorized by the Commandant of the Marine Corps, or by the provisions of subparagraph 13264.6, the change will be reported by showing the "old" name in the standard identifying line, followed by a change entry reporting the "new" name and the authority for the change.

c. Although full name is recorded on the IRC, only surname, first name, and middle initial(s) are to be recorded as standard identifying information on the unit diary.

55. Service Number--Block #55

a. Enter the service number of the individual for whom the IRC is prepared. Refer to subparagraph 16082.1 for additional information on service number.

56. Component/Class--Block #56

COMPONENT/CLASS	56
1	

a. Enter the component/class code. From information shown on the appointment acceptance, enlistment contract, record of induction, and administrative remarks page of the service record determine the individual's component/class status. By referring to MCO P1080.20, Personnel Accounting Codes Manual, the appropriate component/class code can be determined for that status.

b. Usually, change of component/class code occurs incident to reenlistment, or upon transfer of regulars to the Reserve Establishment. In these cases, individuals are dropped with one component/class code and joined with another, thus effecting the change without specifically reporting a change by unit diary entry.

57. Primary MOS--Block #57

PRIMARY MOS	57
0331	

a. Enter the primary MOS. MOSs appear on page 8a of the service record book, and page 7a of the officer's qualification record.

b. A unit diary entry is required (unless otherwise directed by specific instructions) whenever any change of primary MOS is effected. The remark must show all of the individual's MOSs as they appeared before the change, as well as all effective MOSs as they appear after the change; e.g.,

Ch MOSs fr 0331/0311/8131 to 0369/8131/none

58. Block #58--No entry required. (See subpar. 16029.1d.)

59. Race and Sex--Block #59

a. Enter the race and sex of the individual as recorded on page 2 of the service record book, or page 9 of the officer's qualification record. Changes in race information normally would be required only as a result of a correction in official records as directed by the Commandant of the Marine Corps. Such actions are to be reported as changes, but when race has been erroneously shown on an IRC, a "correction" entry is proper.

Example:

RACE/SEX	59
Caucasian Male	

60. Block #60--No entry required. (See subpar. 16029.1d.)

61. Citizenship--Block #61

a. Record the following, as appropriate, in this block to indicate citizenship status:

(1) If native born: "U.S."

(2) If naturalized: "N.U.S."

(3) If from a United States insular possession: "U.S.I.P."

(4) If an alien, enter name of country in which a citizen.

Example:

CITIZENSHIP	61
N. U. S.	

b. Information for this block may be obtained from page 2 of the service record book and pages 1 and 9 of the officer's qualification record.

62. Block #62--No entry required. (See subpar. 16029.1d.)

63. Block #63--No entry required. (See subpar. 16029.1d.)

64. Block #64--No entry required. (See subpar. 16029.1d.)

65. Date arrived U.S. from overseas station where dependents were authorized--Block #65

a. For officers only, enter in this block the date an officer last returned from an overseas assignment where dependents were authorized, regardless of whether dependents were or were not present at the overseas location. The foregoing applies to duty with an amphibious group or amphibious squadron which was shorebased and where dependents were authorized. Example:

ARR U.S./DEPN AUTH (Officers only)			65
Yr	Mo	Da	
60	01	15	(15Jan60)

Ch Date Arr U.S. Depn Auth to 17Sep59

b. For enlisted, enter a zero.

c. In the case of an officer being transferred from an overseas area where dependents are authorized to an overseas area where dependents are not authorized, the officer's date arrived from overseas station where dependents were authorized will be recorded in this block as the date he is transferred from the duty station where dependents were authorized.

d. The foregoing applies equally to officers who do not have dependents, i.e., bachelors. For the purpose of establishing this date, bachelors assigned to overseas areas where dependents are authorized will be considered as serving with a dependents type tour.

66. Block #66--No entry required. (See subpar. 16029.1d.)

67. Block #67--No entry required. (See subpar. 16029.1d.)

68. Block #68--No entry required. (See subpar. 16029.1d.)

69. Block #69--No entry required. (See subpar. 16029.1d.)

70. Block #70--No entry required. (See subpar. 16029.1d.)

71. Date Arrived U.S. From Overseas Where Dependents Were Not Authorized (Officers)/Date Arrived U.S. From Overseas Where Dependents Were Not Present (Enlisted)--Block #71

a. Enter the following dates, as appropriate, in block #71 of the IRC. The date required for record purposes is year and month only.

(1) Officers--The date an officer last returned from an overseas assignment, including duty aboard ship or with an amphibious group or amphibious squadron which was shore-based where dependents were not authorized. In the event an officer acquires dependents while serving in such an area, it will still be considered as a tour in an area where dependents are not authorized. In the case of an officer being transferred from an overseas area where dependents are not authorized to an area where dependents are authorized, the officer's date of return from overseas without dependents will be recorded in this block as the date he arrives at the duty station where dependents are authorized. Example:

ARR U.S. (OFFICERS-DEPN NOT AUTH) (ENL-W/O DEPN)	71
Yr Mo	
59 11	

Ch Date Arr U.S. Depn Not Auth to Sep59

(a) In order to constitute an overseas tour without dependents, an officer must normally spend a minimum of 9 months outside the continental U.S. in that status. If an officer is returned from an overseas tour without dependents after serving less than 9 months and more than 3 months, for reason other than combat, date recorded in this block will be as follows:

1. If the officer has no previous overseas tour record a "0" in this block.

2. If the officer has a previous overseas tour without dependents, his prior date arrived U.S. without dependents will be adjusted to credit him for the additional overseas time. For example: An officer who had returned from overseas without dependents on 15 June 1952 was sent to the 3d Marine Division on 15 December 1957. On 15 April 1958 this officer was returned to continental U.S. on a humanitarian transfer. Therefore, his date arrived U.S. without dependents should be reported changed to 15 October 1952.

3. Overseas tours of less than 3 months without dependents will not be considered when reporting date arrived U.S. without dependents.

(2) Enlisted--The date an enlisted person last returned from an overseas assignment (including duty aboard ship, amphibious group or amphibious squadron) where dependents were not present. If a dependent was acquired at an overseas location where dependents were not authorized, the acquired dependent is considered as not having been present. In the case of an enlisted man being transferred from an overseas area where dependents were not present to an area where dependents are authorized and present, the date recorded in this block would be the date dependents become present. If a dependent was acquired at an overseas location where dependents were authorized, and for which there are separate accompanied and unaccompanied tour factors, the acquired dependent is considered as having been present and an "ARRIVED U.S." date is not entered in this block relative to current tour. If at an overseas location where dependents were authorized

and the tour length is the same regardless of dependency status and a dependent is legally acquired during the last 4 months of the overseas tour, the tour will be considered as an unaccompanied tour and an "ARRIVED U.S." date will be entered. Example:

ARR U.S. (OFFICERS-DEPN NOT AUTH) (ENL-W/O DEPN)		71
Yr	Mo	
57	09	

Ch Date Arr U.S. w/o Depn to Oct59

b. If, since 31 December 1951, an individual has completed one or more continuous periods of temporary additional duty beyond the continental limits of the U.S., or if an individual has been on maneuvers beyond the continental limits of the U.S. subsequent to his last permanent overseas assignment, the date arrived U.S. recorded in this block will be advanced by a length of time equal to the total of each of such periods which were in excess of 3 months but less than 9 months duration. Do not change date arrived U.S. to reflect these periods of temporary additional duty or time spent on maneuvers if the individual has had no previous service outside the continental U.S.

c. For those persons who performed temporary or temporary additional duty at locations outside the continental U.S. for a continuous period of 9 months or more, the date of return to continental U.S. from such duty will be recorded as date arrived U.S. Thus any continuous 9-month (or over) tour of temporary or temporary additional duty outside the U.S. will be treated the same as a regular tour of overseas duty.

d. Any period of time, other than TAD, spent in a combat area will count as an overseas tour without dependents and date of return to U.S. from a combat area will be recorded in this block.

e. For those persons returned to the U.S. in a hospitalized status, record, "UNK" in this block until released from hospital to full duty status or until normal return date is reached. Date arrived U.S. will be established as date of release from hospital to full duty status or date person would have normally returned to U.S. whichever is earlier.

f. Personnel who return to CONUS by circuitous routing will have their Arrived U.S. date determined by adding "constructive travel time" to the date of departure from the overseas duty station. Constructive travel time for personnel returning from overseas by circuitous routing will be computed as direct air travel from overseas station to CONUS.

g. Date arrived U.S. which is recorded on page 17 of the service record book and page 1 of the officer's qualification record includes year, month and day. In addition, personal interview with the individual may be required to establish the desired information in the personnel accounting system. Service overseas in other branches of the Armed Forces may be considered if properly substantiated.

72. Combat Service--Block #72

a. Enter in this block the appropriate code to indicate whether a Marine who served in any branch of the Armed Forces has participated in combat action against enemy forces and in which theater and/or war. Example:

COMBAT SERVICE CODE	72
	0 - Not applicable
	1 - World War II
	2 - Korea
7	4 - WWII & Korea
	5 - Vietnam
	6 - WWII & Vietnam
	7 - Korea & Vietnam
	8 - WWII, Korea & Vietnam

Ch cbt serv code fr 2(Korea) to 7 (Korea & Vietnam)

b. Information for this block is recorded on page 9 of the service record book and page 8 of the officer's qualification record.

73. Ex-Prisoner of War--Block #73

a. Insert in this block the appropriate code to indicate whether the individual was ever classified as a prisoner of war during any of the combat actions of the Armed Forces and the area where held prisoner. Example:

EX-PRISONER OF WAR CODE 73 (AREAS HELD)	
B 0-Not Applicable	J-Philippines-China
A-Japan	K-Europe-Korea
B-Philippines	L-Europe-China
C-Europe	M-SoPacific-China
D-SoPacific	N-SoPacific-Korea
E-Korea	
F-China	
G-Japan-Korea	
H-Japan-China	
I-Philippines-Korea	

b. Information for this block is recorded on page 9 of the service record book and page 8 of the officer's qualification record.

74. Date Current Active Duty Began--Block #74

DATE CURRENT ACTIVE DUTY BEGAN		74
Yr	Mo	Da
50	08	24

Ch date curr acdu began to 24Aug50

a. Insert in this block the commencement of the individual's current tour of active duty in the Marine Corps only.

Example: Page 2 of the service record book shows the following under Entries as to Previous Service:

Enlisted	Discharged	Branch of Service
19Jun35	18Jun39	USMC
19Jun39	4Jan46	USMCR
2Aug47	1Aug50	USA
24Aug50	23Aug54	USMC
24Aug54	Curr	USMC

b. Immediate reenlistment would not result in a change to this block.

c. Information for this item is recorded on pages 2 and 3 of the service record book and page 9 of the officer's qualification record.

75. Block #75--No entry required. (See subpar. 16029.1d.)

76. Block #76--No entry required. (See subpar. 16029.1d.)

77. Block #77--No entry required. (See subpar. 16029.1d.)

78. Block #78--No entry required. (See subpar. 16029.1d.)

79. Block #79--No entry required. (See subpar. 16029.1d.)

80. Block #80--No entry required. (See subpar. 16029.1d.)

81. Date Form Completed--Block #81

a. Enter in this block the date that the IRC was prepared by the reporting unit. Example:

DATE FORM COMPLETED			81
Yr	Mo	Da	
60	01	24	

82. Block #82--No entry required. (See subpar. 16029.1d.)

83. Block #83--No entry required. (See subpar. 16029.1d.)

84. Block #84--No entry required. (See subpar. 16029.1d.)

85. Last Overseas Tour FMF--Block #85

a. Enter the appropriate code to indicate whether the individual's last overseas tour of duty was or was not with a Fleet Marine Force unit. Enter a "0" if individual has no overseas duty. Example:

LAST OVERSEAS TOUR FMF	85
[Y]	0--Not applicable Y--Yes N--No

b. Information for this block is recorded on page 3 of the service record book (current enlistment only) and page 2 of the officer's qualification record. For prior enlistments, it may be necessary to obtain this data through personal interview.

86. Block #86--No entry required. (See subpar. 16029.1d.)

87. Relationship, Location and Year of Birth of Dependents--Blocks #87 through #131

a. Blocks #87 through #131 will be utilized for recording the relationship, present location, and year of birth for each dependent. Entries are not required in Blocks 89, 91, 98, 100, 107, 109, 116, 118, 125 and 127. See subparagraph 16029.1d for reporting unit usage of blank blocks on the IRC.

(1) Relationship--Enter relationship of the dependent in the block entitled "DEPENDENT (Relationship)," e.g., Wife, Husband, Son, Daughter, Father, Mother. If the individual has no dependents enter a "0" in Block #87. Definition of "dependents" is explained in the Navy Comptroller Manual, volume 4.

(2) Location--Enter state or country of present location of the dependent in the block entitled "STATE/COUNTRY WHERE LOCATED"; e.g., Va., Hawaii, Germany.

(3) Year of Birth--Enter last two digits of year of birth of the dependent in the block entitled "YR OF BIRTH"; e.g., 36, 53, 57.

#1 DEPENDENT 87 (Relationship)	STATE/COUNTRY WHERE 88 LOCATED	CODE 89	YR OF 90 BIRTH
Wife	Va		33

b. Unit diary entries will be made to report any addition or deletion of dependents and any changes or corrections in existing dependents information. Whenever reporting changes/corrections, the relationship, present location, and year of birth for each dependent affected must be indicated as it existed prior to the change/correction in addition to reporting the new data (see exception to change of location in subpar. 16082.87c). Examples:

Ch depn info present loc wife (33), son (53) fr Calif to NC; dau (54) fr Calif to Tex

Ch depn info add son (60) present loc Fla

Ch depn info delete wife (29) SC died

c. To report change of location of dependents due to transfer of the Marine, only new location information need be reported, provided new location:

(1) Coincides with the new physical location (state/country) of the Marine;

(2) Applies to all of the Marine's dependents; and

(3) Information is reported as part of the joining remark.

If all of the above conditions cannot be met, then dependent information must be reported in accordance with subparagraph 16082.87b.

d. In the event change of location of dependents is not included in a joining entry, but subsequently reported, only the new location need be shown in the diary remark, provided the new location applies to all of the Marine's dependents. Example:

Ch loc all depn to NC

e. If all of the above conditions cannot be met, then dependent information must be reported in accordance with subparagraph 16082.87b.

16083 INSTRUCTIONS FOR REPORTING ITEMS NOT SHOWN ON THE INDIVIDUAL RECORD CARD

1. Certain items of personnel information are reported on unit diaries as a matter of permanent record and to report pay data. However, some of these have an effect on the strength category of the individual, causing change between chargeable and not chargeable or from one not chargeable category to another. These items are discussed in the following paragraphs and in section 5 (pay data).

2. Items not included on the IRC for which remarks are required, are as follows:

Unauthorized absence

In hands of civil authorities

Awaiting retirement

Casualty or injury

Hospitalization

Confinement

Courts-martial or commanding officer's nonjudicial punishment

Leave

Missing

Temporary additional duty

Marine's physical location

Foreign language qualification

Social Security number

Clothing allowances

Excess leave checkages

16084 ABSENCE--UNAUTHORIZED

1. Absence which commences by reason of failure to report as directed in transfer orders is explained in connection with joining entries (par. 16077). Absence which results in declaration of desertion causes the individual to be dropped from the rolls of the reporting unit (subpar. 16081.7). All other unauthorized absence occurring during service at a unit, and the definition of such absence (AWOL, MisMov) as outlined in the Uniform Code of Military Justice, Articles 86 and 87, is to be reported on the unit diary. The entries are required to show that the absence was properly recorded at the time of occurrence and to substantiate charges under the Uniform Code of Military Justice. Periods of unauthorized absence of less than 24 hours shall be reported on the unit diary. Remarks concerning being "in hands of civil authorities" occurring while in an unauthorized absence status shall be included in the "Fr UA" entry.

2. Sample entries:

To UA (MisMov) since 0601

On UA(AWOL) 0801 to 1310 surr at comd

To UA(AWOL) abs fr gd post since 1430

Fr UA(AWOL) 0930 surr at comd

Fr UA(MisMov) RMC 0900 8Jan63 when rel to SP by CA Rome NY IHCA since 2330 5Jan63 suspicion of robbery charges dropped

16085 IN HANDS CIVIL AUTHORITIES

1. When an individual is delivered to civil authorities show dates, times, designation of civil authority, together with charges and authority for delivery. When an individual is apprehended and retained by civil authorities show dates, times, charges and designation of civil authority. If the individual is brought to trial a remark will be shown indicating whether convicted or acquitted.

2. A chargeable person delivered to or apprehended and held by civil authorities will remain "chargeable" for 30 days after which he will be reported as "not chargeable."

3. Sample remarks:

Del to CA SDIEGO at 1310 auth SecNav msg ____ chg grand larceny

To chg ret fr IHCA SDIEGO 0910 charges dropped

Aprnd and held by CA CHASN 1300 on suspicion car theft

16086 AWAITING RETIREMENT

1. Persons ordered to the status of awaiting retirement whether on board or at home become not chargeable from the date of that action. Such persons are usually awaiting the decision of a board as to physical disability. If actual retirement orders are received, they would be dropped as retired. The remark is shown to remove them from the operating strength of the command pending final retirement or restoration to duty.

2. Sample remarks:

To not chg awtg retd

To not chg home awtg act SecNav

16087 CASUALTY, INJURY, OR HOSPITALIZATION

1. Wounds and other injuries incurred in combat, injuries incurred other than

in combat, and all periods of hospitalization, including sick in quarters or dispensaries, are to be reported on the unit diary. This information is required in the permanent record to support or refute individual claims regarding physical disabilities. Admissions and discharges to U.S. Naval Hospitals must show time of admission and time of discharge from hospital for units in which COMRATS are authorized. This is necessary for pay data purposes.

2. Wounds and other injuries incurred in combat are reported separately or in connection with hospitalization. Show wounded or injured, location of occurrence, and circumstances in brief. Examples:

WIA at Inchon Korea to sk 1st Hosp Co

Injured ammo dump explosion Masan Korea to sk USS REPOSE

3. Any injury that requires an investigation in accordance with the JAG Manual will be reported on the unit diary. The remark will show the nature of injury and location of occurrence. Examples:

Injured automobile acdt Carlsbad Calif to sk USNH Santa Margarita 0930

To sk USNH PHILA 1100 burned acdt post galley

4. Hospitalization in excess of 30 days causes a change in strength category (see par. 16079). Persons joined at a command while sick in a hospital are joined as not chargeable; they become chargeable when returned to full duty. Sample remarks:

Fr stud to not chg hosp 0900

Jdfr MB NAD Hawthorne Nev for rec only while sk USNH GLAKES

To chg fr not chg hosp

To sk Camp Disp 0900

Fr sk qtrs

5. When a reservist is hospitalized as a result of an injury received while performing extended active duty or active duty for training, an entry will be made on the unit diary reporting the incident, the name of the hospital and whether the injury or disease was incurred in line of duty. Transfers from one hospital to another or discharges from hospitals will also be shown in diary entries.

16088 CONFINEMENT

1. Report all periods of confinement. Changes in disciplinary status (e.g., from awaiting trial to serving sentence) while in confinement may be shown for local purposes, but are not required by this directive.

2. Persons do not become "not chargeable" in all cases of confinement. Only persons awaiting trial by or serving sentence of a general court-martial and persons joining a command in a disciplinary status to be tried or to serve a sentence are shown as not chargeable. Members of the command who commit offenses thereat and become special or summary court-martial prisoners remain in the same chargeable or not chargeable category as before confinement. Sample remarks:

To not chg awd GCM by CG MCB Cam-Pen

Jd fr . . . for rec only cnfd ATLSPCM had been att as strag

Cnfd Camp Brig ATLSPCM

Fr cnfd serv sent SCM 30 days time lost Ch PEBD to (date) Ch EAS to (date) Ch EOS to (date) Excess lv (Incl dates) (# days) Ck pay and alw

Fr UA(AWOL) at 1015 cnfd Camp Brig AOH

16089 COURTS-MARTIAL--COMMANDING OFFICER'S NON-JUDICIAL PUNISHMENT

1. Courts-martial which result in conviction shall be reported on the unit

diary. Generally, the remark should be reported only at such time as the sentence is ordered executed. However, as an exception to the foregoing, a remark must be reported upon approval by the convening authority of any sentence which includes an unsuspended punitive discharge, but where such sentence is not ordered executed pending appropriate review. Unit diary remarks concerning trial by court-martial must include: type of court-martial; date of approval by the convening authority if other than the date of the diary; the sentence as approved by the convening authority; and any reduction in grade effected pursuant to the sentence of the court.

2. Nonjudicial punishment imposed under Article 15, UCMJ, which results in forfeiture of pay, detention of pay, confinement, and/or reduction in grade shall be recorded on the unit diary. In any case where detention of pay is imposed, the diary remark must include the date on which the detained pay is to be credited to the member's pay account.

3. If subsequent events/actions affect a previously reported sentence or punishment, this shall be reported through an entry on the diary showing the effect of the event/action involved, the date and authority effecting the change, and, in cases involving restoration of grade, the grade and date of rank to which restored.

4. Sample entries:

a. (SCM) (SPCM) (GCM) appr and ordered executed. Sent to forfeit $ ____ per mo for ___ mo, to be cnfd for (period), to be red to (grade). Red to (grade) to rk fr (date) PurSent. Cnfd Post Brig serv sent CM.

b. SPCM appr but not ordered executed. Sent (here show sentence as approved by the convening authority). Forfeiture applies to pay and alw due on and after (date directed by CA).

c. SPCM appr but not ordered executed by CA (date), by Supervisory Auth (date), by Bd of Review (date), and affirmed by Court of Mil Appeals (date), ordered executed (date) by (competent authority which ordered execution of the sentence). Red to (grade) to rk fr (date) PurSent.

d. Findings of GCM appr (date) set aside, auth _____ . Restored to (grade) to rk fr (date).

e. Nonjudicial punishment imposed under Art. 15, UCMJ. To have $ _____ per mo for _____ mo detained, and to be red to (grade). Detained pay payable on (date). Red to (grade) to rk fr (date) auth Art. 15, UCMJ.

16090 LEAVE

1. Leave is recorded on the unit diary for local command use, for permanent record purposes at Headquarters Marine Corps and for pay data purposes. The type of leave will be shown when it is other than annual leave; e.g., reenlistment, emergency, sick or excess leave. If type of leave is excess leave, see part A section 5, of this chapter for additional pay data requirements relative to checkage of pay. The following method will be utilized for reporting leave:

a. Entries will be made so that the "to" leave entry appears on the diary which accounts for the first day counted as leave. The "from" leave entry should then appear on the diary which accounts for the last day counted as leave. The "from" leave entry must also reflect the inclusive dates of leave and the total number of days involved. Examples:

To lv

Fr lv 1-15Feb63(15)

To lv CONUS

To emerg lv

Fr lv CONUS 8Mar63-6Apr63(30) Enr US 1-7Mar63 via Govt acft Awtg trans SFRAN 6-14Apr63 Enr Japan 15-27Apr 63 via USS GEN MANN

To SEADU (or To FORDU) (date of commencement)

2. Ships' detachments will make an "on lv" notation on a sailing diary as required by subparagraph 16054.12g.

16091 MISSING--MISSING IN ACTION--CAPTURED--INTERNED

1. The term "missing" is used to describe involuntary absence of persons under circumstances not involving enemy action.

2. The term "missing in action" is used to describe involuntary absence of persons under circumstances involving enemy action, other than those determined to be captured or interned.

3. The term "captured" is used to describe involuntary absence of persons who were seen to be captured alive and in the hands of the enemy.

4. The term "interned" is used to describe involuntary absence of persons who are detained in time of war by nonbelligerent foreign powers.

5. Care will be exercised not to report persons voluntarily absent under the above categories.

6. Persons who are determined to be missing, missing in action, captured or interned become "not chargeable" to the reporting unit on the date of disappearance.

7. Combat committed units reporting casualties will drop and transfer persons carried in the above described categories to the Missing and Captured Persons Unit, HQMC, after they have been carried in these categories for 30 consecutive days.

8. Units reporting nonbattle casualties under peacetime procedures will not transfer casualties to Headquarters Marine Corps; they will not be dropped until they are recovered by another unit or determined to be dead.

9. Sample remarks:

To not chg MIS vicinity Chosin Reservoir Korea

Drop tr to MIS & CPTR Pers Unit HQMC by SR MIA since _____

To not chg MIS fr routine trng flt Sierra Nev Mts

To chg fr MIS ret to US control by _____ authorities

16092 TEMPORARY ADDITIONAL DUTY

1. Periods of temporary additional duty performed must be recorded on the unit diary. Entries will be made so that the "to" TAD entry appears for the day the individual departs on TAD. The "from" TAD entry should then appear on the diary for the day the individual returns from TAD. Do not use inclusive dates to record TAD since the recording of "to" TAD and "from" TAD is necessary for pay data. Hour of departure and hour of return will be included in TAD entries. Ships' detachments, flag and/or staff allowance will make an "on TAD" notation on a sailing diary as required by subparagraph 16054.12g.

2. TAD involving status as a student or TAD in excess of 30 days must be so identified in the "to" entry in order that the change in strength category may be indicated. In addition, if TAD is in excess of 30 days the location must be reported, unless it is classified for security reasons, so that the Marine's location may be recorded in the personnel accounting system. If location is classified, show "Classified loc."

Sample entries:

To TAD 0600

To TAD as stud (course) (location) 1300

To TAD (location) (Classified loc) 1030 in excess of 30 days

3. Remarks showing return from temporary additional duty will record that fact except as follows:

a. Termination of student status on TAD must be indicated together with name and location of course and whether or not completed course, unless location of course is classified for security reasons.

b. If TAD was originally reported as "to TAD (location) (Classified loc) in excess of 30 days" (see subpar. 16092.2) the entry reporting return to permanent duty station will be shown as follows:

(1) If the individual returned after completing 30 or more days of TAD: Fr TAD (location) (Classified loc) 1600 in excess of 30 days

(2) If individual returned prior to completion of 30 days TAD: Fr TAD (location) (Classified loc) 1600 not in excess of 30 days as reported on UD__

c. If TAD was performed in a combat area while regular station was not in a combat area, the complete itinerary must be shown in the "fr" entry. This will facilitate subsequent determination of eligibility for service medals.

4. If TAD outside the US was performed in excess of 3 months, the "fr" remark will include a change in date of arrival in US, if a date has been previously established. (See subpar. 16082.71.) Sample entry:

Fr TAD (location) (Classified loc) 1230 in excess 3 mos o/s New date arr US without depn (date)

16093 SERVICE SCHOOLS COMPLETED

1. The completion of courses of instruction at formal schools which have service school code numbers will be reported on the unit diary for enlisted only. This enables the electronic computer installation to maintain a record of such schools attended by an individual. Completion of courses at civilian schools should also be reported on enlisted. If the formal school training qualified the individual for a particular MOS, the change of MOS will be included. Do not report completion of courses of unit schools at division, wing, brigade, base, depot or equivalent level or correspondence type training courses. Example:

Fr TAD stud compl TeletypeOpr Crs Ch MOSs fr 2533/none/none to 2541/2533/none

16094 INDIVIDUAL'S LOCATION COUNTY/STATE/COUNTRY

1. The physical location at which a Marine is serving is maintained on magnetic tape record at the computer installations. This information is essential in compiling statistical data such as the number of Marines located in each state in the United States or number located in each foreign country. The magnetic tape record shows the unclassified location by county and state within the United States and by country outside the United States.

2. The unit title and location as shown in the heading of the unit diary is usually sufficient to enable the DPI to determine the unclassified location of individuals provided they are physically located with the unit. If, however, an individual is performing duty at a different location from that of the unit, the unclassified location of this individual must be reported on the unit diary. Exceptions to the above are changes of location which are expected to be less than 30 days duration; these need not be so reported.

3. To report change of location, if not classified for security reasons, report city, county (if known), and state if within the United States, or country if outside the United States. Sample entries:

Ch individual's location to (location)

Ch individual's location to Classified loc

16095 DELETED (Ch. 8)

SECTION 5: INSTRUCTIONS FOR ENTERING PAY DATA ON THE UNIT DIARY

16100 GENERAL

1. A copy of the unit diary is the most commonly used substantiating voucher for pay record entries. Two copies of the diary will be furnished to the disbursing officer servicing the unit. White manifold paper will be used for the disbursing officer's copies. These copies must be legible.

2. Detailed instructions for the submission of unit diaries and military pay orders (DD Form 114) to disbursing officers, including the commander's authorization on unit diaries, are contained in paragraphs 044570-044572, Navy Comptroller Manual.

16101 RESTRICTION ON USE OF DIARY

1. No diary entries will be made to substantiate pay record entries unless included in this section. If a diary format in paragraph 16111 does not provide for a specific instance, or if additional information to that shown in a format is necessary, a separate pay record order using DD Form 114 must be submitted. (The only exception is in the case of the certificate required to support credit of aviation pay. NavCompt Form 38 will be used for this purpose.) However, if the information can be conveyed by the use of a combination of two or more sample formats, such multiple entries are permissible.

16102 PAY RECORD ORDERS

1. If a reporting unit is serviced by more than one disbursing office, in order to eliminate retyping unit diaries so as to provide sufficient legible copies for several disbursing offices, pay record orders may be submitted, using the formats shown in paragraph 16111.

2. Marine Corps commands serviced by other than Navy or Marine disbursing officers will submit DD Form 114 using the formats in paragraph 16111, to substantiate pay record entries.

16103 ATTACHED ROSTER

1. When an attached roster is referenced on the diary, it does not have to be authenticated. It is an integral part of the diary and as such, the signature which authenticates the diary is sufficient validation.

16104 CONTINUITY

1. To provide continuity in the record of diaries, it is mandatory that two copies be furnished to the disbursing office as outlined in paragraph 16100, even though the entries on a particular diary may have no effect on the pay and/or allowances of any of the members listed.

16105 CAPTIONS

1. Regardless of the caption under which an entry appears on the diary; e.g., CHARGEABLE, NOT CHARGEABLE, ATTACHED, etc., if it is otherwise proper, it may be used to substantiate a pay record entry, and a separate pay record order need not be submitted.

16106 CORRECTION ENTRIES

1. If a prior unit diary entry is responsible for an erroneous entry on a pay record, the erroneous entry may only be adjusted by a CORRECTION ENTRY on the diary. (See subpar. 16054.13) The part of the CORRECTION ENTRY after the caption SHOULD BE will correct only that part of the original diary entry that was wrong or add the information that was previously lacking.

16107 RESUBMISSION

1. At such times as a roster or diary is returned to the unit by the Data Processing Installation for resubmission, disbursing copies only will be clearly marked RESUBMISSION.

16108 BASIC ALLOWANCE FOR SUBSISTENCE, RATIONS IN KIND NOT AVAILABLE

1. Permanent change of station

a. Commencement of credit. An entry will be made on the unit diary, authorizing the commencement of credit of basic allowance for subsistence, if otherwise proper.

b. Termination of credit. The unit diary will not be used to terminate credit of basic allowance for subsistence on detachment. Termination is made by a copy of the members orders.

16109 BASIC ALLOWANCE FOR SUBSISTENCE, PERMISSION TO MESS SEPARATELY GRANTED

1. Permanent change of station

a. Commencement of credit. After a commander approves a request by an enlisted member for permission to mess separately, an entry on the unit diary will substantiate commencement of credit for commuted rations.

b. Termination of credit. The unit diary will not be used to terminate credit of commuted rations on detachment. Termination is made by a copy of the members orders.

2. Temporary additional duty

a. Authorization of commuted rations while an enlisted member is attached at a temporary additional duty station, will be accomplished by means of an appropriate diary entry under the heading "ATTACHED."

3. Other termination. Termination of credit of commuted rations at times other than those noted above, such as change in marital status, will be substantiated by an entry on the diary.

16110 PAY ENTRY BASE DATE

1. The pay entry base date must be changed to compensate for all lost time, including those periods when confinement is involved. The unit diary entry, however, indicating a change due to confinement, may not be made until the member is released from confinement. The unit diary entry that shows release from confinement will reflect the number of days lost time and authorize the change of pay entry base date, stating to what date it should be changed.

MPR MCBul 1080 of 16 Aug 65

16111 SAMPLE FORMATS FOR ENTRIES TO BE SHOWN ON UNIT DIARIES TO SUPPORT PAY RECORD ENTRIES--ALL DATES ARE INCLUSIVE

MPR MCBul 1081 of 16 Mar 66

Modified Pending Revision MC Bul 1080 of 14 Dec 1966

ITEM NO.	REMARKS	EXPLANATION
	JOININGS	
1.	Jd 32 recruits fr USMC-RS Albany NY (incl dates) trav See roster att (Roster must include: SN, date enl, PEBD, SSNo, and component)	The first duty station is the first unit of the Regular Establishment to which a Marine reports for active duty. It does not include the recruiting station. If the social security number is known, it must be shown. If it is not known, then the date of submission of Form SS-5 must be shown.
2.	Jd recruit fr USMC-RS Albany NY Enl (date) (incl dates) trav PEBD (date) SSNo._____	For less than 10 recruits. See explanation in Item #1.
3.	Jd fr USMC-RS Albany NY Reenl (date) for ____ yrs (incl dates) trav PEBD (date) ICMA (date) SSNo.____ Reappt (grade) to rk fr (date) auth _____	When joined by reenlistment from a place other than the first duty station with a break in service of more than 90 days.
4.	Jd reenl ____ yrs PEBD (date) ICMA (date) SSNo.____ Reappt (grade) to rk fr (date) auth_____	When joined by reenlistment at the first duty station. Has a break in service of more than 90 days.
5.	Jd fr USMC-RS Albany NY Reenl (date) for ____ yrs (incl dates) trav PEBD (date) CMA (date) SSNo. ____ Reappt (grade) to rk fr (date) auth _____	Joined by reenlistment from a place other than the first duty station. Has a break in service of less than 90 days.
6.	Jd reenl____ yrs PEBD (date) CMA (date) SSNo.____ Reappt (grade) to rk fr (date) auth___	Joined by reenlistment at the first duty station. The break in service is less than 90 days, but more than 24 hours.
➧7.	Jd fr Co A 1stBn 1stMar 1stMar Div FMF (incl dates) pro (incl dates) Del (incl dates) (total days) trav (include remark showing commencement of BAS/ComRats, when appropriate)	For substantiation of credit of commuted and/or leave rations when proceed time and/or leave or delay en route has been authorized in connection with performance of travel.
➧8.	Jd by acc (perm) (temp) appt as 2ndLt (MCR) (USMC) to rk fr (date) auth _____	For an officer joining on first acceptance of commission. PEBD and social security number are not required unless this is an initial entry into service or if a break in continuous active service immediately preceded the member's reentry.

ITEM NO.	REMARKS	EXPLANATION
	TEMPORARY ADDITIONAL DUTY	
9.		No sample format necessary. (Ref. par. 16092.)
	BASIC ALLOWANCE FOR SUBSISTENCE	
10.	BAS @ $ ____ per day fr 0800 7Feb60 No Rats in kind aval	For commencement only. See paragraph 16108 for instructions regarding termination.
11.	BAS @ $____ per day fr 0630 7Feb60 Emergency conditions auth CMC ltr _____ No Govt mess aval	For commencement only. See paragraph 16108 for instructions regarding termination.
12.	ComRats @ $____per day fr 0930 7Feb60 Rats in kind not furn	For commencement only. See paragraph 16109 for instructions regarding termination.
13.	Suspend ComRats 1100 Field exercises	When an enlisted member who is authorized commuted rations, departs on field duty for exercises, maneuvers, etc., where field rations are provided, his ComRats will be suspended.
14.	Resume credit 1400 ComRats prev suspended UD #_____	After the enlisted member whose ComRats were suspended returns from field duty, resumption of credit of ComRats will be achieved by this entry.
15.	To TAD 1600 20Apr61 continue ComRats auth _____	When member sent TAD and ComRats continue in force.(See par. 14056.5.)
16.	Fr TAD 1500 2Sep61 no Rats furn while on TAD	When returning from TAD when ComRats remained in force. (See par. 14056.5.)
	CLOTHING ALLOWANCES	
17.	Cr cash alw $_____ auth par. 340 ICR	For female enlisted members.
18.	Stop BMA/SMA Asg Combat area 9Feb60	See paragraph 803, ICR
19.	Cr BMA/SMA fr combat area & clo processed 9Feb60	See paragraphs 841 and 862, ICR. When hospitalized personnel are returned from a combat area, this complete remark need not be shown. Show only that portion relating to the member's date of departure from a combat area.

ITEM NO.	REMARKS	EXPLANATION
20.	Cr ICCCA $___ Auth _____	For use when a member is assigned to duty requiring the purchase of civilian clothing.
21.	Stop CCMA 9Feb60 Relieved of duty requiring civilian clo	See paragraph 460, ICR.
22.	Cr CCMA $___fr 9Feb60 Last entitled ICCCA 21Dec58 Reasg du requiring civilian clo	See paragraph 695, ICR.
	PROMOTIONS AND REDUCTIONS	
23.		No sample format necessary. (Ref. par. 16082.53.)
	ABSENCE--AUTHORIZED	
▶24.	Fr lv 1-15Oct63(15)	Departure on lv will be reported as required. In every case, on return from leave, the inclusive dates of the period of leave must be shown including the total number of days. Types of leave, except annual, must be specified.
▶25.	Fr lv 1-15Jun63(15) Excess lv 11-15Jun63(5) ck pay & alw	When a member is granted leave which will result in a part of it being excess, the actual dates and the number of days leave taken and days in excess, both must be shown together with a direction to check pay and allowances.
	ABSENCE--UNAUTHORIZED	
26(1)	Fr UA 0700 Prev shown to UA (AWOL) 0600 5Feb63 See UD #_____Abs excused unavoid Cr lv Rats prd 28Jan-8Feb63 (12)	When absence is excused as unavoidable in conjunction with leave or liberty, the inclusive dates for which leave rations are creditable must be shown. Indicate total number of days in parentheses. A member who is declared a deserter is reported on the diary in the normal manner. When he returns from desertion, the fact is again reported on the diary. See paragraph 9059, MCPM.
26(2)	Fr Absence Over Liberty Abs excused unavoid Cr lv Rats prd 6-9Dec63 (4)	
26(3)	Fr Absence Over Liberty Abs excused unavoid Cr lv Rats 6Dec only (1)	
	PAY ENTRY BASE DATE	
27.	Change PEBD to 15Jul57 SKMC 15 days time lost	Events that will affect a pay entry base date will be reported as soon as practicable, except when confinement is involved. This is necessary since the disbursing officer must change the PEBD whenever an incident occurs that will affect it.

ITEM NO.	REMARKS	EXPLANATION
	SOCIAL SECURITY NUMBER	
28.	Post (Change) SSNo_____	If the social security number is not available when the pay record is initially opened, the number may be posted later by means of this entry. When a change is indicated because of an incorrect number, use this entry to report it.
	COURTS-MARTIAL	
29.	SPCM appr 15Jan60 forfeiture of pay and allowances $40 per mo for a prd of 6 mos SPCM appr 15Jan60 SA action reduce forfeiture of pay and allowances to $40 per mo for a prd of 2 mos	When conviction results, in all cases of courts-martial, the entire sentence will be shown, including fines, forfeitures, reductions, etc. If confinement is involved, do not change the PEBD until the member is released from confinement.
	MISSING, MISSING IN ACTION ETC.	
30.		No sample format necessary. (Ref. par. 16091.)
	HOSPITALIZATION	
31.		No sample format necessary. (Ref. par. 16087.)
	PROFICIENCY PAY	
32.	Awd proficiency pay P-1 based on (Splty) (SP) for MOS_____. Auth (curr Marine Corps Directive and Unit Spl Order)	For commencement of credit of proficiency pay while carried on rolls of a reporting unit. Entry must include critical MOS, Category "B" MOS, or term which will identify quota under which award is made.
33.	Proficiency pay P-1 terminated on (Date) (Reason) Auth (appropriate Unit Spl Order)	For termination of credit of proficiency pay. Reason for the termination must be stated.
34.	Previously awd proficiency pay P-1 on (Date) Auth (MCO and Unit Spl Order)	This entry will be reported in conjunction with the joining remark for continuation of proficiency pay when change of reporting unit is effected.

ITEM NO.	REMARKS	EXPLANATION
	QUARTERS ALLOWANCES	
35.	BAQ @ $_____ fr 10Aug64 (No govt qtrs aval) or (Asg public qtrs term) BAQ Entitlement E	This item will be used to commence entitlement of quarters allowances (Enl w/o depn)
36.	BAQ @ $_____ fr 10Aug64 (Sub standard qtrs) BAQ Entitlement E	Assigned substandard qtrs
37.	Stop BAQ @ $_____ fr 3Aug64 BAQ Entitlement N (or Unk)	To terminate BAQ previously authorized enl mbr w/o depn
38.	Ch BAQ Entitlement to H (Residing in govt qtrs)	Upon assignment of mbr to govt qtrs
39.	Ch BAQ Entitlement to E (Residing in other than govt qtrs)	When BAQ approved, approval of BAQ received, or mbr asgn to govt qtrs terminated.
	ABSENCE DUE TO MISCONDUCT	
40.	To SKMC USNH_____ auth_____	For personnel admitted sick and such admission is determined as SKMC
41.	Fr SKMC USNH_____Ch PEBD to (date) Ch EAS to (date)	Upon release fr SKMC
	SEA DUTY	
42.	To/Fr SEADU	For commencement or termination. Commences date of reporting. Stops the date of detachment.
	FOREIGN DUTY	
43.	To/Fr FORDU	For commencement or termination. Commences from and incl date arrival at designated place through the date of departure (see NavCompt Manual for detailed instructions re periods of hosp, TAD, lv, etc).
	HAZARDOUS DUTY	
44.		No sample format
	REENLISTMENT	
➧45.	Drop (as of date) HonDis EofE auth_____(lv sett) RR Jdreenl 6 yrs Ch EAS to (date) Reenl bonus pd Awd VRBM_____VRBI_____ (or lump-sum payment)	Include the remark when a reenl bonus is paid. In addition include the Variable Reenlistment Bonus Multiple (VRBM) and number of installments (VRBI). If lump-sum paid, show authority.

ITEM NO.	REMARKS	EXPLANATION
	HOSTILE FIRE PAY	
▶46.	Cr HFP condition 1 fr 1 Aug 65	This item will be used to commence entitlement to HFP for enlisted members. (See NavCompt Manual and other interim Navy Dept. Instructions for details on HFP requirements criteria).

16112 REPORTING PAY INFORMATION ON ATTACHED PERSONNEL

1. Reportable items occurring to an individual while on temporary additional duty are reported to the parent unit, which in turn, reports the item on its unit diary. When such an individual is the subject of an item affecting his pay and/or allowances, in order to eliminate the submission of a pay record order at the temporary additional duty station when the member's pay record accompanied him, these items, in addition to being reported back to the parent unit as required in paragraph 16076.2, will also be reported under the caption "ATTACHED" by the organization to which he is attached for temporary additional duty and on the basis of this type entry, the disbursing officer will take necessary adjustment action.

SECTION 6: MONTHLY PERSONNEL ROSTER

16125 GENERAL

1. The Monthly Personnel Roster (MPR) is a listing of the names of the chargeable and not chargeable personnel in a particular reporting unit as reflected in the PAS on the last day of an accounting period.

2. The MPR is used:

a. As an auditing aid for maintaining PAS records in agreement with service records.

b. To detect erroneous reporting and processing of personnel information.

c. To provide HQMC with a historical document.

3. These rosters are prepared not later than the fifth working day after the end of the month by the personnel accounting computer center which has accounting jurisdiction of the reporting unit. An original and two copies are then mailed to the reporting unit for audit.

16126 CONTENT AND FORMAT OF THE MPR

1. The cover sheet of the monthly personnel roster contains the following information:

a. The report title: MONTHLY PERSONNEL ROSTER.

b. Reporting unit code number.

c. Effective date. This is the date of the latest unit diary which has been processed into the system as of the cutoff date.

d. DPI number.

e. Auditing item titles.

f. Missing unit diaries, by number, to a maximum of eight.

g. Certification statement.

h. Reporting unit title and mailing address.

2. The body of the roster shows the following "identifying information":

a. Grade code.

b. Name--as much of the full name of Marine Corps personnel as can be printed in 16 spaces. For other armed services personnel, only last name is shown here.

c. Service number.

d. Component/Class code.

e. Primary MOS of Marine Corps personnel; MOS equivalent for Navy personnel; blank for others.

f. Strength Category code--Marine Corps personnel only.

g. Initials of surname, first and middle names.

3. Additionally, the body of the roster shows the following information for Marine Corps personnel only:

a. One, two, or three other items of information as contained in the master personnel magnetic tape record. These are the "auditing items."

4. The sequence of the listing is alphabetical by name, in groups as follows: Marine officers, Marine enlisted, other Armed Forces officers, and other Armed Forces enlisted.

5. At the end of the roster is shown the totals of the above groups, with a grand total of the four.

6. Codes may be shown on the MPR for certain of the items of information. Most of these codes are contained in MCO P1080.20, Personnel Accounting Codes Manual; those not shown therein will be explained at such times as they are used.

7. Dates will be indicated as shown in the following examples:

58 indicates 1958

5802 indicates February 1958

580201 indicates 1 February 1958

16127 AUDITING AND CORRECTING THE MPR

1. Reporting units must complete an audit of the MPR within 5 working days after receipt.

2. The most recent unit diary processed at the DPI prior to MPR preparation will be the cutoff diary against which the MPR is to be audited. The effective date of the MPR indicates the date of the cutoff diary. If the reporting unit has reported all gains and losses promptly, as well as all other personnel accounting information, the roster should reflect the identifying information and auditing item data of the personnel "on board" as of the effective date of the MPR.

3. All of the information in the body of the MPR, as well as the reporting unit code number, title, and mailing address shall be audited to determine whether this information is in agreement with reporting unit-maintained records. This means that the identifying information and auditing items data for each individual must be compared against the personnel records maintained by the unit.

4. Errors found during the audit process may be considered to be one of two types; namely, a reporting unit error, or a data processing installation error.

a. Reporting unit error. Such errors may be due to the present unit's failure to correctly report personnel accounting data, or because of erroneous reporting by another reporting unit on whose rolls the individual was previously joined. (Compliance with the requirements of subpar. 16030.7 will eliminate the perpetuation of errors caused by previous units.)

b. Data processing installation error. Such errors can be determined by verifying the fact that a reporting unit reported correct information, but the data was missed or incorrectly entered into the PAS as evidenced by the MPR.

(1) HQMC monitors officer promotion data to the extent that simultaneously upon forwarding of promotion authority to individual's command an entry is made in the Master Tape Record to indicate new grade, without awaiting the unit diary entry change. Upon receipt of the MPR which may reflect grade difference in that the grade entered at HQMC is one which the reporting unit has yet to enter in the PAS, the reporting unit should ascertain the individual's name being on the selection list, and if the name appears thereon, corrective action should not be made pending receipt of promotion authority.

The following items are entered into the Master Tape Record at HQMC by the Offices indicated. Changes may not be entered by unit diary. Erroneous information should be brought to the attention of the appropriate office by correspondence:

ITEM	OFFICE CODE
Expiration of Active Service	DFA
Component/Class	DFA
Service Schools	DFA
Special Designation	DFA
Civilian Education	DFA
Permanent Rank	DH
Present Rank	DH
Date of Rank	DH

5. Reporting unit errors can be corrected only by unit diary entry. Correction of erroneous data must be reported no later than the fifth working day after receipt of the MPR.

6. In preparing a new IRC in response to request, that information previously reported into the PAS cannot be changed merely by showing later, correct information on the new IRC. Any such changes required must be reported on a unit diary prior to or in conjunction with the resubmission of the IRC.

The resubmitted IRC must then reflect the later, correct information. Items of previously unknown data may be reflected on the new IRC without unit diary entry.

7. Data processing installation errors are to be corrected on the MPR. In making these corrections, the following procedures will be accomplished:

a. Erroneous data appearing on the MPR shall be lined out by drawing a single, horizontal line through the erroneous information. Do not obliterate or damage the MPR. All corrections shall be entered in black ink, or by typewriter with black ribbon.

b. If appropriate, enter the correct information immediately above the erroneous information. In reporting any name correction, enter the full, complete name as it appears in the service records; complete name in this instance is to include full middle name(s). When an item which has been reported to a DPI is blank on the roster, insert the correct data and underline it. To the left of the grade code, show the identity of the document on which the correct information was reported; e.g., UD #91-62; IRC; MPR for (date). Since unit diaries, IRCs, and occasionally MPRs are the only usual means of entering information in the PAS, other references such as SRB, OQR, etc., shall not be used.

c. Remember that the roster is of a certain cutoff date, and that certain unit diaries may not have been received at the DPI prior to cutoff (see MPR cover sheet for effective date and missing unit diaries). Corrections should reflect only the facts as reported and processed up to and including the effective date. No corrections shall be made using as a reference a unit diary or IRC submitted after the effective date of the roster. Missing unit diaries will be considered as being submitted after the effective date.

d. If the unit has reported an individual transferred or separated prior to cutoff, but his name still appears on the roster, draw a single line through that printed line and in the left-hand margin show the unit diary number on which the drop entry was reported.

e. If the name of any individual who was a member of the unit on the effective date of the roster is not shown, add, at the end of the roster, the identifying information of that person, and the unit diary number on which the joining entry was reported.

(1) Recruits will appear on the MPR prior to the date of the unit diary reporting the joining, since the classification test score will store the reporting unit code in the individual's record. In no case must these individuals be deleted from the MPR if they have been joined after the MPR cutoff date, or if they are to be joined. Individuals appearing on the MPR who are not in the Reporting Unit and who will not be joined must be deleted.

f. When sufficient space is not available to insert names missing from the roster, it will be necessary to add

one or more pages of plain white bond paper to list them. The heading shown on each page of the machine prepared roster shall be repeated on the additional pages, with the word "ADDENDA" shown below the title. The numbering sequence of the MPR will be carried forward on the addenda pages.

g. The strength totals shown at the end of the MPR should agree with the totals shown on the cutoff diary. If it has been necessary to add or delete names, adjusted totals shall be computed and entered as corrected totals. If discrepancies exist, take corrective action in accordance with subparagraph 16054.13.

16128 CERTIFICATION OF THE MPR

1. After the roster has been audited, and any necessary corrections have been entered on the unit diary and/or the MPR, the certification statement on the cover sheet of the roster will be completed.

2. The provisions of subparagraph 16054.8 concerning authentication of the unit diary apply equally to the certification of the MPR.

16129 DISPOSITION OF THE AUDITED MPR

1. As soon as the roster is certified, the original and one copy, with corrections, will be forwarded to the DPI to which the unit diary is submitted. One copy, with corrections, will be retained by the unit.

2. Rosters will be returned by airmail if this method will result in earlier delivery at the DPI, otherwise, regular mail will be used. MPRs are not to be folded for mailing.

16130 DELETED (Ch. 4)

16131 DELETED (Ch. 4)

16132 DELETED (Ch. 4)

16133 DELETED (Ch. 4)

16134 DELETED (Ch. 4)

SECTION 1: INTRODUCTION

16200 OBJECTIVE--WHY WE NEED A PERSONNEL ACCOUNTING SYSTEM

1. The objective of the Personnel Accounting System (PAS) is to provide standard procedures for reporting, recording, and disseminating military personnel information necessary for effective administration of the Reserve Establishment. Uses of this information include: planning and execution of functions of procurement, training, distribution, assignment, and promotion of military personnel; preparation of budgets; development of improved personnel management techniques; and recording in permanent form, historical data of the U. S. Marine Corps.

16201 BASIC PRINCIPLES

1. Singular Reporting. A fact once entered into the system, properly processed and audited, is available and sufficient for all purposes regarding that fact.

2. Decentralization of Processing. Field Data Processing Installations (DPI's), located at various commands, process the documents of the system and produce punched cards into which the personnel data is recorded. Files of these cards are maintained at the field installations and certain duplicate cards are transmitted to Headquarters Marine Corps to provide overall Marine Corps information. Reports are prepared at both levels, thus providing headquarters and local commands with necessary personnel data.

3. Maximum Utilization of Data Processing Machines. By using electric accounting machines wherever possible, the information furnished by the reporting units is consolidated, or added together, with the least effort and the most speed. Thus, combinations of the information can be obtained and presented in a standard manner.

16202 HOW THE PERSONNEL ACCOUNTING SYSTEM OPERATES

1. Organized Reserve

a. At the Marine's first duty station, and at subsequent reporting units when required, Individual Record Cards (IRC's) are prepared to report all the facts initially required about him. Most of these facts are taken from the service record book or officer's qualification record. The carbon copies of the IRC's are attached to the unit diary that reports the joining. The reporting unit keeps the originals for a work record. An additional copy may be prepared at the same time for battalion or other intermediate command files.

b. The unit diary reports joinings, losses to reporting unit strength, and changes and additions to information previously reported. It also reports important events that affect the whole reporting unit. The unit diary is prepared and submitted to the DPI only:

(1) When there is something to report.

(2) On the last day of each month. (This informs the DPI that all unit diaries for that month have been submitted.)

c. At the DPI, information on unit diaries, IRC's, and other source documents is coded and transferred to punched cards. Certain duplicate and summary cards are forwarded to Headquarters Marine Corps to provide overall Marine Corps information. Data processing machines can rapidly convert the information on these cards into reports required by Headquarters Marine Corps and field commands.

d. Mistakes in processing and reporting can happen. To prevent these errors from building up, the DPI prepares from its punched cards at regularly scheduled intervals, an auditing

personnel roster for each reporting unit. The reporting unit checks the roster, corrects any mistakes it finds, and returns the roster to the DPI. The DPI then corrects its punched cards to bring them into agreement with the roster. Then the roster is sent to Headquarters Marine Corps for filing as a permanent record.

2. Volunteer Reserve

a. At the data processing installations located at Marine Air Reserve Training Command and at Marine Corps District Headquarters, the information required to be maintained in the punched cards for Volunteer reservists will be obtained from service record books, officer qualification records, screening questionnaires, reserve personnel audit cards and other source documents. The punched cards are prepared directly from this source. Reports required by HQMC and field commands are prepared from these punched cards. Certain duplicate and summary cards are forwarded to Headquarters Marine Corps to provide overall Marine Corps information. Auditing Personnel Rosters (APR's) and Gain and Loss Statements are prepared at Marine Air Reserve Training Command, and Marine Corps District Headquarters, and sent to Headquarters Marine Corps for filing as a permanent record. Unit diaries are not prepared for Volunteer reservists. At the option of the DPI, information extracted from source documents may be transcribed onto IRC forms to facilitate preparation of punched cards. Instructions for preparation and submission of data for Volunteer reservists are contained in MCO P1080R.16.

3. The punched cards forwarded to Headquarters Marine Corps are processed into the master files. Reports of various combinations of the information reported on the IRC's, the unit diary, or obtained from other source documents are prepared from these files on an overall Marine Corps basis for use in the various agencies within Headquarters, as well as for presentation to the Defense Department and to Congress.

16203 USES OF THE PERSONNEL ACCOUNTING SYSTEM

1. At Headquarters Marine Corps. Personnel data is produced to enable the agencies within Headquarters to carry out their functions. This personnel data includes reports, statistics, listings, tabulations, punched card files, and any other information relating to collective groupings of military personnel.

2. At Marine Air Reserve Training Command District Headquarters. The system provides a source for preparation of rosters and tabulations of personnel by unit, by categories of eligibility for assignment to active duty, by month of discharge and by MOS compared to authorized totals for each MOS. Reports may be obtained on the names or numbers in any category which is identified by items shown on IRC's and contained in punched cards. For example, a Marine Corps District can prepare schedules for quadrennial physical examinations mechanically, without having to search it out of individual records, by preparing a listing of people due to be physically examined.

16204 ORGANIZATIONAL STRUCTURE

1. Reporting Units

a. The reporting unit is the source of all data entered into the Personnel Accounting System. Accounts of individuals on the rolls of the Volunteer Reserve are divided into "reporting units" for administrative purposes. The accounting responsibility of the reporting unit is:

(1) Organized Reserve

(a) To prepare and maintain basic work records (IRC's).

(b) To prepare and submit the reporting document (unit diary); and

(c) To audit personnel rosters and correct them where necessary.

(2) Volunteer Reserve

(a) To prepare punched cards directly from source documents; and

(b) To prepare and audit personnel rosters and correct them where necessary.

b. Normally, the reporting unit is of company, battery, or squadron in size.

2. Intermediate Command

a. The Marine Corps District Headquarters is an intermediate command for all Organized Reserve units (ground) within the district. The various battalion headquarters of the Organized Reserve are also intermediate commands of the system for those units actually administered and commanded by the battalion headquarters. The battalion headquarters is not an intermediate command for those reporting units which are not administered by it even though the unit title includes the battalion designation.

b. Marine air reserve training detachments and the Marine Air Reserve Training Command are intermediate commands for Organized Reserve aviation units.

c. Intermediate commands enter the overall system as agencies of control and are responsible for efficient execution of system directives by their reporting units. Copies of IRC's, unit diaries, and APR's are available to intermediate commands when requested. Personnel data or statistical information in most cases can be maintained completely from these documents. Local requirements vary, however, and there will be circumstances which demand specialized data that is not available from the overall system. In these cases, blank spaces on the intermediate command copy of the IRC can be used to gather and maintain such information. Though no attempt is made to control the flow of data between elements of a single command, all commands will make every effort to utilize the Personnel Accounting System records to limit additional data required of their units to establish efficient systems of record maintenance.

d. Commands discovering the need for items not included in the system and which are of a continuing nature and not peculiar to the particular unit, shall submit recommendations pertaining thereto to the Commandant of the Marine Corps (Code APB). Personnel at all echelons shall acquaint themselves with DPI capabilities for compiling personnel data. By utilization of the services of the data processing installations, workloads of reporting units and using commands may be substantially reduced.

3. Personnel Accounting Jurisdiction Commands

a. Personnel accounting jurisdiction over certain groups of commands of Marine Corps activities is assigned to those commands of which data processing installations are a part. The assignment of personnel accounting jurisdiction does not and should not, have any implications with respect to military command, nor in general to geographic distribution of the units involved. The primary consideration is that similar type units should be accounted for at a single DPI where practicable, for simplicity and economy of consolidated reporting, particularly during mobilization.

b. The assignment of personnel accounting jurisdiction to a command carries responsibility of requiring correct and prompt reporting from the activities within the jurisdiction. The commander assigned personnel accounting jurisdiction is authorized and directed to take necessary corrective action in cases of failure on the part of units in his jurisdiction to comply with personnel accounting reporting directives.

c. Correspondence on matters relating to personnel accounting will be in the name of the commander assigned personnel accounting jurisdiction.

d. Commands of the Reserve Establishment are assigned personnel accounting jurisdiction as follows:

Command/Location	Activities Under Accounting Jurisdiction
Commanding Officer (DP) Marine Corps Data Services Center 1500 East Bannister Road Kansas City, Missouri 64131	1. Organized Marine Corps Reserve Units 2. Staff Groups 3. Marine Air Reserve Groups MARTC 4. Special Volunteer Reserve Units 5. Class III Reserve Unit 6. Officer Candidate Section, MCS, Quantico, Virginia

4. Headquarters, U.S. Marine Corps

a. The Personnel Accounting System is administered by the Marine Corps Director of Personnel. All official correspondence relating to the Personnel Accounting System will be addressed to the Commandant of the Marine Corps (Code APB).

SECTION 2: INDIVIDUAL RECORD CARDS

16225 DEFINITIONS

1. The Individual Record Card (IRC), and the Individual Record (Reserve) (IRC (Res)), are summary cards reflecting specific information extracted from the service record book and officer's qualification record for use in personnel accounting. They are considered the basic work sheets of the accounting system, in that they are used to establish items of personnel information.

16226 PURPOSE

1. Organized Reserve

a. To provide Organized Reserve reporting units and intermediate commands standardized visual files of data on personnel under their jurisdiction. The IRC and IRC (Res) serve as a unit locator and ready reference file of personnel data to reduce the necessity for continual searching through service records.

b. To provide an initial source of complete information to the data processing installation.

c. The IRC/IRC (Res) files may serve as a basic work record from which pay record and service record book entries are kept current.

2. Volunteer Reserve

a. Use of individual record cards by reporting units of the Volunteer Reserve is optional. Instructions for preparation of IRC's for Volunteer reservists are contained in MCO P1080R.16.

16227 FORMAT

1. The Individual Record Card (NAVMC 976-PD and 976a-PD) and the Individual Record Card (Reserve) (NAVMC 10421-PD and 10421a-PD) are designed for use as a visual file and for extraction of personnel data at the data processing installation.

2. The original is a single leaf 5- by 7-1/3-inch card form with a single manifold (flimsy) copy and carbon attached as a snap-out. The snap-out copy is for the DPI. Additional copies as required for intermediate commands may be prepared by adding carbons and NAVMC 976a-PD or NAVMC 10421a-PD forms behind the snap-out counterpart at time of preparation.

3. The original of the IRC and IRC (Res) has three sections:

Information Section--Front

Occurrences Section--Back

Other Information Section--Back

4. The DPI copy and the 976a and 10421a forms have an information section only, since the history of occurrences is not required at echelons furnished these copies

16228 WHEN PREPARED BY ORGANIZED RESERVE

1. An IRC and IRC (Res) is prepared on the following occasions:

a. When joining from active duty.

b. When joining a reporting unit immediately following initial enlistment.

c. When joining and complete IRC's are not received with the service records.

d. Whenever specifically requested by the DPI. (See also par. 16306.)

e. Change from enlisted to officer status and vice versa. (This is required because of change in service number and other personnel data.)

2. Individual record cards will be prepared promptly on the required occasions and the DPI copy forwarded with the unit diary which reports the joining. If failure to receive service records prevents submission of a required IRC for a joining, prepare a

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"skeleton" IRC for insertion in the unit file. This skeleton IRC should show name, service number, grade, MOS, component/class code (these items are called "standard information"), and reporting unit code in addition to any other information which can be determined without service records such as date joined unit. When service records become available, complete the "skeleton" IRC, insert the number of the unit diary which reported the joining (see subpar. 16281.2) and forward DPI copy. No more than 10 days should elapse before submitting an IRC; if service records have not arrived, obtain necessary data by personal interview. Data which is determined after the submission of the IRC to the DPI will be reported by unit diary entry as soon as possible.

3. In addition to the occasions described above, a reporting unit may at any time prepare a new IRC or IRC (Res) for its own use. Only the information section need be transcribed to the new card. Old IRC's may be retained if so desired.

16229 PREPARATION

1. The information section of the IRC will be prepared on a typewriter with black ribbon, except that, in situations where no typewriter is available, entries may be printed in dark ink or pencil. If the answer to any block is known to be "none" enter a zero. If the entry for a block cannot be determined at the time, enter "UNK" and report the data by unit diary entry when determined.

a. The "standard identifying information" blocks along the bottom edge of the form will be utilized so that the name, service number, grade, etc., will be visible when the IRC's are inserted in the card pockets of the file books.

b. The "Rank" and "MOS" blocks at lower edge of the form are provided for easy reference and are necessarily small, not permitting room for successive entries upon change of information. Therefore, these blocks should be filled in with pencil so that the entry can be erased and changed when necessary. Numbered blocks with the same titles are for permanent entry and DPI coding purposes.

c. Use official abbreviations wherever practicable in making block entries. (See chap. 17.) Do not use punctuation. Check each item after it is entered.

d. If blank blocks are to be used by the reporting unit, the DPI copy will be detached first. These blank blocks may be used to record items of information not required in these instructions.

e. Entries are to be placed as near the top of each block as practicable. This is to leave space for subsequent entries and for coding of the copy at the DPI. When the item is to be changed, line out the old entry and insert the new one under it. In this manner a complete record is always available; for instance, former grades and dates of rank. Errors made and discovered prior to submission will be corrected by lining out and inserting the correct data under the lined out entry. Do not prepare a new form when items change or because an error is made.

f. As the IRC is the basis of accurate personnel information at all levels of command and in the overall accounting system, it is imperative that it be prepared and maintained with the greatest possible care and accuracy.

16230 USE--MAINTENANCE--FORWARDING

1. The IRC's will be kept in metal file books which contain card pockets affixed to trunnion wires. The IRC is inserted in the card pockets with the bottom line of the IRC visible through the plastic strip on the lower edge of the pocket. The IRC (Res), NAVMC 10421-PD, will be inserted in a pocket directly underneath the pocket containing the IRC, NAVMC 976-PD.

2. The IRC's are filed in alphabetical sequence, officers preceding enlisted, followed by Navy officers, Navy enlisted, and other services, if any. This is the same sequence in which names are to appear on the unit diaries and personnel rosters. Orders and documents which authorize or cause changes in individual personnel records are routed to the diary clerk. In processing changes to IRC's, the clerk removes the appropriate IRC(s) from the file, and changes the proper items in the blocks on the face of the form. He then turns the form over and in the occurrences section, writes or types in the date, the diary entry to report the change involved, and the unit diary number on which the entry will be shown. The IRC's are then arranged in the sequence in which they will be used in preparing the unit diary. (See subpar. 16254.1.)

3. Since the IRC (NAVMC 976-PD) and the IRC (Reserve) (NAVMC 10421-PD) contain a number of identical items (Name, Service Number, Primary MOS, EOS, etc.), the diary clerk in arranging IRC's for report of change of identical items on the unit diary may, at his option, arrange only the IRC's (NAVMC 976-PD) in sequence for diary preparation. Care should be taken to ensure that, in changing identical items, the face of both IRC's are adjusted to reflect the latest information. Entry in the occurrences section, in reporting changes of data which appear on both IRC's, is required on the IRC (NAVMC 976-PD) only.

4. The administrative chief must ensure that all papers effecting changes in reportable items are routed to the clerk in charge of IRC and unit diary preparation.

5. The other information section may be used to record such data as home address, telephone number, etc.

6. Forwarding of the IRC (NAVMC 976-PD) and IRC (Reserve) NAVMC 10421-PD)

a. Upon transfer from one Organized Reserve unit to another Organized Reserve unit--Remove both IRC's from the file, enter the loss remark in the occurrences section of IRC (NAVMC 976-PD), and insert both IRC's under the front cover of the service record or officer's qualification record and forward as part of the service records. In order that the unit may have a record for making the loss entry on the unit diary in these instances, a convenient index of former members, and a method of checking the "dropped" section of the next personnel roster, a "skeleton" IRC (NAVMC 976a-PD) or other record card may be prepared for use in diary preparation and eventual insertion in the "dead" file. This "dead" file card should show standard identifying information and the transfer remark in each case.

b. Upon transfer from an Organized Reserve to a Volunteer Reserve unit--Remove and discard the IRC (Res) (NAVMC 10421-PD). Remove the IRC (NAVMC 976-PD) and enter the transfer remark in the occurrences section. Use this card for making the loss entry on the unit diary. After diary preparation, insert the IRC (NAVMC 976-PD) in the "dead" file.

c. Upon assignment to active duty (wherein a loss to the Reserve Establishment and a gain to the Regular Establishment is effected--Same as upon transfer from an Organized Reserve unit to a Volunteer Reserve unit.

d. Upon separation from the service or service records are forwarded to HQMC--Remove and discard the IRC (Res) (NAVMC 10421-PD). Remove the IRC (NAVMC 976-PD) and enter the separation remark in the occurrences section. Use this card for making the loss entry on the unit diary. After diary preparation, insert the IRC (NAVMC 976-PD) in the "dead" file.

7. Upon receipt of IRC's, the joining unit must carefully check each item of the IRC's against the service record and make necessary corrections or changes. The transferred IRC's may then be used to prepare new IRC's if required; if DPI copy is not required the joining remark on the unit diary should include any changes or corrections to the IRC's as a result of this audit.

16231 - ALPHABETICAL LISTING OF IRC BLOCK TITLES

1. TITLE	IRC BLOCK NO.	PAGE NO.
ADDITIONAL MOS(S)	6	16-112
CIVILIAN EDUCATION	22	16-118
CLASSIFICATION TEST SCORES	25	16-120
COMPONENT/CLASS	7	16-113
▶CONTRACT/LEGAL AGREEMENT	8	16-113
DATE OF BIRTH	13	16-115
DATE OF RANK	4	16-112
DATE JOINED UNIT	2	16-111
DEPENDENTS	18	16-116
EXPIRATION CONTRACTUAL SERVICE (ECS)	11	16-115
GRADE IN WHICH SERVED	3	16-111
LANGUAGE QUALIFICATION	24	16-120
NAME	28	16-121
OBLIGOR DESIGNATOR	16	16-116
PAY ENTRY BASE DATE	12	16-115
PRIMARY MOS	5	16-112
PULHES (PHYSICAL RISK CLASSIFICATION)	14	16-116
RACE	9	16-113
SERVICE SCHOOLS COMPLETED	21	16-118
SERVICE NUMBER	29	16-122
SPECIAL DESIGNATION	17	16-116
TRAINING DESIGNATOR	27	16-121
UNIT ASSIGNED	26	16-121

All other blocks require no entries and may be used for recording items of local interest. (See subpar. 16229.1d.)

16232 - ALPHABETICAL LISTING OF IRC (res) BLOCK TITLES

1. TITLE	IRC (RES) BLOCK NO.	PAGE NO.
COMPONENT/CLASS CODE	7	16-123
▶CONTRACT/LEGAL AGREEMENT	8	16-123
DATE JOINED UNIT	2	16-123
DATE LAST PHYSICAL EXAMINATION	14	16-124
DATE READY RESERVE SERVICE EXPIRES	20	16-126
DATE SCREENED	23	16-126
EXPIRATION OF OBLIGATED SERVICE	11	16-124
GRADE IN WHICH SERVING	3	16-123
MOS - PRIMARY	5	16-123
SPECIAL DESIGNATION	17	16-125
TRAINING CATEGORIES AND PAY GROUPS	27	16-127

All other blocks require no entries and may be used for recording items of local interest. (See subpar. 16029.1d.)

SECTION 3: UNIT DIARY

16250 DEFINITION AND PURPOSE

1. The unit diary, NAVMC 970-PD, is the reporting medium for the day to day history of the unit and its personnel, and serves as the permanent historical record of the unit in the Archives of the United States. Unit diaries are not prepared for the Volunteer Reserve.

2. One of the basic purposes of the unit diary is to record changing information on units and individuals of the Marine Corps in the Organized Reserve so this data may be used in personnel accounting. All personnel assigned to the military jurisdiction of a Marine unit in the Organized Reserve will be accounted for by the unit diary. Changes of status or additions to existing records will be recorded and described on the diary.

3. Another purpose of the unit diary is to furnish military pay information to disbursing officers. Detailed instructions for reporting these data are contained in section 5, part A, and section 6, part B, of this chapter.

16251 FORMAT OF THE UNIT DIARY

1. The unit diary is divided into four sections, namely:

a. Heading--where identification of the reporting unit is indicated.

b. Body--where actual events and status changes are recorded.

c. Strength section--where balances of strength are entered.

d. Authentication section--where the officer responsible for the accuracy and submission of the diary signs his name.

16252 UNIT DIARY PREPARED BY

1. The unit diary is normally prepared by the company, battery, squadron or similar level of unit which is called the reporting unit.

2. At the times required by paragraph 16253, a separate unit diary will be prepared and submitted by or for each of the following units:

a. Each company, battery, squadron, separate platoon, Marine Corps Reserve selective service training unit, and Naval Security Duty group of the Organized Reserve. In some instances, battalion level reporting is authorized for the Organized Reserve. When this occurs, unit diaries will not be required from units below battalion level.

3. Submission of unit diaries for Organized Reserve units is the responsibility of the inspector-instructors or the commanders of Marine air reserve training detachments. Personnel of the Organized Reserve units will be utilized to whatever extent possible in the preparation of the diary, but infrequency of drill periods shall not be cause for delayed reporting of personnel information.

16253 UNIT DIARY: WHEN PREPARED--WHERE SUBMITTED

1. A unit diary will be submitted for each day during which known reportable items occur. Separate diaries are not required to cover changes occurring on non-workdays. In those cases, changes will be reported on a diary prepared the first workday following and dated for the previous day. Example: Occurrences on Friday, Saturday and Sunday may be reported on a diary dated for Sunday and prepared Monday. If desired, a diary may be prepared for each day. A diary is required for "NO CHANGE" days only as indicated below:

a. At least one unit diary per month is required. If no occurrences are reported throughout a month, a diary must be submitted for the last day of the month; enter "NO CHANGE" in the remarks section.

b. A diary must be submitted for the last day of the calendar year; if

there are no occurrences, enter "NO CHANGE" in the remarks section.

2. "As of" occurrences are those which have happened on a date prior to the date for which the diary is being prepared. They may represent items about which the reporting unit had no knowledge at the time of occurrence. Such occurrences will be recorded when they become known. Do not attempt to backdate the diary.

3. The diary is prepared for the 24-hour period beginning at 0001 and ending at 2400. The diary will be submitted as soon after 2400 as practicable, but no later than 1600 of the first working day following the period to be covered. In no case will two or more diaries be prepared to cover different periods of time in the same day.

4. Submission of unit diaries shall be suspended when a reporting unit is "zero" strength but not disbanded. At such time as personnel again join that account, diary submission will be resumed. Record of events entries report these occurrences. Upon resumption of diary submission, use the next consecutive number after the number shown on the diary which suspended submission. Do not start with number "1" again, unless in a new calendar year.

5. The original and the DPI copy of unit diaries will be forwarded, by the most expeditious means available, to the command having personnel accounting jurisdiction of the unit. When the distance involved requires more than one day for normal mail to reach the command, airmail will be utilized provided it will result in earlier receipt at the command. In mailing, diaries will not be folded. The envelope containing the diary will be addressed to the commander exercising accounting jurisdiction, using the address as shown in subparagraph 16204.3 and the envelope will be marked "Unit Diary" in the lower left-hand corner.

6. A reporting unit may be transferred from the accounting jurisdiction of one command to another. When this is to occur, the following procedure will be executed: enter a transfer of accounting jurisdiction record of events entry on the diary prepared for the effective date of such transfer, and submit this diary to the command which is losing jurisdiction. An additional copy of this diary shall be prepared and submitted to the command assuming jurisdiction.

16254 UNIT DIARY PREPARATION INSTRUCTIONS

1. The unit diary will be prepared from remarks previously entered in the occurrences section of the IRC's. (See subpar. 16230.2.) The diary must be prepared promptly, legibly, and accurately.

2. The unit diary will be prepared in quintuplicate. Additional copies for intermediate commands or other purposes should be prepared by inserting carbons and plain white manifold (flimsy) sheets behind the regular sets. Full use should be made of authorized abbreviations (see chap. 17); however, failure to abbreviate shall not be considered an error. Punctuation will be held to the minimum necessary to ensure clarity of the remarks.

3. The unit diary will be typed, using black ribbon. Under circumstances where no typewriter is available, the diary may be prepared with black ink or black lead pencil.

4. After preparation, the unit diary is distributed as follows:

a. Original and yellow copy to DPI. The DPI will forward the original to Headquarters, U.S. Marine Corps (Code DGH-1), where it will eventually be microfilmed for filing in the Archives of the U.S. The yellow copy will be retained at the DPI.

b. Pink copy retained as reporting unit file copy.

c. Two plain white manifold (flimsy) copies to cognizant disbursing activity.

5. Heading

a. Enter the short title of the command to which the diary is to be submitted. These titles are: 1st MCD, 4th MCD, 6th MCD, 8th MCD, 9th MCD, 12th MCD, and MARTC.

b. Enter the date for which the diary is being submitted (e.g., 15Nov63); not the date of preparation.

c. Enter the unit diary number. The numbering system consists of the assignment of consecutive numbers, commencing with number "1" for the first diary submitted during each calendar year. The complete number

consists of the consecutive number followed by the last two digits of the year (e.g., 1-63). (See subpar. 16254.-11f, for special instructions in cases of redesignation/reorganization.) If a unit is preparing a diary for another unit, the reporting unit code of the preparing unit will be entered in the upper right-hand corner immediately above the diary number.

d. Enter the title of the unit as indicated on the effective table of organization or authority for activation. Sub-units and detachments will include the identity of the parent unit.

e. Enter the title and location of the permanently fixed base or station at which the unit is assigned at the end of the diary period. Units temporarily away from their regular locations will show the temporary location above the permanent location.

f. The unit diary will be classified in accordance with instructions contained in Department of Navy Security Manual for Classified Information (OPNAVINST 5510.1B).

g. Each page of a multiple page diary must contain all heading information. The abbreviation "(contd)" shall not be inserted after the diary number on diaries which exceed one page.

6. Body

a. The body of the unit diary is the section in which entries covering reportable items are shown. The actual remark is entered in the "name and remarks" column under the name or names to which it applies.

b. Entries are made under captions as appropriate. All of the captions do not necessarily appear on each diary, but those used will be arranged in the sequence shown above. Captions are typed in capital (upper case) letters. The following captions will be utilized:

RECORD OF EVENTS

EXCLUSIVE ENTRY

CORRECTION (this will always be followed by "SHOULD BE")

INDIVIDUAL ENTRIES

ATTACHED

c. Captions will be indented five spaces from the left margin of the name and remarks column. Double space between the last line of a previous entry and a following caption.

d. Name and service number are the only items needed to identify diary entries for Marine Corps personnel, other than in cases of joining, transfer or separation. On such entries, grade, MOS and component/class code are added as identifying items. The name will commence at the left margin of the name column. Enter the surname (last name) in capital letters, first name, middle initial or initials, and Jr., Sr., II, etc. If there are no middle initials, no indication is required. Do not insert (N). Where the first or middle name consists of only one letter, it will be enclosed in quotation marks, e.g., "L." Multiple surnames will be typed as one word; e.g., GONZALES-LOPEZ is shown as GONZALESLOPEZ. Prefixes are joined to the main name; e.g., MACTAVISH or MCGUIRE. Names are entered in alphabetical sequence under the appropriate caption, officers preceding enlisted, followed by Navy and other service personnel in the same sequence. For Navy personnel, record name, service number, grade, officer designation code or primary Navy enlisted classification code, as appropriate, and component/class code on all entries. For personnel of other Armed Forces, record name, service number, grade and component/class code on all entries.

e. The remark which tells what change of information is being effected is shown in the "name and remarks" column and is indented two spaces under the name. One remark may pertain to a

number of individuals. In these cases, the standard identifying information of all the individuals affected is shown above the single remark. This is called a "group entry." When such a group consists of 10 or more individuals, the use of an attached roster may be practical. (See subpar. 16254.13.) Do not use rosters for group entries pertaining to less than 10 individuals. If an attached roster is used, only the remark would be shown in the "name and remarks" column on the diary, with a double space after the last preceding remark. If more than one roster is attached to one diary, each must be consecutively numbered and the remark for each must refer to the roster by number.

f. There may be cases when more than one remark must be shown for one individual or group, such as a change of MOS, a promotion, and a transfer occurring at the same time. These remarks should be placed one after another under the names of individuals affected. This is called a "multiple entry."

7. Composition of Remarks

a. There are three basic categories of entries -- Those pertaining to the reporting unit as a whole, which are called "record of events"; those which correct previously submitted erroneous information, which are called "correction entries"; and those entries pertaining to specific individuals. Entry composition varies widely, but there are certain instructions which apply generally.

b. Use of authorities -- In order that the diary may be a permanent historical record adapted to research, the authority for certain actions must be included in remarks. In showing the authority, refer to the Marine Corps Personnel Manual paragraph, where applicable, and the Marine Corps directive which is the basic authority for the action, and the senior authority which identifies the individual by name, if he was not named in the Marine Corps authority. Remarks showing separations from the service will, where applicable, include the Marine Corps Personnel Manual subparagraph which pertains to the cause of separations. The actions for which authority is required to be shown are:

Actions requiring record of events entries

Appointment to officer grade or termination thereof

Discharges

Name and service number changes

Promotion to grades above Cpl

Reductions

Transfers directed by HQMC

Change in items on enlistment contract/record of induction or officer's appointment acceptance and record

Assignments of special designations or duty limitations by Commandant of the Marine Corps

Extensions of enlistment or cancellation of extensions of enlistment

c. Use of dates and time--Date of change will be included in an entry only if the item occurs on a date other than that for which the diary is submitted - and "as of" date. In these cases the date

will be inserted after the initial word or phrase of the entry; e.g., Drop 15Mar60 tr to.....When the same remark pertains to a number of individuals, with the exception of dates, a group entry may be utilized by showing the effective date to the right of each individual's name. Time of day will be recorded if appropriate. No event will be reported as having occurred at 2400. The time of occurrence will be reported as 2359 or 0001, as appropriate. A time reported alone in the diary is of the diary date. Dates entered in conjunction with other dates will be inclusive. Dates will be recorded as day, month, and year, e.g., 15Mar60 or 10-13Mar60.

d. In preparing unit diaries, the primary purpose is to record the facts. Sample entries shown throughout this part should be followed where applicable; however, deviations are not considered erroneous if the required information is reported. It is not wrong to show more data than required but it is wrong to show less than called for herein. If cases not covered arise, follow the general policies outlined herein and construct a remark which states the facts as clearly and concisely as possible.

8. Completing the Strength Balances Section

a. In the block above the strength titles in this section enter the reporting unit code number on each page of the diary. This number is obtained from Headquarters Marine Corps by the DPI when a unit is activated.

b. Organized Reserve units need only enter the "Total Joined" and "Attached" figures.

c. On the line opposite "Total Joined" enter the totals of all personnel who are joined in the unit at the end of the date for which the diary is prepared.

d. On the line opposite "Att" enter the totals of personnel who are attached to the unit (usually for associate duty).

e. The totals entered in the strength balances section must reflect only those personnel who have been reported as joined or attached on the unit diary and who have not been subsequently dropped from the account.

f. Strength balances will be shown on the last page for multiple page unit diaries.

9. Authentication of the Unit Diary

a. The unit diary shall be signed, in black ink, by the commanding officer or officer in charge of the unit for which prepared; or by a subordinate officer when authorized by the commander or his superior to do so. (The requirements of subpar. 044572.1b, volume 4, Navy Comptroller Manual, apply when submitting copies of the unit diary to the disbursing office.) In the absence of the unit commander, the inspector-instructor or the commander of a Marine air reserve training detachment will sign the diary. Diaries may not be signed by a person signing "For" the commander or other authorized signees.

(1) Unit diaries which do not affect pay and allowances may be signed by an enlisted member when the unit has no officer on its rolls or when the only officer of an organization is officially absent. When an officer is not on the rolls or when the only officer of an organization is officially absent, unit diaries which affect pay and allowances must be forwarded to the next higher administrative echelon for signature.

b. The name, grade, and component of the commander will be typed on the bottom line of the authentication section. In those instances where the diary is signed by a delegated officer, the name, grade, component, and duty assignment of the subordinate, followed by the words "By direction of" shall appear above the name, grade, and component of the commander; e.g.,

FRED F. FOX Capt USMCR CoExecO
By direction of
GENE D. DOE Maj USMCR

When an officer temporarily succeeds to command, the name, grade, and com-

ponent of this officer only shall appear, followed by the word "Acting." When a diary consists of more than one page, the authentication will be reflected on the last page only.

c. The date for which diary is being submitted and diary number, as well as the page number and total number of pages for that diary, will be inserted below the authentication section in the space provided.

10. Submission of Supporting Documents

a. The following documents are submitted with the unit diary, when appropriate:

Individual Record Card

Enlistment Contract

Agreement to Extend Enlistment

Attached Rosters

b. The duplicate copy of the enlistment contract and related papers for each individual enlisted or reenlisted, shall be submitted with the unit diary that reports the gain.

c. The agreement to extend enlistment shall be submitted as follows:

(1) Execution. The duplicate copy is submitted with the unit diary that reports the extension. The entry shall show the term of extension, the new EOS date, and the authority.

(2) Cancellation. The original copy is submitted with the unit diary that reports a cancellation of an extension agreement. The entry shall include the authority for cancellation and the readjusted EOS date.

d. The indication (IRC ATT), (ENL CONT ATT), (DUP AGR EXT ATT), (CANC AGR EXT ATT), as appropriate, shall be shown on the diary whenever such forms are submitted in support of a diary entry. Normally, the indication should be shown as the last line of the entry. However, in any case where the indication does not apply to all of the named individuals in a group entry, then separate indications shall be made following the names of those persons for which the term applies.

e. See subparagraph 13, below, for use of attached rosters.

11. Record of Events Entries

a. Record of events entries are required to record basic data concerning the history of the reporting unit or to report actions which equally affect all or a majority of the individuals in the unit.

b. The types of occurrences for which a record of events entry is required are as follows:

(1) Activation of a unit.

(2) Redesignation of a unit or command (see subpar. 11f, below).

(3) Reorganization of a unit or command (see subpar. 11f, below).

(4) Whenever responsibility for diary preparation for a unit is transferred from one unit to another (to be shown on diary for which responsibility is transferred).

(5) Transfer of personnel accounting jurisdiction.

(6) Attachment of a unit to another command for operational or administrative control.

(7) Unit reassigned to another command.

(8) Unit transferred to another permanent station or to expeditionary duty overseas.

(9) Unit ordered to annual training duty.

(10) Unit participation in maneuvers or training exercises.

(11) Embarkation, sailing, and/or debarkation of a unit.

(12) Unit or command awarded decoration or citation.

(13) Unit reduced to zero strength but not deactivated.

(14) Discontinued as a reporting unit but not disbanded.

(15) Deactivation of a unit.

(16) Mobilization of a unit.

c. When a record of events entry is required, it will be the first entry in the body of the diary and will be headed by the caption "RECORD OF EVENTS." In those cases where some of the individuals are not equally affected by the record of events entry, an exclusive entry will be shown immediately following the record of events entry. An exclusive entry is headed by the caption "EXCLUSIVE ENTRY," below which is to be typed the required standard identifying information of personnel to be excluded, followed by the remark which describes the reason for their exclusion or which shows the varying data pertaining to these personnel.

d. Sample record of events and exclusive entries:

(1) Deactivation

RECORD OF EVENTS
Deactivated auth _____ All remaining pers less those under excl entry below tr to (unit) auth _____ This is final UD

EXCLUSIVE ENTRY
(List names of those not transferred to unit shown in record of events entry and show unit(s) to which they were transferred.)

(2) Transfer of accounting jurisdiction

RECORD OF EVENTS
Pers acct juris tr to CG (command), auth _____ Next UD will be sub thereto

e. Record of events entries will be made to record participation of a unit in annual training duty. The first such entry will show "To" annual training duty and will include the training destination, the number of officers and enlisted members participating, the basic means of travel of the unit, and the authority for the action. The record of events entry will appear on the diary which covers the date of departure of the unit from the home location. An exclusive entry will show the names of members who do not go with the unit. Individual entries will show members excluded from either of the two remarks. Upon arrival of the unit at the training destination, another record of events entry will be made showing arrival and location. If departure from home location and arrival at the training destination, or vice versa, take place on the same day, both departure and arrival are shown on one diary as one record of events entry. Upon departure from training location, an entry will be made showing completion of the training phase, fact of departure from training location, and means of basic travel to home location. Upon arrival at the home location, a final record of events entry will be made showing "From" annual training duty and the fact of arrival at the home location. During the training period, personnel who withdrew from training or are otherwise absent from the training location will be accounted for by individual entries. Sample entries:

Departure from Home Location and Arrival at Trng Destination SAME DAY

RECORD OF EVENTS
To acdutra (AFT) CamPen dept via MerAir Municipal Airport arr CamPen 6 off 211 enl attending auth _____ See excl entry below

EXCLUSIVE ENTRY
List names of those not attending acdutra (AFT)

INDIVIDUAL ENTRIES
List names to acdutra (AFT) CamPen trav perf at personal exp

Departure from Training Destination and Arrival at Home Location SAME DAY

RECORD OF EVENTS
From acdutra (AFT) CamPen dept via MerAir arr (Home Location) 6 off 211 enl auth _____

INDIVIDUAL ENTRIES
List names from acdutra (AFT) trav perf at personal exp

Note: If the date completed last acdutra and number of days acdutra completed are not reported changed in the RECORD OF EVENTS entry (subpars. 16282.9 and 10) this information should be reported by unit diary entry as soon as practicable.

f. The name (title) of a reporting unit may be changed or the administrative structure of a company may be rearranged. Such actions are called "redesignations" or "reorganizations." These actions must be reported by a record of events entry on the unit diary and care must be exercised in regard to the numbering of unit diaries. When a unit is redesignated, the title may change to the extent that the unit could no longer be identified by or connected with the former title and there exists a possibility that a new unit could be activated in the future under the former title. In such cases, a new reporting code number must be assigned to the unit under its new title and the unit diary numbering sequence must begin again with number one (1) for the calendar year. An example of this is: 15th Rifle Co., redesignated to 35th Infantry Co. On the other hand, a redesignation may not involve such a complete change of title that continuous identity of the unit is interrupted. An example of this is: 2nd 155MM GunBtry, redesignated to 2nd 155MM GunBtry SP. In this case no new diary numbering sequence is required. In cases of redesignation where a new diary numbering sequence is required, a record of events entry will be shown on the last diary under the old title and on the first diary under the new title. An example of this is:

RECORD OF EVENTS
(on last day under old title)
Redesig eff 1May60 to 35thInfCo auth _____This is final UD

RECORD OF EVENTS
(on first day under new title)
Redesig fr 15th RifleCo auth _____
This is initial UD

The headquarters unit of a command which has subordinate reporting units will show redesignation for the command in addition to showing redesignation of the headquarters unit. When reorganizations occur enough information should be shown in the record of events entry of headquarters unit to provide a complete history of changes in the organizational structure of the command; e.g., "(title) _____ reorganized auth _____ as follows:

From: (Unit title)
(Unit title)
(Unit title)

To: (Unit title)
(Unit title)
(Unit title)
(Unit title)

All personnel in (show new titles of units) will be carried on one UD prepared for (title) ____ RU Code _____ This is final UD."

12. Correction to Unit Diaries and Supporting Documents

a. During preparation or at any time prior to submission of a unit diary or IRC, corrections of errors discovered will be made by lining out the erroneous items and inserting the correct information above or after the lined out item on all copies. Do not erase. Such corrections on the unit diary will be initialed by the authenticating officer.

b. When errors in a unit diary, an IRC, or an APR are discovered after these records have been submitted, a correction entry will be made on the next diary submitted. Changes in enlistment contracts or other basic records directed by the Commandant of the Marine Corps are not to be considered as a matter for correction entries on unit diaries, but will be reported as changes of information in the normal manner.

c. Correction entries appearing on unit diaries will be headed by the word "CORRECTION" indented five spaces

from the left margin, followed on the same line, in parentheses, by the reference number of the diary or document on which the error was committed. If it is necessary for a unit which has been redesignated and assigned another reporting unit code to correct a unit diary submitted prior to the redesignation, the former reporting unit code number must be included with the reference number of the unit diary to be corrected (e.g., UD #98-60 RU 81814). If the reference is to be a multiple page diary, include the page number on which the entry to be corrected appears. If the error was on an individual record card, insert "(IRC)"; if on an individual record card (Reserve), insert "(IRC Res)"; if on an auditing personnel roster, insert "(APR) for (date)." Enough of the erroneous entry will be shown to identify it, with the erroneous part underlined. This will be followed by "SHOULD BE" on a separate line, indented five spaces from the left margin. On the following line insert the correct information or appropriate explanation of the erroneous entry, underlined. Several corrections to the same source document can be made under one correction caption; however, leave a blank typing line after each correction entry.

d. Erroneous correction entries:

(1) When a reporting unit discovers that a correction entry previously reported on the unit diary is in itself incorrect and the original entry was correct the following procedure will be followed:

(a) Submit a correction entry deleting the previously shown correction entry as erroneous. This entry should also state that reporting of the original entry was correct.

(2) When a reporting unit discovers that a correction entry previously reported on the unit diary is in itself incorrect and the original entry was also incorrect the following procedures will be followed:

(a) Submit a correction entry deleting the previously shown correction entry as erroneous.

(b) Submit another correction entry correcting the original unit diary.

e. A corrected copy of a completed diary will be submitted to replace one previously submitted only at the direction of the Commandant of the Marine Corps or at the request of the commander having personnel accounting jurisdiction of the unit concerned. Do not indicate that the resubmitted document is a resubmitted or duplicate copy.

f. Correction to the strength balance discovered after the submission of the diary need not be made the subject of a diary entry. The balance on the next diary to be submitted will include the effect of the correction and an asterisk (*) will be inserted in the box containing the words "GRAND TOTAL." Corrections will be made, however, to cover erroneous dates, numbers, or unit designation in the heading of a previous diary.

g. If a unit diary entry is deleted as erroneous, the information which was changed by that entry must be reestablished at the same time.

h. Some sample correction entries follow:

CORRECTION (UD #35-63)
FORMAN Edward M 326182
Ch EOS to 20Dec62

SHOULD BE
Deleted as erroneous reestab EOS as 14Mar66

JONES James J 1043562 Cpl 0311 A

SHOULD BE
JONES John Edward Jr 1043562 Sgt 0369 A

CORRECTION (IRC)
KERRIGAN Richard T 080420
PEBD shown as 03Feb43

SHOULD BE
03Feb48

CORRECTION (APR for 31 May63)
ROBERSON Willie G 082777
First add MOS shown as "None"

SHOULD BE
0130

i. If it becomes necessary to resume diary submission for a unit which is at zero strength for the purpose of reporting correction entries, prepare a diary in the normal manner with a record of events entry stating that submission of unit diaries is resumed for _____(date)_____ only to report corrections to previously reported information.

j. To report corrections for units which have been disbanded or deactivated, initiate correspondence to the Commandant of the Marine Corps (Code DGH-1) reporting the corrections.

13. Use of Attached Rosters to Unit Diaries

a. Reporting units may save considerable typing time and effort by the use of rosters in the form of transfer orders or other documents which were prepared originally for other purposes. In cases where the same roster applies to 10 or more persons for which an entry or entries are to be made on a unit diary, the roster may be attached to the unit diary as a source of the standard identifying information which would otherwise be required in the body of the diary.

b. To be suitable for use as an attached roster, the following conditions must be met:

(1) Each page of the roster must be completely legible and suitable for microfilming as a permanent record.

(2) Each page should be of the same dimensions as that of a unit diary or an APR whenever possible.

(3) Each page must contain the following information: unit title, reporting unit code, consecutive number and date of the diary to which attached, and, if more than one roster is being attached to any one diary, each roster must contain a consecutive number based on the sequence in which shown in the body of the diary. Each page of the attached roster must be page-numbered in the same manner as is the unit diary.

(4) The roster must show the same items of standard identifying information that are required on the unit diary. Whenever possible, the arrangement of the information and the sequence of names should be shown on the roster in the same manner as on the diary. Transfer orders are acceptable as attached rosters provided such orders are prepared in accordance with current directives.

(5) A copy of the roster will be attached to each copy of the diary.

(6) See section 5, part A of this chapter for additional information concerning the utilization of attached rosters for reporting pay data.

c. The entry appearing in the "name-remarks" column of the unit diary will include the remark only, and refer to the attached roster. When such an entry is made, skip one typing line after the previous entry and begin the remark at the left margin, with all subsequent lines also commencing at this margin. When the personnel involved come from more than one reporting unit, it will be necessary to indicate on the attached roster the reporting unit from which each one is joined. In such cases, the remark on the unit diary would indicate only the command from which joined. Example:

Jd 18 enl fr 35thInfCo USMCR Austin Tex See roster #1 att

d. In the event 10 or more individuals are involved in transfers to different commands but the individuals are clearly identified and the occurrences clearly defined on a single document, that document may be used as an attached roster. For example, a command transfers 25 men from one reporting unit to different destinations and all the men appear on one transfer order but in groups according to their destination. The entry would appear as follows:

Drop tr 9 enl to EnlVolRes 9th MCD auth _____

Drop tr 10 enl to EnlVolRes 8th MCD auth _____

Drop tr 6 enl to EnlVolRes 6th MCD auth _____

See roster att

SECTION 4: SPECIFIC INSTRUCTIONS FOR REPORTING PERSONNEL DATA

16275 GENERAL

1. This section contains instructions for reporting individual personnel information and actions. This section includes:

a. Instructions for reporting gains and losses to the reporting command and to the Marine Corps--joinings, transfers, separations, and attachments.

b. Descriptions of items recorded on the IRC's and how to report IRC information on the unit diary.

c. Instructions for reporting into the Personnel Accounting System data not included on the IRC's.

2. Instructions relative to unit diary preparation in this section are not applicable to the Volunteer Reserve since unit diaries are not prepared and submitted for the Volunteer Reserve.

3. Instructions relative to preparation of individual record cards are primarily applicable to Organized Reserve units. However, should the Marine Air Reserve Training Command or Marine Corps Districts desire to utilize the IRC forms to enter data into the Personnel Accounting System for Class III reservists, these instructions may be used as a guide.

16276 GAINS

1. A "gain" is the addition of an individual to the strength of a reporting unit. The gain to the unit may also represent a gain to Marine Corps strength. This would be true in cases of enlistments, reenlistments, induction or appointment as an officer. A gain occurs under two conditions as indicated by the individual's status--by joining or by attachment. To determine whether a gain is a joining or an attachment, consider the purpose for which the individual enters the administrative jurisdiction of the command in relation to the following:

a. Individual would be JOINED if in the following status:

Duty

Awaiting separation (discharge or retirement)

b. Individual would be ATTACHED if in the following status:

Attached for associate duty or appropriate duty with or without pay

2. An individual who is to become a member of the unit is joined, while an individual who belongs to another unit is attached. The unit to which an individual is joined is responsible for reporting all occurrences concerning that individual regardless of his physical location. The unit to which an individual is attached must report on the unit diary the fact that he is attached from his parent unit and later that he is detached and returned to his parent unit or other disposition made of him. All reportable items which occur to an individual during the time of attachment must be reported to the parent unit by endorsement on the individual's orders or by separate letter. Administrative Action (NAVMC 10274-ADM) may be used for informing parent units of occurrences for attached personnel.

16277 JOINING ENTRIES

1. For personnel accounting purposes, the first action a unit can take in regard to a new member is to join him. Nothing can be reported for that individual until he has been joined in the unit "account."

2. A joining indicates that an individual has entered the administrative jurisdiction of the reporting unit and/or command.

3. Organized and Volunteer Reserve joinings will be effected the day after the date of transfer from other Reserve accounts. This is required because

there is no physical reporting or proceed, delay or travel time involved. Reservists must be joined in the Reserve category (Ready or Standby) in which transferred. Joinings upon release from extended active duty/or active duty for training (six months training program and critical skills program) will be effected the day after the date of constructive release in the case of reservists and will include the phrase "Rel fr EAD" or "Rel fr acdutra," as appropriate. In the case of regulars and inductees who are obligors, joining will be effected the day after transfer to the Reserve and will include the phrase, "Rel fr acdu."

4. The transmittal of service records to and between Reserve activities should be expedited since joinings are effected on the basis of receipt of service records and/or competent orders assigning the individual to the Organized Reserve unit, the Marine Air Reserve Training Command or Marine Corps District. The joinings should be effected immediately upon receipt of records--do not wait for the individual to report by letter or in person.

5. Organized Reserve units carry on their rolls only those persons who are in Ready Reserve category. Therefore, all personnel who join an Organized Reserve unit should be in a Ready Reserve category prior to such joining. The Volunteer Reserve accounts are the only accounts which should change the individual's Reserve category from Ready to Standby or vice versa.

6. Some sample joining entries follow:

Jdfr OffVolRes 6th MCD

Jdfr MB NAD Hastings Nebr Rel fr EAD

Jdfr MB NAD Earle NJ Rel fr acdutra

Jdfr HqCo H&S Bn MCB CamPen Rel fr acdutra

16278 ATTACHING ENTRIES

1. Persons, both Marine Corps and other services, who report to an activity for associate duty or appropriate duty with or without pay are reported under the caption "ATTACHED" on the unit diary. This is to verify the person's presence at the unit for purposes of the permanent record.

2. The caption "ATTACHED" will be the last caption of the unit diary. Remarks shown under this caption will show the reason for the attachment and the reporting unit to which the individual belongs. When the period of attachment ends show the purpose completed and fact of return to the parent unit.

3. Sample attaching and detaching remarks:

For associate duty fr 9th MCD

For appropriate duty with pay fr 4th ND

Associate duty compl ret to 9th MCD

For appropriate duty without pay fr 9th ND

4. If a unit moves, such as during annual training and personnel are attached to that unit, no remarks are necessary under the caption "ATTACHED."

5. If the orders of a person who is attached are modified, to the effect that he is to join the unit, the joining entry will end with the words "had been att--see UD # _____."

16279 LOSSES (DROPS)

1. Entries reporting losses are called "drop" entries because the individual is dropped from the account and from the strength of the unit. Drop entries always commence with the word "Drop."

2. Losses occur as a result of transfer, discharge, retirement, resignation, assignment to extended active duty, assignment to initial period of active duty for training, death, termination of appointment, and closing of enlisted accounts to accept temporary appointment.

3. The prompt reporting of losses is extremely important to the proper functioning of the Personnel Accounting System. Delay in the reporting of losses causes false strength totals to exist. If an individual is discharged and the separation is not reported, he continues to be included in the strength of the Marine Corps.

16280 DROP ENTRIES

1. [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

(Date) Drop (as of date) HonDis EofE, (if RRC) RRC AUTH ____ (Retired Civilian Occupation) EMO 0811 Fifth Street La Jolla Calif (a.p.c. 4e)

2. Discharges

a. If the drop entry is to report a discharge, the remark will show the word "Drop" followed by:

(1) The date of discharge, if it is other than the date of the diary.

(2) The type of discharge: i.e., HonDis, GenDis, UnDis, BCD, DD, dismissal (officer).

(3) The formal reason for discharge (see chap. 13); e.g., resgd, EofE, EofI, hardship, dependency, etc. In cases of discharge for the convenience of the Government, the abbreviation CofG must be followed by the specific reason for separation. In cases of discharge for physical disability, indicate whether separated with or without severance pay.

(4) The authority for discharge; e.g., the Marine Corps Personnel Manual paragraph and/or other applicable general directive, and, if one exists, the specific correspondence claiming the individual.

(5) Reenlistment indication as follows: For enlisted personnel, indicate whether reenlisted with (RR) or not (NRR), recommended for reenlistment. This shall be shown irrespective of the fact that the reason for separation includes immediate reenlistment. Enter when reenlistment [illegible] the same day, [illegible] the individual's intention to reenlist [illegible] of the following statements where [illegible] has been [illegible] the reenlistment and the reason [illegible] do not preclude reenlistment [illegible] RRC [illegible] NRR [illegible]

b. In any case where a reenlistment is effected within the same reporting unit immediately following discharge, both the loss and the gain actions shall be shown on the diary for the date on which the reenlistment is effective.

c. Examples:

Drop HonDis EofE auth ____ RR Will not reenl

Drop (as of date) HonDis EofE auth ____ RR Jdreenl 6 yrs

Drop HonDis for phys dsabl (with) (w/o) severance pay auth ____ RR

Drop DD PurSent GCM auth _____ NRR

3. Retirements. The type of retirement shall be indicated in the remark and, in the case of voluntary retirements, the number of years satisfactory

Federal service, and the authority. Sample entry:

Drop tr to Retd List vol 20 years satisfactory Federal service auth_____

4. Resignations. The remark will show "Drop resigned" and whether the resignation was at the officer's own request or for administrative reasons directed by the Secretary of the Navy or the Commandant of the Marine Corps. If a specific reason is evident, include that fact and show authority.

5. Deaths. Drop entries to report deaths will show the date, the cause of death, place of death and whether death was (was not) a result of training; show the number of drills performed during the month in which death occurred. When a member dies while in an en route status, the unit to which transferred must join the member the day prior to death and then report the death as indicated herein. The disposition of the remains or place of burial need not be shown, the NOK PMA for mailing final settlement check is required in remark. Example:

(Date) Drop died auto acdt San Diego Calif not result of trng. Drs perf curr mo 5 : 2drs 5May66; 3drs 16May 66; NOK PMA 904 Fifth Street La Jolla Calif (zip code)

6. Desertions. When an individual is declared a deserter, he is dropped from the unit account. The drop entry will be shown on the diary for the date the declaration is made and will include the time and date of commencement of unauthorized absence, the date of which desertion was declared and whether service records are retained or forwarded. Sample:

Drop des on UA-AWOL since 0001 16Jan60 declared des as of that date SR ret

Drop des escaped prisoner declared des as of 1115___

7. Acceptance of Appointments; Termination of Appointments; Gain and Loss Entries for

a. When an individual is first commissioned as a permanent officer (usually 2ndLt), he must be joined by acceptance of the appointment. Example:

Jdby acc perm appt as 2ndLt USMCR rk fr ___ ___auth ___ ___asg Co Off

b. When a warrant or chief warrant officer, serving in a higher temporary grade is appointed to permanent commissioned grade, his temporary appointment in commissioned grade is terminated and he accepts the permanent appointment. If his former temporary grade was higher than the grade in which he accepted permanent appointment he again acknowledges the temporary appointment. Sample entry:

Temp appt term to acc perm appt acc perm appt as 2ndLt USMCR rk fr ___ and (if applicable) ack temp appt as ___ rk fr ___ ___ auth ___ ___

c. When a temporary officer with permanent enlisted status is selected for permanent commissioned grade his temporary officer appointment must be terminated, he reverts to enlisted status and is discharged (multiple entry). The next day he accepts his permanent appointment and, if entitled to a higher temporary appointment, acknowledges reappointment to that temporary grade. Appropriate change to contract and duty limitations is made in these cases. Sample entries:

Officer Separation (1st day)
Drop temp appt as (grade) USMCR term auth _____ Will reenter

Enlisted Joining (1st day)
Jd acct reopened as (enl grade) USMCR rk fr _____ SN _____ MOS _____

Enlisted Discharge (1st day)
Drop HonDis CofG to acc perm appt USMCR auth_____

Officer Rejoining (2nd day)
Jdby acc perm appt as (grade) USMCR rk fr____ and (if applicable) ack temp appt as (grade) USMCR rk fr____ auth

d. When a temporary officer is reverted to enlisted status but is not to reenter as an officer, he will be dropped by termination of appointment as an officer on the last day for which he draws pay as an officer and rejoined as enlisted (accounts reopened) on the next day. If his enlistment had expired while in officer status, he is considered to have been held for the convenience of the Government from his expiration of enlistment date to his date of termination of appointment as an officer (block #11 on new IRC) and would be discharged on the same date as his appointment is terminated, or in appropriate cases would be retired. If reenlisted immediately the new IRC will reflect the new EOS date.

8. Assignment to Active Duty--Drop Entries

a. When a reservist is assigned to extended active duty, or active duty for training (six months training program and critical skills program) a loss to Reserve Establishment strength occurs. This loss is shown as a drop entry in the Organized Reserve on the date prior to the first day of active duty. The first day of active duty is the date on which the reservist commences travel from home to first duty station, within the authorized travel time allowed. Thus in many instances a constructive date of assignment to active duty must be established. For example, an individual may be authorized 5 days travel time; he proceeds on the 10th of the month leaving Omaha, Nebraska, bound for Marine Corps Schools, Quantico, Virginia, but does not intend to report until the 20th. If he reports on the 20th, a day of travel, his first day of active duty would be the 16th. He would be dropped on the 15th. If he had commenced travel on the 17th and still reported sometime on the 20th, his first day of active duty would be the 17th and he should be dropped on the 16th. The reservist is required to inform the Reserve activity of his intended schedule and the appropriate date is determined from this information.

b. The drop entry on the Organized Reserve unit diary will show the date if other than the diary date, the fact that it is an assignment to extended active duty or active duty for training (six months training program and critical skills program), the reporting unit or command to which transferred, and the authority. Example:

Drop asg (EAD) (acdutra) tr to MCB CamLej auth _____

16281 DESCRIPTION OF ITEMS OF INFORMATION CALLED FOR ON INDIVIDUAL RECORD CARD, NAVMC 976-PD, AND INSTRUCTIONS FOR REPORTING CHANGES THERETO

1. Disposition--Block #1. This block is provided for coding at the DPI.

2. Date Joined Unit--Block #2

a. Insert in this block the date the individual is joined in the unit account (same date for which the joining was reported on the unit diary).

b. If the DPI copy of the IRC is not forwarded with the unit diary which reports the joining, show in parentheses under the joining date the number of the diary which did report the joining. This facilitates reference to the joining entry by the analyst at the DPI so he can compare the entry on the diary with the IRC. Example:

DATE JOINED UNIT 2
10May60
(UD #36-60)

3. Grade in Which Serving--Block #3

GRADE IN WHICH SERVING 3
Sgt

a. Enter the title of the grade in which the individual is currently serving. Grade is recorded on page 1 of the officer's qualification record, and on page 5 of the service record book.

b. A unit diary entry is required whenever any change is effected in the grade in which the individual is currently serving. The remark must show the new grade title and date of rank. The "authority" under which the grade change is effected will be included in all entries of promotion above the grade of corporal, and in all reduction entries. The word "meritorious" will be included in entries reporting meritorious promotions. Examples:

Appt LtCol USMCR to rk fr (date) auth _____

Prom to Cpl (meritorious) to rk fr (date)

Red to LCpl to rk fr (date) auth _____

4. Date of Rank--Block #4

a. The date of rank is reported as part of a unit diary entry when changed by promotion or reduction. It is inserted in block #4 of the IRC. Example:

DATE OF RANK 4
~~27May58~~ 5Jan60

(Old date lined out and new date added upon promotion. Upon reduction, date of rank must be reestablished by UD entry.)

b. Year of rank 1950 and earlier will appear in machine prepared reports as "51."

5. MOS - Primary and Additional--Blocks #5 and #6

a. MOS's appear on page 8 of the service record book and page 7 in the officer's qualification record.

b. Whenever a change of either primary or additional MOS is authorized the unit diary entry will report which MOS is changed and present a "spread" of the MOS's after the change is made.

Ch pri MOS--MOS's are now 2529/0761/none

Ch pri MOS--MOS's are now 2529/2645/0141

Ch pri & add MOS's--MOS's are now 0802/0430/0130

c. Insert the primary MOS in block #5 for Marine Corps personnel. For Navy personnel joined to Marine units, insert in block #5 the Officer Designator Code (four digits) for officers and the Primary Navy Enlisted Classification Code (four digits) for enlisted personnel.

6. Insert the additional MOS or MOSs in block #6. If the individual has two additional MOSs, the "first" additional MOS is listed above the second. If the individual has no additional MOS, enter a zero (0). Example:

PRIMARY MOS 5
6412

ADDITIONAL MOS 6
6731 5711

ADDITIONAL MOS 6
0

7. Component/Class Code--Block #7

COMP/CLASS CODE A	7

a. Enter the component/class code. From information shown on the appointment acceptance, enlistment contract, record of induction, and administrative remarks page of the service record, determine the individual's component/class status. By referring to MCO P1080.20, Personnel Accounting Codes Manual, the appropriate component/class code can be determined for that status.

b. Usually, change of component/class code occurs incident to reenlistment, change in Reserve category, or upon transfer of regulars to the Reserve Establishment. In these cases, individuals are dropped with one component/class code and joined with another, thus effecting the change without specifically reporting a change by unit diary entry.

8. Contract/Legal Agreement

a. Report the same information as required by subparagraph 16082.44.

b. Duty Limitation

(1) Currently, there are no duty limitations applicable to the Reserve Establishment.

9. Race--Block #9

a. The information for this block is transcribed directly from the enlistment contract or the record of induction, page 2 of the service record book, or from page 9 in the officer's qualification record.

b. Enter the name of the individual's race in block #9. Changes in race normally would be required only as a result of a correction of error in official records directed by the Commandant of the Marine Corps. Such actions are to be reported as changes, but when race has been erroneously shown on an IRC, a "correction" entry is proper.

10. Block #10--No entry required. (See subpar. 16229.1d.)

11. Expiration of Contractual Service (ECS)--Block #11

EXPIRATION CONTRACTUAL SERVICE	11
(ECS)	
15Jul71	

a. Enter the date on which contractual service expires. ECS is determined as follows:

(1) Eight-year obligation

(a) Each male person acquired a total 8-year military obligation who:

1. Was initially appointed, enlisted or inducted, either in a Regular or a Reserve component of any branch of the Armed Forces of the United States after 19 June 1951 and prior to 10 August 1955, prior to attaining the 26th anniversary of his birth;

2. Enlisted in the Six Months Training Program (component/class code "H"), prior to attaining eighteen and one-half years of age; and prior to 1 August 1963;

3. Enlisted in the Critical Skills Program (component/class code "Q") prior to 1 August 1963.

(b) The ECS for the above persons is that date which is 8 years subsequent to such entry, except that should time be lost, then the normal expiration date must be extended (see par. 15111). Additionally, if any contract or agreement to serve beyond such period exists, the ECS is the expiration date of that service.

(2) Six-year obligation

(a) With the exception of persons who enlist in the Six Months Training Program prior to attaining eighteen and one-half years of age (component "H"), or the Critical Skills Program (component "Q") prior to 1 August 1963, each male person who is initially appointed, enlisted, or inducted, either in a Regular or a Reserve component of any branch of the Armed Forces of the United States after 9 August 1955, prior to attaining the 26th anniversary of his birth, acquires a total of 6-year military obligation.

(b) The ECS for the above persons is that date which is 6 years subsequent to such entry, except that should time be lost, then the normal expiration date must be extended (see par. 15111). Additionally, if any contract or agreement to serve beyond such period exists, the ECS is the expiration date of that service.

(3) Discharge from component "H," "K," or "Q" status, for reentry in the USMC or USMCR in another status, does not serve to alter the original military obligation.

(4) For enlisted non-obligors, record the expiration date of the enlistment contract or agreement to extend, as appropriate.

(5) For officer non-obligors, enter a "0." Sample unit diary entries:

Extenl 1 yr auth _____ New ECS (date)

Jdreenl 4 yrs New ECS (date)

12. Pay Entry Base Date--Block #12

a. Enter the day, month, and year of the pay entry base date in block #12. Example:

PEBD	12
10Dec56	

Ch PEBD to 16Jun58 admin error

13. Date of Birth--Block #13

a. Date of birth is obtained from page 2 of the service record book or from pages 1 and 9 of the officer's qualification record. The year of birth only, is coded into the punched cards at the DPI.

b. Insert the day, month and year of birth. Unit diary entries would be required to correct an error on the IRC or to report a change in date of birth authorized by the Commandant of the Marine Corps. Example:

DATE OF BIRTH 13
15Mar31

Ch date of birth to _____ auth CMC ltr _____

14. PULHES-PHYSICAL RISK CLASSIFICATION--Block #14

ENLISTED PULHES	READY RESERVE OFF PHYS RISK CLAS
PULHES 112121B	PULHES 14 A

a. This block is used to report two different items:

(1) For male enlisted personnel insert in this block the complete physical profile serial including code letter and modifier if any. For unit diary reporting, only the code letter from the profile serial will be reported; i.e., "A," "B," etc. Do not include serial digits or modifier letter. Example:

Ch PULHES to F

b. Record a "0" for women Marines and Stand By Reserve Officers.

c. The information for this entry is initially recorded on the enlistment contract or record of induction; and thereafter in the health record.

d. For Ready Reserve Officers only, record physical risk classification. Example: Asg Code ____A____

(1) Physical risk classifications, missing in unit records may be obtained for Ready Reserve officers from the Commandant of the Marine Corps (Code AFC).

15. Tour Date--Block #15. No entry required.

16. Obligor Designator--Block #16

a. For all personnel indicate whether the individual is obligated under UMT&S Act by inserting the following abbreviations in block #16 of the IRC:

Description	Insert in Block #16
6-year obligation under UMT&S	6 yr obl
8-year obligation under UMT&S	8 yr obl
Non-obligor	Non obl

17. Special Designation--Block #17

SPECIAL DESIGNATION 17 NA

a. The designations which are to be recorded in this block are shown in MCO P1080.20, Personnel Accounting Codes Manual. Designations are recorded on NAVMC 118(8AV) in the service record; and in separate letters issued by the Commandant of the Marine Corps, or by the Chief of Naval Personnel.

b. Unit diary entries are required upon issuance or revocation of a designation; e.g.,

Spl Desig as NA revoked auth _____

18. Dependents--Block #18

a. Information as to the number of dependents may be obtained from Record of Emergency Data (NAVMC 10526-PD).

b. The dependents are indicated by abbreviations for each type as follows:

No Dependents	0
Wife or Husband	W for wife, H for husband
Dependent Child(ren)	DC
*Dependent Parent(s)	DP

*Must be in fact dependent on such member for over half of his or her support. Combinations of these abbreviations are entered when necessary to represent the total number; e.g., W2DC or 2DP. For instance, the records indicate that MSgt Jones has a wife, a dependent mother and three children under 21. The entry on his IRC would be:

DEPENDENTS 18
W1DP3DC

Unit diary entries will be made to report any changes in the number or type of dependents. Examples:

Ch depn to W1DC

Ch depn to 0 wife died

19. Block #19--No entry required. (See subpar. 16229.1d.)

20. Block #20--No entry required. (See subpar. 16229.1d.)

21. Service Schools Completed--Block #21

a. This block is provided for a summary of service school training for use at local unit and command level in selecting personnel for certain assignments. The data is not punched into punched cards of the system; therefore, it is not mandatory that an entry be made in this block.

b. No unit diary entries are required regarding service schools.

c. Information for this block appears on page 8 of the service record book and on page 7 of the officer's qualification record. A suggested sample entry follows:

SERVICE SCOL COMP	21
OffSigSup (1955) Elect Maint Crs Ft Monmouth (1957)	

22. Civilian Education--Block #22

a. Insert the level of highest creditable schooling attained and number of years, with certain other data as follows:

(1) If grammar, or grade school is the extent of education, insert the designation "GS," followed by the number of years; e.g.,

CIVILIAN EDUCATION	22
GS 6 1/2	

(2) If high school is highest level attained, insert the designation "HS," followed by the number of years and the course of study recorded or major subject; e.g.,

CIVILIAN EDUCATION 22
HS 3

(3) If college is listed insert the designation "C," the number of years, the major subject listed, and the degree received, if any. If no degree is held, indicate the subject followed by "No deg." Where a degree is received with no major subject indicate the degree followed by "No major subj."

CIVILIAN EDUCATION 22
C 1 1/2 Economics

CIVILIAN EDUCATION 22
C4 Literature--BS

(4) If trade or business school is listed, insert the designation "TS," the number of years attended, and the course of instruction. This is in addition to the regular education which has been recorded as directed above, e.g.,

CIVILIAN EDUCATION 22
HS 4 Vocational TS 1 1/2 Avn Mechanics

b. The information for this block appears on page 8 of the service record book and page 7 of the officer's qualification record.

c. If an individual successfully completes a USAFI high school or college level GEDT battery, and the test battery level of education is at a level which is higher than the individual's formal schooling, record the higher level and the designation "equiv by GEDT." Successful completion of college level GEDT is considered as the equivalent of no more than 1 year of college education, and will be so recorded. Do not record results of other type equivalency tests such as EET, officer selection tests, etc. Example:

CIVILIAN EDUCATION 22
HS 4 equiv by GEDT C1 equiv by GEDT

Ch Civ Educ to HS 4 compl USAFI HS GEDT

23. Civilian Occupation--Block #23

a. Civilian occupation is recorded on page 8 of the service record book and page 7 of the officer's qualification record.

b. Insert the job title and code number, eliminating dashes and periods from the number. If the individual is currently a full-time student in high school or an accredited college or university, insert both the job title and code number for the civilian occupation, if any, plus the indicator "Student 990000."

c. In processing the IRC at the DPI, student status code takes precedence over civilian job code. Therefore, when student status is terminated, civilian job code must be established in the system by means of unit diary entry. Example:

CIVILIAN OCCUPATION 23
Carpet Cutter 81962 Student 990000

Ch civ occ to Carpet Cutter 81962

24. Language Qualification--Block #24

a. Insert the name and dialect, if any, of the foreign language in which the individual is most proficient. Information for this item appears on page 8 of the SRB and page 7 of the OQR.

b. Report on the unit diary, change in qualification due to completion of a service/service supported school, testing, or interview; e.g.,

Ch lang qual to German

25. Classification Test Scores--Block #25

a. Classification test scores for this block are obtained from page 8 of the service record book and from page 7 of the officer's qualification record. If the General Classification Test Form 3 has been administered to the individual, insert the score attained in each of the test parts in the appropriate section of the block:

TEST SCORES 25					
GC	RV	AC	AR	PA	Other
103	142	109	93	104	

b. If the General Classification Test Form 1 and the MAT 2 or 3 have been administered, insert the General Classification Test score in the section headed "GC" and the MAT score in the section headed "PA."

c. If more than one General Classification Test has been administered, record only the test with the most recent date. Initial scores on tests conducted after submission of the IRC, corrections to test scores, or new scores on retests will be reported on the unit diary. Examples:

Tested GC 90 RV 90 AC 90 AR 86 PA 90
Retested GC 86 RV 92 AC 88 AR 84 PA 94

CORRECTION (IRC)
GCT score shown as GC 90 PA 90

SHOULD BE
GC 110 PA 100

d. The section entitled "other" may be used for entry of scores for aptitude tests such as the Radio Code Test; speed of Response (RCT/SR) or Clerical Aptitude (CA)

Example:

Other	Other
RCT/SR 72	CA 84

e. If individual is unclassified, enter "Unclass" in GC block.

26. Unit Assigned--Block #26

UNIT ASSIGNED	26
1st Platoon	

a. Reporting units without authorization for subordinate units to drill separately: Enter a zero (0).

b. Reporting units having subordinate units authorized to drill separately will insert the name of unit to which personnel are assigned: Division "A," Division "B," 1st Platoon, etc.

c. Unit Diary entries are required upon reassignment between subordinate units. Example:

Ch unit asg to 1stPlat

27. Training Designator--Block #27

DUTY ASSIGNMENT/ TRNG DESIG	27
T	

a. Enter the appropriate code according to the following: "T" (trained) for those who have completed basic training (recruit and individual combat training) or the equivalent thereof as defined in current directives; "U" (untrained) for those who have not completed recruit training or the equivalent. For officers record "T" (trained) if the basic military training prescribed in current directives has been completed; if this training has not been completed record "U" (untrained.)

b. When an Organized Reservist who has previously been reported as untrained becomes trained, a unit diary entry will be made. Example:

Ch trng desig to T

c. The information for this block appears on page 11 of the service record book. Trained and untrained status of officers is determined by entries in the officer's qualification record.

28. Name

a. The name will be entered on unit diaries and IRC's, last name first in capital letters, followed by first name with only the first letter capitalized, followed by middle initial, if any, and the indication "Jr," "Sr," "II," "III," if applicable. Do not insert "(N)" if there is no middle initial.

b. Accuracy in reporting the name is essential to operation of the system. If a person is reported as joined or other entries are submitted with an incorrectly spelled name, the entry must be corrected. It is not sufficient merely to spell it right the next time it is shown. Each entry on a unit diary is compared against the information which was previously reported and punched into a card. If the new entry does not match that which was previously reported, the analyst at the DPI must require a correction from the unit.

c. An actual change of an individual's name, however, is not a "correction." When a change of name in official records is authorized by the Commandant of the Marine Corps or in accordance with paragraph 13264.6, it will be reported on the unit diary by showing the "old" name and other standard identifying information and under that remark will report the new name. The IRC and all other unit records should be changed at the same time. A new IRC is not required by the DPI, but the unit may find it desirable to make a new one for the current file and place the old one in the "dead" file with appropriate notation for cross-referencing. Example:

Ch name to_____ auth CMC ltr_____

d. Name is entered at the bottom of the IRC. The name should be obtained from the enlistment contract or record of induction for enlisted and from the appointment acceptance and record (page 9) or page 1 of the officer's qualification record.

29. Service Number

a. Ensure that the service number is correctly transcribed from the enlistment contract, record of induction or officer's qualification record. Check it after it is typed. Normally, the IRC is the first personnel accounting document a unit prepares on an individual. Enter the service number and name correctly on the IRC and compare against subsequent unit diary entries on the same individual.

b. Women Marines are identified by placing the letter "W" one space to the left of the service number each time it is recorded. Note also that enlisted women's service numbers all commence with the number "7."

30. Other Standard Identifying Information Blocks on Individual Record Cards

a. Enter, in pencil, the grade and Primary MOS in the blocks of the standard identifying information line.

b. Type the code for the individual's component/class in the block marked "COMP/CLASS."

c. Unit. Type or stamp the reporting unit code in the block marked "Unit." This item is not considered part of the "standard identifying information." If a rubber stamp is used be sure to stamp the DPI copy also.

d. A typical completed lower line of the IRC showing "standard identifying information" and "reporting unit code" is shown below.

IRC

NAME	SERVICE NO	GRADE	MOS	COMP/ CLASS	UNIT
DOE John J	1234567	S Sgt	0369	A	81314

16282 DESCRIPTION OF ITEMS OF INFORMATION CALLED FOR ON IRC (RESERVE), NAVMC 10421-PD, AND INSTRUCTIONS FOR REPORTING CHANGES THERETO

1. Disposition--Block #1. This block is provided for coding at the DPI.

2. Date Joined Unit--Block #2. Insert the same information as for block #2 on IRC, NAVMC 976-PD.

3. Grade in Which Serving--Block #3. Insert the same information as for block #3 on IRC, NAVMC 976-PD.

4. Block #4--No entry required. (See subpar. 16229.1d.)

5. MOS--Primary--Block #5. Insert the same information as for block #5 on IRC, NAVMC 976-PD.

6. Block #6--No entry required. (See subpar. 16229.1d.)

7. Component/Class Code--Block #7. Insert the same information as shown in block #7 on IRC, NAVMC 976-PD.

8. Contract/Legal Agreement

a. Report the same information as required by subparagraph 16082.44.

b. Duty Limitation

(1) Currently, there are no duty limitations applicable to the Reserve Establishment.

9. Block #9--No entry required. (See subpar. 16229.1d.)

10. Block #10--No entry required. (See subpar. 16229.1d.)

11. Expiration of Obligated Service (UMT&S Act)--Block #11

EXPIRATION OF OBLIGATED SERVICE (UMT&S)	11
30Jun71	

Ch EOS to 14Jul71

a. Enter the date on which obligated service as required by the UMT&S Act will expire. This date will be determined in the same manner as for block #11 on IRC NAVMC 976-PD, except that this date will be changed to reflect lost time only, and will not be affected by any contract or agreement to serve beyond the original date.

b. The information contained in this block will be retained upon expiration of obligated service.

c. For those male personnel who were initially appointed, enlisted or inducted into any branch of the Armed Forces after 19 June 1951, enter the date their military service obligation expires under the terms of the UMT&S Act. See paragraph 16281.11 in determining the obligation incurred.

d. For those male personnel who were initially appointed, enlisted or inducted into any branch of the Armed Forces prior to 19 June 1951, and for all female personnel, enter a "0."

12. Block #12--No entry required. (See subpar. 16229.1d.)

13. Block #13--No entry required. (See subpar. 16229.1d.)

14. Date Last Physical Examination--Block #14

a. The date (month and year) derived from block #6 of latest Standard Form 88 (Report of Medical Examination), which form is contained in the health record, is inserted in this block. The date is not to be changed unless substantiated by a Standard Form 88. Example:

DATE LAST PHYS EXAM	14
Aug59	

Ch date last phys exam to Aug59

15. Block #15--No entry required.

16. Block #16--No entry required. (See subpar. 16229.1d.)

17. Special Designation--Block #17. Insert the same information as for block #17 on IRC, NAVMC 976-PD.

18. Total Months Active Duty--Block #18

a. The information in this block is required in connection with mobilization planning since the Armed Forces Reserve Act requires that previous active service be considered in connection with involuntary recall of reservists to active duty.

b. Enter the total number of months of active duty in any branch of the Armed Forces. This includes any period of regular active duty, extended active duty, active duty in the Reserve program, or active duty for training in excess of 30 days in any branch of the Armed Forces. Do not include periods of active duty for training which are 30 days or less, active duty without pay or periods of repeated training duty. Enter a zero if no countable active duty has been performed. Example:

John Paterson enlisted in the Regular Marine Corps for 3 years on 18 June 1952 but was retained CofG 20 days. Upon release from active duty, he was assigned to Class III, Marine Corps Reserve, and was subsequently assigned to an Organized Reserve unit. He attended annual training duty from 3Aug56 to 17Aug56. On 24Aug56 he was ordered to extended active duty and was released from active duty on 21 Nov57. In computing Paterson's total months of active duty, he would receive credit for:

18Jun52 to 7Jul55--3 yr 20 days

24Aug56 to 21Nov57--1 yr 2mos 28 days
4 yr 2mos 48 days

or

4 yrs 3mos 18 days--52mos

TOTAL MONTHS ACDU	18
52	

c. In totaling several periods of active duty, odd days may add up to more than 30. Increments of 30 days will be carried over to the month column and 15 days or more credited as a full month.

d. The information for this block will be determined by inspection of documents available at the district headquarters or in the possession of the individual. Such documents are the service record book, officer's qualification record, DD Form 214, discharge certificates or certificates of satisfactory service. In most instances, the service record book or officer's qualification record will contain the information. Only in cases when service cannot be determined from the documents mentioned above will inquiry be made to the Commandant of the Marine Corps (Code DGK).

e. Unit diary entries would be required to correct the number of months if erroneously shown on the IRC; or to supply the data if it was not known at the time the IRC was submitted. Examples:

Ch total Acdu to 36

Total Acdu 24 mos Not prev reported

19. Block #19--No entry required. (See subpar. 16229.1d.)

20. Date Ready Reserve Service Expires--Block #20. Reporting units will record in this block the date of expiration of Ready Reserve service. Corrections to dates previously reported will be reported on the unit diary. Example:

DATE READY RES SERV EXPIRES	20
27Oct60	

Ch date Ready Res serv expires to 17 Aug 62

21. Block #21--No entry required. (See subpar. 16229.1d.)

22. Block #22--No entry required.

23. Date Screened--Block #23. Reporting units will enter the date of last screening and report any corrections or changes by unit diary entry. Example:

DATE SCREENED	23
17Jul58	

Ch date screened to 17Jul59

24. Block #24--No entry required. (See subpar. 16229.1d.)

25. Block #25--No entry required. (See subpar. 16229.1d.)

26. Block #26--No entry required.(See subpar. 16229.1d.)

27. Training Categories and Pay Groups--Block #27

a. Ready reservists in Organized Reserve units are placed in appropriate training categories and/or pay groups. The following code has been provided to represent the training categories and/or pay groups, as appropriate, to which reservists in Organized Reserve units are assigned.

Training Category	Annual Number of Periods of Inactive Duty Training	Annual Active Duty for Training	Pay Group	Annual Number of Paid Periods of Inactive Duty Training	Annual Paid Active Duty for Training	Code
A	48	15	A	48	15	A
B	24	15	B	24	15	B

b. Enter the appropriate code to represent training category and/or pay group in block #27.

28. The lower line (name, service number, grade, MOS, component/class code and RU code) will be completed by inserting the same information as recorded on the lower line of IRC, NAVMC 976-PD.

16283 INSTRUCTIONS FOR REPORTING ITEMS NOT SHOWN ON THE INDIVIDUAL RECORD CARD

1. Items not included on the IRC for which remarks are required for Personnel Accounting System information are:

Unauthorized absence

In the hands of civil authorities

Casualty or injury

Hospitalization

Confinement

Courts-martial or commanding officer's nonjudicial punishment

Associate duty and repeated training duty without pay

16284 ABSENCE--UNAUTHORIZED

1. All unauthorized absence (UA), occurring during service at a unit, and the definition of such absence (AOL, AWOL, etc.), as outlined in the Uniform Code of Military Justice, articles 85, 86 and 87, is to be reported on the unit diary. The entries are required to show that the absence was properly recorded at the time of its occurrence and are used to substantiate charges in courts-martial. Unauthorized absence status of less than 24 hours will, if appropriate, be reported on the unit diary.

2. Use the abbreviations AOL, AWOL, MM, in addition to hours and dates. Missing movement of a unit or ship (MM), will be included where applicable as an aggravation of the absence offense. Notation of missing a movement need not be made upon return from unauthorized absence. Status of being "in hands of civil authority" occurring while on unauthorized absence may be included in "from" unauthorized absence remarks. If absence results in declaration of desertion, the individual is dropped from the unit account as shown in subparagraph 16280.6.

3. Sample remarks:

To UA (AOL) since 0601

To UA (AWOL) since 0831

732-936 O-64-28

To UA-abs fr gd post since 1430

To UA-failing to go to appt place of du at 0900

Fr UA 1635 surr at comd

Fr UA 1635 del this post by SP IHCA Rome NY 5-7Jan60 suspicion of robbery--charges drop rel by CA Del to SP 8Jan60

On UA (AWOL) from 0801 to 1310

16285 IN HANDS CIVIL AUTHORITIES

1. When an individual is delivered to civil authorities show dates, times, designation of civil authority, together with charges and authority for delivery. When an individual is apprehended and retained by civil authorities show dates, times, charges and designation of civil authority. If the individual is brought to trial a remark will be shown indicating whether convicted or acquitted.

2. Sample remarks:

Del to CA SDIEGO at 1310 auth_____ chg grand larceny

Aprnd and held by CA CHASN 1300 on suspicion car theft

16286 CASUALTY OR INJURY

1. Any injury that requires an investigation in accordance with the JAG Manual, will be reported on the unit diary. The remark will show the nature of injury and location of occurrence. Examples:

Injured automobile acdt Carlsbad Calif to sk USNH Santa Margarita 0930

To sk USNH PHILA 1100 burned acdt post galley

2. When a reservist is hospitalized as a result of an injury received while performing extended active duty, active duty for training or inactive duty training, an entry will be made on the unit diary reporting the incident, the name of the hospital and whether the injury or disease was incurred in line of duty. Transfers from one hospital to another or discharges from hospitals will also be shown in diary entries.

3. If a reservist is injured and is entitled to benefits, the Commandant of the Marine Corps will issue a Notice of Eligibility for Disability Benefits to the individual via the officer who reported the injury and will furnish the individual's commander a copy, if other than the officer who reported the injury. The individual's commander will, upon receipt of the Notice of Eligibility for Disability Benefits, cause the individual's election of benefits to be shown in a diary entry. Upon notice of termination of benefits, an appropriate diary entry will be made showing the date of termination if other than date of diary.

a. Sample diary entries:

Fractured rt arm dur wk dr prd at armory to sk CityHosp :

Benefits under 10 U.S. Code 64 6148 term

Elected benefits under 10 U.S. Code 6148 auth CMC ltr_____

16287 CONFINEMENT

1. Report all periods of confinement. Changes in disciplinary status (e.g., from awaiting trial to serving sentence) while in confinement may be shown for local purposes, but are not required by this directive. Sample remarks:

Cnfd PBrig ATLSPCM

Fr cnfd serv sent SCM to du enl ext 30 days time lost auth_____ New EOS (day, mo & yr) Ch PEBD to (day, mo & yr)

Fr UA (AWOL) at 1015 cnfd PBrig AOH

16288 COURTS-MARTIAL--COMMANDING OFFICER'S NONJUDICIAL PUNISHMENT

1. Courts-martial which result in conviction shall be reported on the unit diary. Generally, the remark should be reported only at such time as the sentence is ordered executed. However, as an exception to the foregoing, a remark must be reported upon approval by the convening authority of any sentence which includes an unsuspended punitive discharge, but where such sentence is not ordered executed pending appropriate review. Unit diary remarks concerning trial by court-martial must include: type of court-martial; date of approval by the convening authority if other than the date of the diary; the sentence as approved by the convening authority; and any reduction in grade effected pursuant to sentence of the court.

2. Nonjudicial punishment imposed under Article 15, UCMJ, which results in forfeiture of pay, detention of pay, confinement, and/or reduction in grade shall be recorded on the unit diary. In any case where detention of pay is imposed, the diary remark must include the date on which the detained pay is to be credited to the member's pay account.

3. If subsequent events/actions affect a previously reported sentence or punishment, this shall be reported through an entry on the diary showing the effect of the event/action involved, the date and authority effecting the change, and, in cases involving restoration of grade, the grade and date of rank to which restored.

4. Sample entries:

a. (SCM) (SPCM) (GCM) appr and ordered executed. Sent to forfeit $___ per mo for__mo, to be cnfd for (period), to be red to (grade). Red to (grade) to rk fr (date) PurSent. Cnfd Post Brig serv sent CM.

b. SPCM appr but not ordered executed. Sent (here show sentence as approved by the convening authority). Forfeiture applies to pay and alw due on and after (date directed by CA).

c. SPCM appr but not ordered executed by CA (date), by Supervisory Auth (date), by Bd of Review (date), and affirmed by Court of Mil Appeals (date), ordered executed (date) by (competent authority which ordered execution of the sentence). Red to (grade) to rk fr (date) PurSent.

d. Findings of GCM appr (date) set aside, auth____. Restored to (grade) to rk fr (date).

e. Nonjudicial punishment imposed under Art. 15, UCMJ. To have $___per mo for__mo detained, and to be red to (grade). Detained pay payable on (date). Red to (grade) to rk fr (date) auth Art. 15, UCMJ.

16289 ASSOCIATE DUTY AND REPEATED TRAINING DUTY WITHOUT PAY

1. Reserve activities will report all assignments of individuals to associate duty, or repeated training duty without pay.

2. Unit diary remarks will indicate the type of duty assignment and the unit or command with which the duty is performed. Examples:

Asg repeated trng du w/o pay at Hq 12th MCD

Asg assoc duty with 11th InfBn MCR

Associate duty is any duty appropriate to the grade and qualifications of the reservist concerned which is specifically authorized by competent authority and performed, without pay, with an Organized unit of a Reserve component of the Armed Forces.

SECTION 5: AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS--CONTENT AND AUDIT OF

16300 GENERAL

1. Personnel rosters are prepared by the data processing installations for each account in the Personnel Accounting System at certain times for the purpose of verifying information in the punched cards of the system and to furnish a part of the permanent personnel records of the Marine Corps. These rosters are:

a. Organized Reserve

(1) The rosters are designated Auditing Personnel Rosters (APR), and are prepared quarterly as of the last day of March, June, September and December.

b. Volunteer Reserve

(1) Two rosters are prepared for the Volunteer Reserve and are designated as follows:

(a) Auditing Personnel Rosters--are prepared as of the last day of the month in accordance with the following schedule:

Officers		Jun & Dec
Enl Inact Status List and Spl Vol Res accts		Mar & Sep
Enl alphabetically divided accts:	A-D	Feb - Aug
	E-K	Mar - Sep
	L-R	Apr - Oct
	S-Z	May - Nov
14th MCRD--All accts		Mar, Jun, Sep & Dec

(b) Gain and Loss Statements--are prepared monthly as of the last day of the month except months for which an APR is prepared. These statements aid in maintaining correct strength balances between audits and facilitate research at Headquarters Marine Corps.

(c) For accounts at zero strength or for accounts having neither gains or losses during the reporting month, a negative APR or G&L statement, as appropriate, is prepared.

16301 FORMAT OF AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS

1. Organized Reserve

a. The APR's are printed on a standard form which is divided into three sections:

(1) The Heading, which includes the title of the document, the complete designation, the date of the last unit diary reflected in the information on the roster, the designation of the DPI which prepared the roster, and the description of auditing items.

(2) The Body, or listing, in which the names and other related information is shown. This is divided into two parts; personnel in the unit at the end of the period, and personnel reported dropped during the period.

(3) The Certification, which is added by the reporting unit after the roster has been audited and corrected if necessary.

2. Volunteer Reserve

a. The APR's are printed on a standard form which is divided into three sections:

(1) The Heading, which includes the title of the document, the complete unit designation, the date to include the last day for which information was reflected on the roster and the designation of the DPI which prepared the roster.

(2) The Body, or listing, in which the names and other related information is shown. This is divided into three parts; personnel in the unit at the end of the period, personnel joined during

the period covered by the roster, and personnel dropped during the period. If the account is at zero strength, and neither gains or losses have occurred since the last report, the body will consist of the notation, "Zero Strength."

(3) The Certification, which is added by the reporting unit after the roster has been audited and corrected if necessary.

b. The gain and loss statement is printed on a standard form which is divided into three sections:

(1) The Heading, which includes the title of the document, the complete unit designation, the date to include the last day for which information was reflected on the statement and the designation of the DPI which prepared the roster.

(2) The Body, or listing, in which the names and other related information is shown. This is divided into two parts; personnel joined during the period covered by the roster and personnel dropped during the period. If the account is at zero strength, and neither gains or losses have occurred since the last report, the body will consist of the notation, "Zero Strength."

(3) The Certification, which is added by the reporting unit after the statement has been audited and corrected if necessary.

16302 CONTENT OF THE AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS

1. Organized Reserve

a. The body of the auditing personnel roster always shows the following information:

Name--as much of the last name as can be printed in 13 type spaces, followed by the first initial and second initial for personnel joined (e.g., JOHNSON, James J. III would be shown as JOHNSON JJ); and as much of the last name as can be printed in 5 type spaces, plus the initials, for personnel dropped (e.g., JOHNSON, James J III would be shown as JOHNS JJ)

Service Number--preceded by a "W" for women officers. Women enlisted are readily identifiable by "7" as the first digit of service number.

Grade Code

Primary MOS

Component/Class Code

Training Designator

b. In addition to the standard information listed above, each quarter one, two, or three other items of information contained in the punched card may be shown in the "auditing items" column on the roster. These are to be verified in addition to the standard items to ensure correctness of all data reported. The names are listed in the body alphabetically, Marine officers followed by Marine enlisted, then Navy personnel in the same sequence, then personnel of other services. Following the names of personnel joined to the unit at the end of the period, will appear the names of personnel dropped during the period covered arranged alphabetically, Marine officers, Marine enlisted, Navy officers, Navy enlisted and other services. In the dropped section, the date dropped is shown for each person in lieu of auditing items. Persons who have been dropped and rejoined prior to the end of the accounting period will be shown in the main body and in the "dropped" section. Persons who have been dropped more than once during the accounting period will be shown the same number of times in the "dropped" section. Non-Marine personnel who have been dropped and rejoined during the period will be shown only in the main body of the roster.

c. At the end of the roster, after the "dropped" section, is shown the total of Marine officers, Marine enlisted, officers of other services, and enlisted of other services, who are reported as being joined to the unit on or before the cutoff date of the APR. To

the right of these totals is the grand total of all personnel in the account of the unit. These totals should be the same as the totals which were shown on the unit diary for the cut-off date of the roster. Also at the bottom of the roster, the reporting unit code number will be shown. This is the same number that is required to be entered in the upper left-hand block of the strength balances section of each unit diary.

2. Volunteer Reserve

a. Auditing Personnel Roster

(1) The body of the auditing personnel roster always shows the following information:

Name--(See subpar. 16302.1a.)

Service Number--preceded by a "W" for women officers. Women enlisted are readily identifiable by "7" as the first digit of service number.

Grade Code

Primary MOS

Component/Class Code

Training Designator/Promotion Qualifier Code

(2) The names are listed in the body alphabetically, Marine officers followed by Marine enlisted. Following the names of personnel joined to the unit at the end of the period, will appear the names of personnel joined during the accounting period, Marine officers followed by Marine enlisted in alphabetical sequence. In addition to the information shown in the "on board" section, the "joined" section will show the joining type of change code and date joined. Following the "joined" section will be the "dropped" section. This section will list all personnel who were dropped from the unit during the reporting period. In addition to standard information, this section will show the dropped type of change code, date dropped, and the reporting unit code of the unit to which transferred or the separation code.

b. Gain and Loss Statement

(1) The body of the gain and loss statement always shows the following information:

Name--(See subpar. 16302.1a.)

Service Number--preceded by a "W" for women officers. Women enlisted are readily identifiable by "7" as first digit of service number

Grade Code

Primary MOS

Component/Class Code

Training Designator/Promotion Qualifier Code

(2) The names are listed in the body alphabetically, Marine officers followed by Marine enlisted joined during the accounting period, followed by Marine officers and Marine enlisted dropped from the unit during the reporting period. In addition to the standard information, the "joined" section will show joining type of change code and date joined; the "dropped" section will show dropped type of change code, date dropped and the reporting unit code of the unit to which transferred or the separation code.

c. Since Volunteer Reserve accounts are very large, subtotals are shown after each group of names which commence with the same letter of the alphabet. For example, if there are 203 individuals whose last name begins with the letter "A," the total 203 would be shown after the last name commencing with "A." The total strength of the account will be indicated after the total for the last letter group shown in the main body of the auditing personnel roster. The same procedure is followed in the "gained" and "dropped" sections of the APR and G&L statements; a total for each letter group followed by a final total of all personnel in the section. On these accounts the reporting unit code number is shown at the top right hand corner of the pages.

d. At the bottom of the gain and loss statement a strength difference total is shown which represents the net gain or loss for the period involved. For example, if 27 individuals were transferred during the period and 135 individuals were joined, the net strength difference would be a gain of 108. This total would be shown at the bottom of the statement. Whether the strength difference is a gain or a loss is indicated by a minus sign (-) for loss and as asterisk (*) for gain.

3. A person who joined a unit prior to the end of an accounting period but whose joining was not reported prior to or on the last day of the accounting period, will not appear on the roster. This does not make the roster incorrect. It is improper to add that person's name, since he had not been reported joined on or before the effective date of the roster. This is another reason for reporting gains and losses promptly--so that all reports represent current personnel information for the unit.

16303 CODES AND DATES USED ON AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS

1. Codes may be shown on the APR and G&L Statement for certain of the items of information. Most of these codes are contained in MCO P1080.20, Personnel Accounting Codes Manual; those not shown therein will be explained at such times as they are used.

2. Dates will indicate either day, month, and year; month and year; or year alone, according to the following examples:

29 11 53 would be 29 November 1953

1 58 would be January 1958

58 would be 1958

16304 PREPARATION AND FORWARDING OF AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS

1. Organized Reserve. The APR will be prepared by the DPI as soon after the end of the accounting period as the last unit diary is received and processed. The original and at least two copies of the roster will be forwarded to the unit by the DPI. Most reporting units will receive the roster between the 5th and 10th of the month following the end of the accounting period. Mailing distances must be considered by outlying units. Additional copies may be arranged for by agreement between unit or command and the command exercising accounting jurisdiction.

2. Volunteer Reserve. The APR or G&L statement will be prepared by the DPI as soon after the end of the accounting period as is deemed practicable by the command exercising personnel accounting jurisdiction.

16305 AUDITING THE ROSTERS

1. Organized Reserve

a. Upon receipt of the auditing personnel roster, the reporting unit will audit it to ensure that it is in agreement with unit records. This means that the standard identifying information and the auditing items for each individual must be compared against basic records (enlisted service record book or officer qualification record) or the individual record card.

b. Usually, the roster would be audited from information contained in the IRC--and if it has been correctly prepared and maintained, the audit will be effective. In the case of auditing items the service record book, officer's qualification record and IRC should be compared.

c. It must be remembered that data appearing in the auditing personnel roster is based upon the content of the IRC and not the IRC (Res). Care should be taken in the preparation, audit and maintenance of IRC's to ensure that data common to both is at all times identical.

d. Errors found during the APR audit may be divided into two groups: (1) erroneous reporting and/or failure

to report on the part of the reporting unit. These errors are to be corrected only by means of entries on the unit diary submitted for the date the roster is certified and with which the roster is returned to the DPI; (2) errors which were the result of faulty processing at the DPI; that is, the unit reported correctly but the entry was missed or incorrect information was entered into the punched cards at the DPI. These errors are to be corrected on the roster.

2. Volunteer Reserve

a. APR's and G&L Statements will be audited to ensure that the information shown is in agreement with the service records.

b. An additional copy of each Inactive Status List officer account (or combined officer-enlisted account) will be provided for audit. Ensure that only those officers who are in fact members of the Inactive Status List account are reflected thereon, for the appearance of an officer's name on these rosters establishes the fact that the officer is not eligible for consideration for promotion.

16306 METHOD OF CORRECTION

1. Organized Reserve

a. In making corrections on the APR, line out the item in error and insert the correct item above it. To the left of the name of the individual involved, show the identity of the document on which the correct information was reported to the DPI by the reporting unit.

b. When an item which has been reported to the DPI is blank on the roster, insert the correct data and underline it. Note to the left of the name that the data was reported on the IRC or unit diary number____. In case of a blank caused by failure to submit the information to the DPI, do not enter the data on the roster but report it by entry on the unit diary with which the roster is returned to the DPI. An asterisk appearing to the extreme right after the name on the roster indicates that the DPI does not have complete information on that individual and an IRC is required immediately. Need for an IRC (Res) is not denoted by the asterisk on the roster.

c. Correction of items, as the result of auditing personnel roster audit, which appear on both the IRC and IRC (Res) may be accomplished by denoting correction is applicable to both IRC's. For example, if service number as shown on the auditing personnel roster does not agree with the service number, as reported on the diary, IRC and IRC (Res), a DPI error, insert correct data and underline it, and line out erroneous service number. In the left hand margin enter "IRC/IRC(Res)" or unit diary number.

d. The roster portrays the personnel "on board" as of the cut-off date. If the unit has reported an individual transferred or separated, but his name still appears on the roster, draw a single line through that line of information and insert in the left-hand margin, the diary number on which the drop entry was reported.

e. If the name of any individual who was in the unit on the cut-off date is not shown, add the standard information for that individual at the end of the roster, even though that individual may have been subsequently transferred. However, if the individual is still on the rolls of the unit at the time the roster is audited, include the auditing item data. In those cases where a name is added, but that individual has been dropped from the unit subsequent to the cut-off date, insert in place of the auditing items, the word "Dropped." Insert the unit diary number on which the drop entry was reported in the left-hand margin.

f. Corrections which are made on the rosters will be entered with black ink or by typewriter. In lining out an entry, do not obliterate it--a single line drawn through it will suffice. Corrections will be entered on the original, DPI copy, and unit copy.

g. Totals at the end of the roster will be corrected if they are affected by a correction shown on the roster. Totals on the APR will be audited against totals shown on the diary for the cut-off date of the APR.

h. Remember that the roster is as of a certain cut-off date. Corrections made should reflect the record or status as they were reported up to and including that date. No additions or deletions on the roster shall be made using as reference a unit diary submitted after the cut-off date of the roster. If a unit diary is listed as missing on the first page of the roster, this diary will be considered as one submitted after the cut-off date of the roster, and the effects of the entries on the diary will not be reflected on the roster, nor will this diary be used as a reference for any additions or deletions.

2. Volunteer Reserve. Auditing personnel rosters and gain and loss statements will be corrected by lining out the item in error and inserting the correct item above it. Corrections will be made in the same manner as described in subparagraph 1 above except that reference cannot be made to IRC's or unit diaries since these documents are not prepared for Volunteer Reserve accounts.

16307 ADDITIONAL PAGES FOR NAMES ADDED

1. In cases requiring the addition of many names to the roster, it may be necessary to add one or more pages to list them. These additional pages will be plain white bond paper. The heading shown on the first page of the machine prepared roster will be repeated on the additional pages and the word "ADDENDA" will be shown below the heading. List the standard identifying information for personnel who should have been included in the roster. If "Addenda" pages are used, the certification of the entire roster will appear on the last page of the addenda.

16308 CERTIFICATION OF AUDITING PERSONNEL ROSTERS--GAIN AND LOSS STATEMENTS

1. Organized Reserve

a. After the roster has been checked, it will be certified as to correctness by the commander of the reporting unit or the officer normally authenticating the unit diaries. The certification will be added immediately after the "dropped" section of the last sheet, including any addenda sheets, in one of the appropriate forms shown below:

(1) If no errors were detected during the audit the statement will read: "I certify that this roster is in accordance with the records of this activity."

(2) If only DPI errors were found and corrected on the roster, the statement will read: "I certify that this roster, corrected as indicated, is in accordance with the records of this activity."

(3) If only reporting unit errors or omissions were detected during the audit and no corrections were made on the roster, the statement will read: "I certify that this roster is in accordance with reporting by this activity. Entries to correct erroneous or omitted reporting will be submitted on the unit diary prepared for this date."

(4) If both DPI and reporting unit errors were detected during the audit (corrections on the roster plus unit diary entries required), the statement will read: "I certify that this roster, corrected as indicated, is in accordance with reporting by this activity. Entries to correct erroneous or omitted reporting will be submitted on the unit diary prepared for this date."

b. After the appropriate statement, the Auditing Personnel Roster-Gain and Loss Statement will be authenticated in the same manner as the Unit Diary (see subpar. 16254.9) and dated

to the right of the commander's name. In the event the authenticating official is other than the commander, his name, grade, component and billet assignment will be typed above that of the commander's.

2. Volunteer Reserve. After the roster has been checked it will be certified as to correctness by the official who normally authenticates the reports submitted by the DPI. This certification will be made in the manner described in subparagraph 1 above for the rosters for the Organized Reserve, utilizing the statements shown below:

a. If no errors were detected during the audit the statement will read: "I certify that this roster is in accordance with the records of this activity."

b. If errors were found and corrected on the roster, the statement will read: "I certify that this roster, corrected as indicated, is in accordance with the records of this activity."

3. In the event of insufficient space at the bottom of the APR for the certification of the authenticating official, an additional numbered page will be used which will be a sheet of plain white bond paper, and the same identifying information will be shown as described in paragraph 16307.

16309 DISPOSITION OF AUDITED ROSTERS

1. Organized Reserve

a. As soon as the roster is certified, the original and one copy, with corrections noted, will be returned to the DPI (together with the unit diary for the date if one is required). One copy, with corrections noted, will be retained by the unit.

b. Units must audit and return the roster within 5 working days after its receipt in the unit.

c. Roster will be returned by airmail if this method will result in earlier delivery at the DPI from units located away from the DPI command; otherwise regular mail will be used. Rosters are not to be folded for mailing. Units on the same station will deliver the audited roster to the DPI.

2. Volunteer Reserve

a. As soon as the roster is certified, the original will be disposed of in accordance with instructions contained in directives furnished the DPI. One copy, with corrections noted, will be retained by the auditing activity.

b. The additional copy of Inactive Status List officer accounts (or combined officer-enlisted accounts) will be forwarded to the Commandant of the Marine Corps (Code DGL) immediately upon completion of the audit.

SECTION 6: INSTRUCTIONS FOR ENTERING PAY DATA ON THE UNIT DIARY

16325 GENERAL

1. The provisions of section 5, part A, of this chapter are applicable to the Reserve Establishment.

16326 SAMPLE FORMATS FOR ENTRIES TO BE SHOWN ON UNIT DIARIES TO SUPPORT PAY RECORD ENTRIES--ALL DATES ARE INCLUSIVE

1. The following sample formats are in addition to those contained in paragraph 16111:

ITEM NO.	REMARKS	EXPLANATION
1.	Drop tr to Cl III and to OffVolRes 6th MCD auth _____ PMA 904 4th Ave Atlanta Ga	For transfer to Class III Reserve. PMA for mailing final settlement check.
	DISCHARGE WITHOUT REENLISTING	
2.	Drop HonDis CofG (Reason) auth ALMAR _____ will not reenl RR PMA 904 4th Ave Atlanta Ga	For discharge without reenlisting. PMA for mailing final settlement check.

PART C: DELETED (Ch. 6)

16400 DELETED (Ch. 6)

16401 DELETED (Ch. 6)

16402 DELETED (Ch. 6)

16403 DELETED (Ch. 6)

16404 DELETED (Ch. 6)

16405 DELETED (Ch. 6)

16406 DELETED (Ch. 6)

16407 DELETED (Ch. 6)

16408 DELETED (Ch. 6)

16409 DELETED (Ch. 6)

16410 DELETED (Ch. 6)

16411 DELETED (Ch. 6)

16412 DELETED (Ch. 6)

16413 DELETED (Ch. 6)

16414 DELETED (Ch. 6)

16415 DELETED (Ch. 6)

16416 DELETED (Ch. 6)

16417 DELETED (Ch. 6)

16418 DELETED (Ch. 6)

16419 DELETED (Ch. 5)

16420 DELETED (Ch. 6)

CHAPTER 17

SERVICING THE RECORDS AND ABBREVIATIONS

PART A: SERVICING THE RECORDS

17000 GENERAL
17001 PERSONNEL PROCEDURES CHECKOFF LIST
17002 ADMINISTRATIVE AUDIT OF RECORDS
17003 CLASS III RESERVISTS AUDIT REQUIREMENTS
17004 LIST OF CURRENT PERSONNEL RECORD FORMS

PART B: ABBREVIATIONS

17050 GENERAL
17051 ABBREVIATIONS IN RECORD KEEPING, PERSONNEL ACCOUNTING, TRANSFER ORDERS
17052 ABBREVIATIONS IN CORRESPONDENCE AND MESSAGES

CHAPTER 17

SERVICING THE RECORDS AND ABBREVIATIONS

PART A: SERVICING THE RECORDS

17000 GENERAL

1. This chapter contains the following aids for utilization by all personnel assigned duties involving Personnel Administration:

a. Checkoff list to point out required administrative action resulting from personnel procedures (par. 17001).

b. Administrative audit of records (par. 17002).

c. A list of current personnel forms most frequently utilized in the maintenance of personnel records (par. 17004).

d. Abbreviations used in record keeping, personnel accounting, transfer orders, correspondence, and messages (pars. 17050 through 17052).

17001 PERSONNEL PROCEDURES CHECKOFF LIST

1. General. This paragraph contains an alphabetical listing of personnel procedures for discharge, promotion, transfer, etc., those related administrative actions which must be taken, if appropriate, and references to applicable instructions. Use of this checkoff list should facilitate the location of appropriate reference material and serve as an aid for precluding the omission of required administrative actions. It should be noted that all of the administrative actions listed may not be necessary in each case, e.g., the action required by Item 8a(2) under "Enlistment" (parent(s) consent) is required only if the applicant is a minor.

2. Appointment

a. Individual execute Armed Forces Security Questionnaire (DD Form 98): 15061

b. Service record book entries (if accepting temporary appointment from enlisted status): 15106; 15119

c. Submit fitness report (if accepting temporary appointment from enlisted status): 15068

d. Assemble officer's qualification record: 15150

e. Prepare fingerprint record: 15052

f. Prepare health record: (chapter 16, Manual of the Medical Department, U. S. Navy).

g. Pay information: (paragraphs 044205, Navy Comptroller Manual); 16111

h. Prepare record of home address upon entry into active service: 15062.

i. Prepare official photograph: 15053

j. Prepare identification card: 15064

k. Prepare Geneva Conventions identification card: 15065

l. Prepare identification tags: 15066

m. Accounting entries: 16028; 16077.14; 16081.8 (USMCR-(O)-16228; 16280.7)

3. Classification

a. Officer's qualification record or service record book entries: 15112.

b. Accounting entries: 16082.42; 16082.52; 16082.57; 16082.66; 16082.67; 16082.68; 16082.69; 16082.70 (USMCR-(O)-16281.5; 16281.25)

4. Death

a. Service record book entries: 15106; 15119

b. Officer's qualification record entries: 15150; 15155; 15119

c. Notification to next of kin, inventory of effects, reports etc.: chapter 12

d. Pay information: (paragraphs 044204-10, 044305 and 044306, Navy Comptroller Manual)

e. Accounting entries: 16077.5; 16081.6 (USMCR-(O)-16280.5)

f. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

g. Preparation of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

5. Desertion see unauthorized absence (subpar. 23-28)

6. Discharge

a. Service record book entries: 15106; 15111; 15115; 15119

b. Officer's qualification record entries: 15150; 15155; 15119; 15157; 15159; 15164; 15165

c. Pay information: (paragraphs 044202, 044203 and 044204, Navy Comptroller Manual)

d. Prepare Armed Forces of the United States Report of Transfer or Discharge: 15072

e. Prepare discharge certificate:

(1) Enlisted: 15074

(2) Officer: 13201

f. Prepare certificate of service: 15075

g. Submit fitness report: 15068

h. Prepare Reserve Retirement Credit Report: 15076

i. Accounting entries: 16081.2 (USMCR-(O)-16280.2)

j. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

k. Execute Security Termination Statement: 15082

l. Upon discharge and immediate reenlistment, all required entries will be transferred to the new service record book prior to forwarding the old service record book to the Commandant of the Marine Corps.

m. Disposition of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

n. Submit a Change of Address Card to Veterans' Administration: 10008.1

o. Execute Dependents' Medical Care Statement: SecNavInst 6320 series

7. Dismissal (Officer)

a. Officer's qualification record entries: 15150; 15155; 15119

b. Pay information: (paragraph 044202, Navy Comptroller Manual)

c. Accounting entries: 16081.2 (USMCR-(O)-16280.2)

d. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

e. Execute Security Termination Statement: 15082

f. Submit a Change of Address Card to Veterans' Administration: 10008.1

g. Execute Dependents' Medical Care Statement: SecNavInst 6320 series

8. Enlistment

a. Preenlistment requirements:

(1) Verify date of birth: 15056; 15057 (paragraph 2052, Recruiting Service Manual)

(2) Obtain parent or guardian's consent: 15058

(3) Execute certificate of proof of citizenship: 15059

(4) Request waiver of physical disqualifications: 15063

(5) Execute recruiting officer's questionnaire: 15060

(6) Police record check: (paragraph 2057, Recruiting Service Manual); 15052

(7) Individual execute Armed Forces Security Questionnaire (DD Form 98); 15061

(8) Prepare statement of understanding of military obligation: 15077

(9) Prepare statement of understanding upon enlistment in USMCR and assignment to the "Six Months Training Program": 15078

(10) Prepare Application for Enlistment and Individual Data Card: 15089

(11) Prepare Enlistment Contract ~~and Record (NAVMC 118(2)-PD (Rev 9-59))~~; 15105 Armed Forces of the United States (DD Form 4);

b. Upon enlistment:

(1) Prepare appropriate documents and pages: 15100.2a

(2) Prepare fingerprint record: 15052

(3) Prepare health record: (chapter 16, Manual of the Medical Department, U. S. Navy)

(4) Prepare record of home address upon entry into active service: 15062

(5) Accounting entries: 16028; 16054.11, 16077.14 (USMCR-(O)-16228)

c. Completion of enlistment records:

(1) Prepare official photograph: 15053

(2) Prepare identification card: 15064

(3) Prepare Geneva Conventions identification card: 15065

(4) Prepare identification tags: 15066

(5) Pay information: (paragraph 044210, ~~Navy Comptroller~~ Manual); 16111 (Items 1-6) Military Pay + Allowances Entitlements

9. Extension of Enlistment

a. Prepare extension of enlistment form: 15069

b. Prepare identification card: 15064

c. Pay information: (paragraphs 044071, 044077 and 044174, Navy Comptroller Manual)

d. Service record book entries: 15106; 15069

e. Accounting entries: 16054.11; 16082.15; 16082.20 (USMCR-(O)-16254.10; 16281.11)

10. Induction

a. Upon induction:

(1) Individual execute Armed Forces Security Questionnaire (DD Form 98): 15061

(2) Prepare pages and documents: 15100.2a

(3) Prepare fingerprint record: 15052

(4) Prepare health record: (chapter 16, Manual of the Medical Department, U. S. Navy)

(5) Accounting entries: 16028; 16054.11; 16077.9

b. If the individual enlists in the Regular Marine Corps (USMC-SSV):

(1) Execute recruiting officer questionnaire: 15060

(2) Prepare enlistment contract: 15105

c. Completion of induction records:

(1) Prepare official photograph: 15053

(2) Prepare identification card: 15064

(3) Prepare Geneva Conventions identification card: 15065

(4) Prepare identification tags: 15066

(5) Pay information: (paragraph 044210, Navy Comptroller Manual); 16111 (Items 1-6)

11. Joining

a. Service record book entries: 15106

b. Officer's qualification record entries: 15155

c. Accounting entries: 16028; 16077; (USMCR-(O)-16228; 16277)

d. Action on Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

e. Verify accuracy of NAVMC 10526-PD: 15118

f. Pay information: 16111 (Item 7)

12. Leave

a. Service record book or officer's qualification record entries: 15119

b. Pay information: (paragraph 044242, Navy Comptroller Manual); 16111 (Items 24 and 25)

c. Accounting entries: 16090

13. Promotion

a. Service record book entries: 15108

b. Officer's qualification record entries: 15154.2g

c. Prepare officer or staff noncommissioned officer identification card: 15064

d. Prepare officer photograph: 15053

e. Prepare Geneva Conventions identification card: 15065

f. Pay information: (paragraphs 044206, 044208, 044209 and 044211; Navy Comptroller Manual); 16082.53

g. Prepare promotion certificate: 15067

h. Accounting entries: 16082.53 (USMCR-(O)-16281.3)

14. Reclassification. See classification

15. Reduction

a. Service record book entries: 15106.4; 15108; 15115; 15116; 15117

b. Prepare identification card: 15064

c. Prepare Geneva Conventions identification card: 15065

d. Pay information: (paragraph 044203-6, Navy Comptroller Manual); 16082.53

e. Accounting entries: 16082.53 (USMCR-(O)-16281.3)

16. Reenlistment

a. Individual execute Armed Forces Security Questionnaire (DD Form 98) if not previously executed on prior enlistment or had a break in service of over 90 days: 15061

b. Prepare notification of home address (DD Form 53): 15062.2a

c. Request waiver of physical disqualification, if applicable: 15063

d. Prepare identification card: 15064

e. Prepare Geneva Conventions Identification Card, when required: 15065

f. Recruiting stations prepare appropriate documents and pages as directed in subparagraph 15100.2a. Organizations effecting immediate reenlistments, assemble the service record book as directed in 15100.2a, transcribing certain information from the old service record book. The following is designed as a checkoff list to assist in accomplishing this.

(1) Cover: 15103.2

(2) Page 1, Miscellaneous information and index

Construct in accordance with:

(a) General instructions: 15104.2c

(b) Detailed instructions: 15104.3

(3) Page 2, Enlistment Contract ~~and Record~~: 15105; 15105.1b

(a) Reenlistment bonus: 15105.1aa

(4) Page 3, Record of service (No entries transcribed upon reenlistment.)

(5) Page 4 (Not used.)

(6) Page 5, Section 1, Promotions and reductions: 15108.2

Section 2, Record of examination for promotion: 15109.7

Section 3, Additional information as to promotion status: 15110.2d

(7) Page 6, Time lost; Allotments; Weapons firing record

Section 1, Time lost (No entry upon reenlistment.)

Section 2, Allotments: 15111.4c

Section 3, Weapons firing record: 15111.5c

(8) Page 7 (Not used.)

(9) Page 8, Military and Civilian Occupational Specialties and Education: 15112.2a

(10) Page 8 (AV), Flight Qualification record: 15113.3

(11) Page 9, Combat history - Expeditions - Awards record: 15114.6

(12) Page 10 (Not used.)

(13) Page 11, Administrative remarks

(a) Informal board entries, if applicable: 15115.3c

(b) Code of conduct entry: 15115.3n

(c) Other entries which form a permanent part of the individual's record or which will be of use to future commanders should be transcribed.

(14) Page 12, Offenses and punishments

(a) Good Conduct Medal period: 15116.3a or b; 15116.3d

(15) Page 13, Record of conviction by court-martial (Prepare when required.)

(16) Page 14 (Not used.)

(17) Page 15, NAVMC 10526-PD, Record of Emergency Data: 15118

(18) Page 16, Leave record: 15119.6b; 15119.9b

(19) Page 17, Sea and air travel (No entries transcribed upon reenlistment.)

(20) Pages 18 and 19 (Not used.)

(21) Page 20 (Not used.)

(22) Page 21, Dependents' travel record: 15122

g. Accounting entries: 16028; 16054.11; 16077.8; 16077.9; 16082.15; 16082.20; 16082.56; (USMCR-(O)-16228; 16254.10; 16277; 16281.7; 16281.11)

h. Prepare health record: (chapter 16, Manual of the Medical Department, U. S. Navy)

i. Pay information: (paragraphs 044071, 044077, 044174 and 044210, Navy Comptroller Manual); 16111 (Items 3-6)

j. Prepare official photograph: 15053

17. Release from Active Duty

a. Service record book entries: 15106; 15119; 15111; 15115

b. Officer's qualification record entries: 15113.6b; 15119; 15150; 15154.2j; 15155; 15157

c. Submit fitness report: 15068

d. Pay information: (paragraphs 044202 and 044203, Navy Comptroller Manual)

e. Prepare Armed Forces of the United States Report of Transfer or Discharge: 15072

f. Prepare certificate of service: 15075

g. Prepare identification card: 15064

h. Prepare notice of obligated service: 15073

i. Accounting entries: 16081.5 (USMCR-(O)-16280.2)

j. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

k. Execute Security Termination Statement: 15082

l. Forwarding of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

m. Submit a Change of Address Card to Veterans' Administration: 10008.1

n. Execute Dependents' Medical Care Statement: SecNavInst 6320 series

18. Resignation (Officer)

a. Officer's qualification record entries: 15150; 15154; 15155; 15119; 15157; 15159; 15165

b. Prepare Armed Forces of the United States Report of Transfer and Discharge: 15072

c. Prepare certificate of service: 15075

d. Discharge certificate: 13201

e. Pay information: (paragraph 044202-5, Navy Comptroller Manual)

f. Accounting entries: 16081.4 (USMCR-(O)-16280.4)

g. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

h. Execute Security Termination Statement: 15082

i. Forwarding of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

j. Submit a Change of Address Card to Veterans' Administration: 10008.1

k. Execute Dependents' Medical Care Statement: SecNavInst 6320 series

19. Retirement

a. Service record book entries: 15106; 15111; 15119; 15115

b. Officer's qualification record entries: 15150; 15154; 15155; 15119; 15157; 15159; 15160

c. Identification card: 15064

d. Submit fitness report: 15068

e. Pay information: (paragraphs 044202 and 044203, Navy Comptroller Manual)

f. Prepare Armed Forces of the United States Report of Transfer or Discharge: 15072

17002 ADMINISTRATIVE AUDIT OF RECORDS

1. Annual Audit of Individual Records

a. The purpose of this requirement is to provide accurate and current source documents and related permanent records and to ensure accuracy of data entered into the Personnel Accounting System. This audit for personnel on active duty will be accomplished annually during the period 1 September to 30 November, commencing on the first working day of September. The records of Class II Organized Marine Corps reservists will be audited annually, this audit will be conducted concurrently with the annual screening of the Ready Reserve. For instructions regarding Class III reservists, see paragraph 17003. The annual audit will involve verification of accuracy, currency, and consistency of the following:

(1) Service record book or officer's qualification record.

(2) Individual record card.

(3) Health record.

(4) Pay record.

(5) Other local records containing personnel information.

b. In auditing enlisted records, the enlistment contract or record of induction will be utilized as the source document for all items of information entered thereon. The remainder of the service record book will be brought into agreement therewith after which the service record book will be utilized as the basic document for auditing the individual record card, and standard identifying information such as name, grade, service number, component, etc., in the health record and pay record.

c. In auditing officer records, the NAVMC 763-PD, Officer Appointment Acceptance and Record, will be utilized as the source document for all items of information entered thereon. For officers commissioned prior to the implementation of the above form, there will be no source document other than NAVMC 123(1)-PD.

d. Currency and accuracy of certain entries can only be determined through interview with the officer or enlisted man concerned. Interview will be conducted concurrently with audit of the individual's record. When, due to geographic location, personal interview is impracticable, audit will be conducted without interview.

e. All entries in service records and qualification records will be verified with particular emphasis being placed on the following items:

(1) Name, service number, grade, primary military occupational specialty, component, date of enlistment, prior service, number of dependents.

(2) Record of Emergency Data (NAVMC 10526-PD).

(3) Currency of conduct and proficiency marks.

(4) Check for extraneous or misfiled documents; make appropriate disposition.

(5) Expiration of obligated service and Reserve category and extended active duty date of reservists.

(6) Recording of special designation of duty limitations.

(7) Verify that the individual's social security number is correctly recorded.

(8) Verify that all standard pages and all documents listed have been inserted.

(9) Recompute expiration dates due to time lost.

f. When discrepancies in any of the above items are discovered, a thorough check will be made to determine the correct entry. When it can

be definitely determined that an item is erroneous, correction will be made and where appropriate, these changes will be reported in the unit diary. Under no circumstances will corrections or changes be made on the enlistment contract, record of induction, or officer's Appointment Acceptance and Record (NAVMC 763-PD) without authority from Headquarters Marine Corps, except as provided in subparagraph 15115.3k(2) and paragraph 13264. It is not essential to correct minor technical errors or omissions on enlistment contracts or officers acceptance forms which do not affect the validity of the document or accuracy of information reported in the personnel accounting system. Such minor errors should not be brought to the attention of Headquarters Marine Corps.

g. Corrections in service records and officer qualification records will be made in accordance with instructions contained in chapter 15. The provisions of this paragraph do not apply in cases where preparation of a new form is required; e.g., NAVMC 10526-PD, NAVMC 118(8)-PD, etc.

h. The conduct of the audit outlined herein is the direct responsibility of the commander. Auditing boards will be composed of not less than one officer and one enlisted. Upon completion of the audit, commanders will require a report from the board which will show:

(1) Total number of errors discovered, by type.

(2) A statement that entry, required by subparagraph i, below, has been made.

(3) A statement that corrective action, including diary entry when appropriate, has been taken.

i. Upon completion of audit a verification entry will be made on page 1 of the service record book or officer's qualification record. Entry will show date and signature of officer conducting the audit.

j. Audit of records of the following categories of personnel may be waived:

(1) Basic school students and personnel undergoing recruit training. Records of personnel who join a station for duty from recruit training during the auditing period will be audited by the joining command. Annual audit of records of persons who join from recruit training for duty under instruction or after the auditing period is not required until the next annual auditing period.

(2) Personnel returning from overseas during auditing period who have not been joined by a permanent duty station.

(3) Personnel due for discharge or separation from active duty within 30 days after end of auditing period.

(4) Personnel serving in combat theaters if, in the opinion of the commanding general, such an audit would interfere with combat effectiveness or is considered impractical.

(5) Personnel serving sentence of court-martial at the U.S. Naval Disciplinary Command, Portsmouth, New Hampshire, except, service records of personnel restored to duty will be audited and appropriate entry made on page 1 (NAVMC 118(1)-PD) prior to transfer.

k. Records of individuals transferred during the auditing period will be audited by the transferring command.

17003 CLASS III RESERVISTS AUDIT REQUIREMENTS

1. For members of Class III, Standby Reserve, the Reserve Personnel Audit (NAVMC 10205-DR) will suffice for annual audit purposes.

2. For members of Class III, Ready Reserve, not on active duty, the screening questionnaire, enclosure to current Marine Corps Order on Screening the Ready Reserve, will suffice for annual audit purposes in lieu of NAVMC 10205-DR.

g. Accounting entries: 16081.3 (USMCR-(O)-16280.3)

h. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

i. Execute Security Termination Statement: 15082

j. Forwarding of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

k. Submit a Change of Address Card to Veterans' Administration: 10008.1

20. Reverts to Enlisted Status from Commissioned or Warrant Grade

a. Officer's qualification record entries: 15150; 15154.2g; 15155; 15119; 15157

b. Service record book entries: 15106; 15108; 15119

c. Prepare identification card: 15064

d. Prepare Geneva Conventions identification card: 15065

e. Pay information: (paragraphs 044202 and 044210, Navy Comptroller Manual)

f. Submit fitness report: 15068

g. Accounting entries: 16028; 16077.8; 16081.8 (USMCR-(O)-16228; 16277; 16280.7)

21. Transfer

a. Service record book entries: 15106; 15110; 15113.6b

b. Officer's qualification record entries: 15113.6b; 15150; 15155

c. Forwarding of records: 15100.2e; 15150

d. Forwarding of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

e. Submit fitness report: 15068

f. Reserve Retirement Credit Report: 15076

g. Accounting entries: 16081.1 (USMCR-(O)-16280.1)

h. Pay information: 16108.1b; 16109.1b

i. Submit a Change of Address Card to Veterans' Administration: 10008.1

22. Transfer to the Fleet Marine Corps Reserve

a. Service record book entries: 15106; 15119; 15111; 15115; 15118

b. Identification card: 15064

c. Submit fitness report: 15068

d. Prepare health records: 13406 (chapter 16, Manual of the Medical Department, U. S. Navy)

e. Pay information: (paragraph 044203-3, Navy Comptroller Manual)

f. Accounting entries: 16081.3

g. Prepare Armed Forces of the United States Report of Transfer or Discharge: 15072

h. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

i. Execute Security Termination Statement: 15082

j. Submit a Change of Address Card to Veterans' Administration: 10008.1

23. Unauthorized Absence (In excess of 24 hours)

a. Service record book entries: 15116

b. Letter to next of kin, inventory of effects, etc.: 7050

c. Pay information: (paragraphs 044037-2c, 044251 and 044255, Navy Comptroller Manual); 16077.6; 16084

d. Accounting entries: 16077.6; 16084

24. Unauthorized Absence (In excess of 30 days or upon declaration of desertion)

a. Service record book entries: 15106; 15116; 15119

b. Notice of absentee wanted by the Armed Forces: 15070

c. Pay information: (paragraphs 044037-2c, 044251 and 044255, Navy Comptroller Manual); 16081.7

d. Accounting entries: 16081.7

e. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

f. Disposition of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

25. Unauthorized Absence (Absentee surrendered to regularly assigned organization)

a. Service record book entries: 15106; 15111; 15116; 15119

b. Notice of Return Absentee/Deserter: 15070

c. Pay information: (paragraphs 044251 and 044487, Navy Comptroller Manual); 16077.6; 16084

d. Accounting entries: 16077.6; 16084

26. Unauthorized Absence (Deserter surrendered at organization to which assigned prior commencement unauthorized absence)

a. Service record book entries: 15106; 15111; 15116; 15119

b. Formal report of deserters and absentees: 15071

c. Notice of Return Absentee/Deserter: 15070

d. Pay information: (paragraphs 044251 and 044487, Navy Comptroller Manual); 16077.6; 16077.12

e. Accounting entries: 16077.6; 16077.13

27. Unauthorized Absence (Absentee or deserter absent less than 60 days, apprehended, surrenders, or delivered to any Marine Corps activity)

a. Upon return to military jurisdiction:

(1) Formal report of deserters or absentees: 15071

(2) Notification of Commandant of the Marine Corps: 7051

b. Upon reporting to command in accordance with orders:

(1) Service record book entries: 15106; 15111; 15116; 15119

(2) Notice of Return Absentee/Deserter: 15070

(3) Pay information: (paragraphs 044251, 044255 and 044487, Navy Comptroller Manual); 16077.6; 16077.12

(4) Accounting entries: 16077.6; 16077.13

28. Unauthorized Absence (Deserter surrendered or apprehended after absence in excess of 60 days)

a. Upon return to military jurisdiction:

(1) Formal report of deserters or absentees: 15071

(2) Notification of Commandant of the Marine Corps: 7051

b. Upon delivery or reporting to command in accordance with Commandant of the Marine Corps' disposition orders:

(1) Service record book entries: 15106; 15111; 15116; 15119

(2) Notice of Return Absentee/Deserter: 15070

(3) Pay information: (paragraphs 044251, 044255 and 044487, Navy Comptroller Manual); 16077.6; 16077.12

(4) Accounting entries: 16077.6; 16077.13

17004 LIST OF CURRENT PERSONNEL RECORD FORMS

1. Listed below are the most frequently used forms in the maintenance of personnel records. The listing indicates the latest published editions of each form; if previous editions are obsolete; or, if not obsolete, which editions may be used. Use of this listing should preclude obsolete forms from the personnel system, with a resultant saving in the personnel administration workload by initially using the correct form.

FORM NUMBER	TITLE	LAST EDITION	USABLE PREVIOUS EDITION
DD 2MC	ARMED FORCES IDENTIFICATION CARD - REGULAR	1 Mar 59	1 Jan 50
DD 2MC (RET)	ARMED FORCES OF THE UNITED STATES - IDENTIFICATION CARD (RETIRED)	1 Mar 59	NONE
➧ DD 2MCR	ARMED FORCES IDENTIFICATION CARD - RESERVE	1 Mar 59	1 Jan 50
DD 44	RECORD OF MILITARY STATUS OF REGISTRANT	1 Nov 59	1 Mar 59
DD 47	RECORD OF INDUCTION	1 Nov 59	NONE
DD 53	NOTIFICATION OF HOME ADDRESS AT TIME OF LATEST ENTRY INTO ACTIVE SERVICE	1 Apr 59	NONE
DD 98	ARMED FORCES SECURITY QUESTIONNAIRE	1 Jun 59	1 Sep 56
➧ DD 214 MC	ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DISCHARGE	1 Jul 66	NONE
➧ DD 214-ws	ARMED FORCES OF THE UNITED STATES WORKSHEET FOR REPORT OF TRANSFER OR DISCHARGE	1 Jul 66	NONE
DD 216 MC	CERTIFICATE OF APPOINTMENT	1 Sep 54	NONE
DD 256 MC	HONORABLE DISCHARGE CERTIFICATE	Undated	NONE
DD 257 MC	GENERAL DISCHARGE CERTIFICATE	Undated	NONE
➧ DD 258 MC	UNDESIRABLE DISCHARGE CERTIFICATE	1 May 50	NONE
➧ DD 259 MC	BAD CONDUCT DISCHARGE CERTIFICATE	1 May 50	NONE
➧ DD 260 MC	DISHONORABLE DISCHARGE CERTIFICATE	1 May 50	NONE
DD 285	APPOINTMENT OF UNIT MAIL CLERK OR MAIL ORDERLY	1 Jun 56	NONE

FORM NUMBER	TITLE	LAST EDITION	USABLE PREVIOUS EDITION
DD 295	APPLICATION FOR THE EVALUATION OF EDUCATIONAL EXPERIENCES DURING MILITARY SERVICE	1 Mar 66	1 Apr 65
DD 345	ARMED FORCES LIBERTY PASS	1 Apr 50	NONE
DD 369	POLICE RECORD CHECK	1 Mar 64	1 Aug 60
DD 373	CONSENT, DECLARATION OF PARENT OR LEGAL GUARDIAN	1 Aug 56	NONE
DD 398	STATEMENT OF PERSONAL HISTORY	1 Mar 64	1 May 55
DD 528	GENEVA CONVENTIONS IDENTIFICATION CARD	1 Nov 64	1 Jul 51
DD 553	ABSENTEE WANTED BY THE ARMED FORCES	1 Dec 63	NONE
DD 889	STANDBY RESERVE CONTROL	1 Sep 64	1 Nov 58
DD 1172	APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD	1 Mar 61	NONE
DD 1173	UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD	1 Mar 61	NONE
SF 88	REPORT OF MEDICAL EXAMINATION	Jun 56	NONE
SF 89	REPORT OF MEDICAL HISTORY	Mar 65	Aug 50
➧NAVMC 71-PD	CERTIFICATE OF GOOD CONDUCT	9-66	Note 5
➧NAVMC 118a	SERVICE RECORD BOOK-COVER	5-66	1-62, 7-54
NAVMC 118(2)	ENLISTMENT CONTRACT AND RECORD	10-63	2-63
NAVMC 118(3)	RECORD OF SERVICE	6-62	Note 5
NAVMC 118(5)	PROMOTIONS AND REDUCTIONS, RECORD OF EXAMINATION FOR PROMOTION, ADDITIONAL INFORMATION AS TO PROMOTION STATUS ON TRANSFER TO A NEW ORGANIZATION	2-63	12-56
NAVMC 118(6)	TIME LOST, ALLOTMENTS, WEAPONS FIRING RECORD, MISCELLANEOUS MARKSMANSHIP	10-62	2-59

FORM NUMBER	TITLE	LAST EDITION	USABLE PREVIOUS EDITION
NAVMC 118(8)	CLASSIFICATION AND ASSIGNMENT TEST RESULTS	4-66	2-64
NAVMC 118(8a)	MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES, EDUCATION COURSES, TECHNICAL TRAINING AND TESTS COMPLETED	9-65	2-64
NAVMC 118(8AV)	FLIGHT QUALIFICATION RECORD	1-63	9-55
NAVMC 118(9)	COMBAT HISTORY--EXPEDITIONS--AWARDS RECORD	6-65	1-63
NAVMC 118(11)	ADMINISTRATIVE REMARKS	6-65	NONE
NAVMC 118(12)	OFFENSES AND PUNISHMENTS RECORD	10-65	12-61
NAVMC 118(13)	RECORD OF CONVICTION BY COURT-MARTIAL	10-62	4-55
NAVMC 118(13a)	SUPPLEMENTARY RECORD OF CONVICTION BY COURT-MARTIAL	9-63	Undated
NAVMC 118(16)	LEAVE RECORD	6-61	3-59
NAVMC 118(17)	SEA AND AIR TRAVEL--EMBARKATION SLIPS	2-66	Note 5
NAVMC 118(21)	DEPENDENT TRAVEL RECORD	3-66	8-55
NAVMC 123a	OFFICER QUALIFICATION RECORD	4-55	NONE
➧ NAVMC 123(1)	MISCELLANEOUS INFORMATION	1-67	4-55
NAVMC 123(2)	CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS	Undated	*
NAVMC 321a	AGREEMENT TO EXTEND ENLISTMENT	3-62	4-61, 2-57

FORM NUMBER	TITLE	LAST EDITION	USABLE PREVIOUS EDITION
NAVMC 631	INDIVIDUAL CLOTHING RECORD, MEN	11-65	5-64
NAVMC 631a	INDIVIDUAL CLOTHING RECORD, WOMEN	8-54	NONE
NAVMC 798	RESERVE RETIREMENT CREDIT REPORT (ORIGINAL)	2-63	NONE
NAVMC 798a	RESERVE RETIREMENT CREDIT REPORT (RESERVIST/CMC COPY)	2-63	NONE
➧NAVMC 941	TRANSMITTAL OF SERVICE RECORDS	**10-66**	**2-66, 11-61, 8-58, 2-54**
NAVMC 10044	FORMAL REPORT OF DESERTERS OR ABSENTEES	7-64	ALL
➧NAVMC 10132	UNIT PUNISHMENT BOOK	**7-66**	**9-63**
NAVMC 10147	OFFICER FITNESS REPORT	6-63	4-61, 2-57
➧NAVMC 10205	RESERVE PERSONNEL AUDIT	**4-65**	**NONE**
NAVMC 10228	NOTICE OF OBLIGATED SERVICE	12-61	NONE
NAVMC 10233	NONCOMMISSIONED OFFICER FITNESS REPORT	8-62	9-58
➧NAVMC 10244-PD	MARINE CORPS POSTAL CLERK IDENTIFICATION CARD	**1-67**	**Note 5**
NAVMC 10263	NOTICE OF RETURN ABSENTEE/ DESERTER	2-57	All
NAVMC 10274-ADM	ADMINISTRATIVE ACTION FORM	3-59	Note 3
NAVMC 10471-PD	LIBERTY REQUESTS/OUT OF BOUNDS PASS	4-60	*
NAVMC 10472-PD	LIBERTY LIST	4-60	*

FORM NUMBER	TITLE	LAST EDITION	USABLE PREVIOUS EDITION
NAVMC 10476-DR	RESERVE OFFICER/STAFF NCO QUALIFICATION SUMMARY	5-62	NONE
NAVMC 10479-PD	STATEMENT OF UNDERSTANDING UPON ENLISTMENT IN MARINE CORPS OR MARINE CORPS RESERVE	12-61	NONE
NAVMC 10480-PD	STATEMENT OF UNDERSTANDING UPON ENLISTMENT IN MARINE CORPS RESERVE SIX-MONTH TRAINING PROGRAM	8-63	NONE
➧NAVMC 10522	COMMUTED RATIONS	9-62	NONE
NAVMC 10526-PD	RECORD OF EMERGENCY DATA	9-61	Note 2
NAVPERS 3047	COURT-MARTIAL PROGRESS REPORT	10-63	5-56
NAVPERS 3048	REQUEST FOR RESTORATION	10-63	11-57
NAVPERS 3049	WAIVER OF RESTORATION	10-63	5-61
OPNAV 2700-5	CHANGE OF ADDRESS CARD	11-65	Note 4
➧OPNAV 5511-14	SECURITY TERMINATION STATEMENT	11-65	NONE
OPNAV 5520-1	REQUEST FOR INVESTIGATION FOR PERSONNEL SECURITY CLEARANCE	4-64	NONE
OPNAV 5521-429	CERTIFICATE OF CLEARANCE FOR HANDLING CLASSIFIED MATTER	12-62	NONE

NOTES:

1. Edition of 2-55 and 10-56 can be used for 8-year obligors.
2. Record of Emergency Data, Form DD 93-1, dated 1Dec56 and 1Aug 59 may be used until supply is exhausted.
3. Personnel Action Form, NAVMC 10274-PD may be used.
4. Change of Address Card, NAVPERS 693, and OPNAV 2700-5 (Rev. 6-61), may be used.
5. Previous editions may be used until present stock is exhausted.

* No previous editions were issued.

17050 GENERAL

1. Abbreviations are primarily used for saving space and time. The use of abbreviations must be limited and kept within the confines of assured intelligibility.

17051 ABBREVIATIONS IN RECORD KEEPING, PERSONNEL ACCOUNTING, TRANSFER ORDERS

1. The abbreviations listed in this part are authorized for Marine Corps record keeping, personnel accounting and transfer orders.

2. Those abbreviations preceded by an asterisk (*) will be used only in compound abbreviations and will not be used alone.

3. Recommendations for additions, changes, and/or deletions to this list will be submitted to the Commandant of the Marine Corps.

4. Listing of certain abbreviations in lower case letters does not preclude their capitalization when common usage so dictates; however, those partially or fully capitalized will be used as listed.

Modified pending revision to reflect MCBul 1080 29 aug 66

17052 ABBREVIATIONS IN CORRESPONDENCE AND MESSAGES

1. The use of abbreviations in correspondence and messages will be in accordance with the Department of the Navy policy as promulgated in the current edition of U. S. Naval Communication Instructions, DNC 5. That policy as extracted from DNC 5 is as follows:

"C-3. NAVY POLICY

".1 The policy prescribed here will be followed by drafters and originators when drafting correspondence and messages addressed to activities and commands within the U. S. Navy and U. S. Marine Corps. Brevity in message texts will not be de-emphasized as a result of this policy. Rather, brevity will be achieved through the proper choice of words and good writing techniques.

".2 Well-recognized abbreviations which definitely fall into one of the following categories may be used in the preparation of correspondence and messages when they will serve a useful purpose.

(a) Abbreviations for medals, badges, or other marks of distinction.

(b) Abbreviations for points of the compass and map coordinates.

(c) Authorized model designations and symbols for common types of aircraft, ships, or vehicles.

(d) Abbreviations for titles and grades.

(e) Abbreviations commonly used for geographical locations and standard English dictionary abbreviations.

(f) Other technical abbreviations customarily used by specialists and technicians when communicating with activities or persons in the same field as that of the originator, and to no others.

".3 Abbreviations other than those outlined above may be used in the text of correspondence or messages after they have been initially spelled out and identified in each item of correspondence or message. For example, the abbreviation ICAO could be used in a letter, but only if that letter's first reference to the organization read: International Civil Aviation Organization (ICAO).

".4 Abbreviations and short titles which have, through years of joint usage, become self-evident, unequivocal, and universally known, will be accepted for joint use within and among the services. Even then, an abbreviation will not be used if there is any doubt that it will be easily and readily understood. Such abbreviations peculiar to the U. S. Navy and U. S. Marine Corps may be used under the same conditions, but only within the Navy Department.

".5 The usage of abbreviations will at all times be governed by the principle of immediate comprehension. Abbreviations will not be used in correspondence and messages unless the originator can reasonably assume that the meaning of the abbreviation will be immediately clear to the addressee.

"C-4. JOINT POLICY

".1 The policy on the use of abbreviations prescribed for Joint use is identical to that prescribed for Navy and Marine Corps use. Drafters and originators of correspondence or messages will be guided by the principles laid down in Article C-3 above when addressing material to the other U. S. Service."

2. The foregoing policy does not preclude the use of abbreviations in correspondence and messages but prescribes judicious employment of them.

3. The lists of abbreviations appearing in this chapter may be used as a guide in conforming with the stated Navy policy.

4. Marine Corps Order P5400.6, List of Marine Corps Activities, may be used as a guide in the use of address abbreviations.

5. Lists of Abbreviations

a. Commonly used words and combinations thereof

ABBREVIATION	abbrev
ABOARD	abd
ABOUT	abt
ABSENCE - ABSENT	abs
ABSENT/ABSENCE WITHOUT/OVER LEAVE/LIBERTY	AWOL
ACADEMIC	acad
ACCEPT -ED	acc
ACCESSORY	accy
ACCIDENT	acdt
ACCIDENTAL INJURIES	acci
ACCOMMODATE	Accom
ACCOMPANY	Acmp
ACCOMPLISH	accomp
ACCORD -ING -ANCE -INGLY	Acd
ACCOUNT -ING -S	acct
ACCOUNTS CLOSED	a/c
ACCRUED LEAVE	aclv
ACHIEVE -D -MENT	achv
ACKNOWLEDGE -D -MENT	ack
ACQUITTAL - ACQUITTED	acq
ACT -ING -IVE -ION	act
ACTIVATE -D	actd
ACTIVE DUTY	acdu
ACTIVE DUTY FOR TRAINING	acdutra
ACTIVITY	Acty
ADAPT -ABLE -ABILITY	adpt
ADDITION -AL	add
ADDRESSEE	adee
ADJUTANT	Adj
ADMINISTRATIVE	admin
ADMINISTRATIVE COMMAND	AdminCom
ADMONISH -TION	admon
ADOPTED CHILD	AC
ADVANCE -D	adv
ADVISE AVAILABILITY	AdAval
ADVOCATE	advoc
AGGRESSION - AGGRESSIVE - AGGRESSOR	aggres
AGREEMENT	agr
AGRICULTURAL	agric
AIR BASE	AB
AIRBORNE	ABN
AIRBORNE EARLY WARNING	AEW
AIRCRAFT	Acft
AIRCRAFT ENGINEERING SQUADRON	AES
AIRCRAFT FLEET MARINE FORCE PACIFIC	AirFMFPac
AIR DELIVER	AirDel
AIR FORCE	AF
AIR LIAISON OFFICER	AirLnO
AIR OBSERVER	AOBSR
ALLOCATE	Aloc
ALLOTMENT	alot
ALLOWANCE	alw
ALTERNATE	alt

AMBULANCE - AMBASSADOR ..... Amb
AMERICAN ..... *Am
AMERICAN RED CROSS ..... ARC
AMMUNITION ..... ammo
AMMUNITION SUPPLY POINT ..... ASP
AMOUNT ..... amt
AMPHIBIAN TRACTOR ..... AMTrac
AMPHIBIOUS ..... Phib
AMPHIBIOUS CORPS ..... PhibCorps
AMPHIBIOUS OPERATION -S ..... PhibOp
AMPHIBIOUS TRUCK ..... AmTrk
AMPHIBIOUS WARFARE SCHOOL ..... PhibWarScol
ANNIVERSARY ..... Annv
ANNUAL - LY ..... Ann
ANNUAL FIELD TRAINING ..... AFT
ANSWER ..... ans
ANTIAIRCRAFT ARTILLERY ..... AAA
ANTI-PERSONNEL ..... APers
ANTI-TANK ..... AT
APPENDIX ..... apdx
APPLICATION - APPLICABLE - APPLICANT ..... appl
APPOINT -ED -MENT ..... appt
APPREHEND -ED ..... aprnd
APPROPRIATE ..... aprop
APPROPRIATION ..... appn
APPROVE -ED ..... appr
APPROXIMATE - LY ..... aprx
ARMAMENT ..... Armt
ARMED FORCES QUALIFICATION TEST ..... AFQT
ARMED GUARD ..... ArmGd
ARMED SERVICES MEDICAL REGULATING OFFICE ..... ASMRO
ARMORER ..... Armr
ARMOR-PIERCING ..... AP
ARMY ATTACHE ..... ArmA
ARMY LIAISON OFFICER ..... ArLnO
ARMY OF THE U.S. ..... AUS
ARMY POST OFFICE ..... APO
ARMY SECURITY AGENCY ..... ASA
ARMY WAR COLLEGE ..... ArWC
ARRAIGN -ED -MENT ..... argn
ARRANGE -MENT ..... Arng
ARRIVAL - ARRIVE -D ..... arr
ARRIVED CONTINENTAL LIMITS U.S. ..... ARRUS
ARTICLE ..... art
ARTILLERY ..... arty
ASSAULT ..... aslt
ASSAULT SIGNAL COMPANY ..... ASCO
ASSIGN -ED -MENT ..... asg
ASSIGNED TO DUTY INVOLVING REGULAR AND FREQUENT FLIGHTS AS CREW MEMBER ..... AvnCM
ASSIGNMENT TO DUTY INVOLVING REGULAR AND FREQUENT FLIGHTS NOT AS CREW MEMBER ..... AvnotCM
ASSIST ..... asst
ASSISTANT ..... Asst
ASSISTANT CHIEF OF STAFF ..... ACofS
ASSOCIATE -ED ..... assoc
AS SOON AS POSSIBLE ..... ASAP

ATHLETICS ..... ath
ATLANTIC..... Lant
ATOMIC WARFARE ..... ATW
ATTACH -ED ..... att
ATTACK -ED ..... atk
ATTENTION ..... attn
AUDIT - AUDITOR..... aud
AUDITING PERSONNEL ROSTER..... APR
AUGMENT -ATION ..... Augm
AUTHORITY - AUTHORIZED ..... auth
AUTHORITY GRANTED ..... AuthGr
AUTOMATIC..... auto
AUTOMATIC RIFLE EXPERT ..... ARE
AUTOMATIC RIFLE MARKSMAN..... ARMM
AUTOMATIC RIFLE SHARPSHOOTER ..... ARSS
AUTOMATIC RIFLE UNQUALIFIED ..... ARUQ
AUTOMOTIVE ..... Autmv
AVAILABLE -ILITY ..... aval
AVERAGE ..... avg
AVIATION ..... Avn
AVIATION OFFICER CANDIDATE COURSE..... AOCC
AVIATION SCHOOLS AND COURSES
BASIC (CLASS A)
AEROGRAPHER'S MATE SCHOOL ..... AG(A)
AIR CONTROLMAN SCHOOL ..... AC(A)
AVIATION ELECTRICIAN'S MATE SCHOOL..... AE(A)
AVIATION ELECTRONICS TECHNICIAN N (NAVIGATION) COURSE..... ATN(A)
AVIATION ELECTRONICS TECHNICIAN R (RADAR) COURSE..... ATR(A)
AVIATION FAMILIARIZATION SCHOOL..... AFAM(P)
AVIATION FIRE CONTROL TECHNICIAN F (ARMAMENT CONTROL) COURSE..... AQF(A)
AVIATION MACHINIST'S MATE H (HELICOPTER) COURSE..... ADH(A)
AVIATION MACHINIST'S MATE J (TURBOJET) COURSE ADJ(A)
AVIATION MACHINIST'S MATE R (RECIPROCATING) COURSE..... ADR(A)
AVIATION MECHANICAL FUNDAMENTALS SCHOOL .. AMFU(A)
AVIATION ORDNANCEMAN SCHOOL ..... AO(A)
AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIPMENT) COURSE..... AME(A)
AVIATION STRUCTURAL MECHANIC H (HYDRAULIC) COURSE..... AMH(A)
AVIATION STRUCTURAL MECHANIC S (STRUCTURAL) COURSE..... AMS(A)
AVIONICS FUNDAMENTALS SCHOOL..... AFU(A)
PARACHUTE RIGGER SCHOOL ..... PR(A)
TRADEVMAN SCHOOL..... TD(A)
ADVANCED (CLASS B)
AEROGRAPHER'S MATE SCHOOL ..... AG(B)
AIR CONTROLMAN SCHOOL ..... AC(B)
AVIATION ELECTRICIAN'S MATE SCHOOL..... AE(B)
AVIATION ELECTRONICS TECHNICIAN INTERMEDIATE COURSE ..... ATI(B)
AVIATION FIRE CONTROL TECHNICIAN INTERMEDIATE COURSE ..... AQI(B)

AVIATION MACHINIST'S MATE H (HELICOPTER) COURSE ..... ADH(B)
AVIATION MACHINIST'S MATE J (TURBOJET) COURSE ADJ(B)
AVIATION MACHINIST'S MATE R (RECIPROCATING) COURSE ..... ADR(B)
AVIATION ORDNANCEMAN SCHOOL ..... AO(B)
AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIPMENT) COURSE ..... AME(B)
AVIATION STRUCTURAL MECHANIC H (HYDRAULIC) COURSE ..... AMH(B)
AVIATION STRUCTURAL MECHANIC S (STRUCTURAL) COURSE ..... AMS(B)
AVIONICS COURSE ..... AV(B)
PARACHUTE RIGGER SCHOOL ..... PR(B)
PHOTOGRAPHER'S MATE SCHOOL ..... PH(B)
TRADEVMAN SCHOOL ..... TD(B)

SPECIALIZED (CLASS C)
AVIATION CRASH CREWMAN SCHOOL ..... AVCC(C)
CATAPULT, ARRESTING GEAR, OPTICAL LANDING SYSTEM COURSE ..... CAGOLS(C)
GCA ELECTRONICS MAINTENANCE COURSES ..... GCAELEC(C)
GCA MAINTENANCE (ENGINEMAN) COURSES ..... GCAENG(C)
GROUND CONTROLLED APPROACH CONTROLLER COURSE ..... GCACON(C)
INSTRUCTOR TRAINING SCHOOL ..... INSTRA(C)
MARINE AVIATION ENGINEERING CLERICAL COURSE MARAEC(C)
MARINE AVIATION OPERATIONS CLERICAL COURSE . MARAOC(C)
MARINE AVIATION SUPPLY COURSE ..... MARAK(C)
PHOTOGRAPHIC ELECTRONICS SYSTEMS COURSE ... PHES(C)
PHOTOGRAPHIC EQUIPMENT REPAIR COURSE ..... PHER(C)
SUPERVISOR TRAINING COURSE ..... SUPTRA(C)

OFFICERS (CLASS O)
AIRCRAFT MAINTENANCE OFFICERS SCHOOL ..... A/C MAINT(O)
AIR TRAFFIC CONTROL OFFICERS COURSE ..... ATCO(O)
ELECTRONICS TECHNICAL OFFICERS COURSE ..... ELTO(O)
GCA MAINTENANCE OFFICER COURSES ..... GCAMAINT(O)
NAVAL AIR ARMAMENT AND WEAPONS SYSTEMS SCHOOL ..... NAWS(O)
PHOTOGRAPHIC RECONNAISSANCE OFFICERS COURSE ..... PHRECON(O)

AWAIT ..... awt
AWAITING ..... awtg
AWAITING ACTION HIGHER AUTHORITY ..... AAHA
AWAITING OFFICE HOURS ..... AOH
AWAITING RESULT OF TRIAL ..... ARTL
AWAITING TRIAL ..... ATL
AWARD - ED ..... awd

BACHELOR OFFICERS QUARTERS ..... BOQ
BACKGROUND INVESTIGATION ..... BI
BACK ORDER ..... b/o
BAD CONDUCT DISCHARGE ..... BCD
BAGGAGE ..... bag
BALANCE ..... bal
BARRACKS ..... Bks

BASIC ALLOWANCE FOR QUARTERS ..... BAQ
BASIC ALLOWANCE FOR SUBSISTENCE..... BAS
BASIC MAINTENANCE ALLOWANCE..... BMA
BASIC SCHOOL - MCS ..... TBS
BASIC SPECIALIST TRAINING..... BST
BATTALION ..... Bn
BATTALION LANDING TEAM ..... BLT
BATTERY ..... Btry
BATTLE CASUALTY..... BC
BELEAGUERED..... BLG
BENEFICIARY ..... Benef
BESIEGED..... BES
BILL OF LADING ..... b/l
BILLET ..... Bil
BOARD OF SURVEY ..... BdSur
BOARD -S ..... Bd
BODY NOT RECOVERED..... BNR
BOOK ..... bk
BOOKKEEPING ..... bkkp
BOUNDARY..... bdry
BRANCH ..... Br
BREAD-WATER..... B&W
BRIGADE..... Brig
BRIGADIER GENERAL..... BGen
BROUGHT FORWARD..... BF
BROWNING AUTOMATIC RIFLE ..... BAR
BROWNING MACHINE GUN..... BMG
BUILDING ..... bldg
BULLETIN..... Bul
BUREAU..... Bu
BUREAU CONTROL NUMBER..... BCN
BUREAU OF MEDICINE AND SURGERY..... BUMED
BUREAU OF NAVAL PERSONNEL ..... BUPERS
BUREAU OF NAVAL WEAPONS..... BUWEPS
BUREAU OF SHIPS ..... BUSHIPS
BUREAU OF SUPPLIES AND ACCOUNTS ..... BUSANDA
BUREAU OF YARDS AND DOCKS..... BUDOCKS
BY DIRECTION ..... ByDir

CALIBER ..... cal
CAMOUFLAGE..... cam
CAMP J. H. PENDLETON OCEANSIDE CALIF ..... CamPen
CAMP LEJEUNE N. C. ..... CamLej
CANCELLED ..... canc
CANDIDATE ..... Cand
CAPACITY ..... cap
CAPTAIN..... Capt
CAPTURED..... CPTR
CARLOAD ..... c/l
CARRIER..... carr
CASUAL -TY..... Cas
CATEGORY..... cat
CAUCASIAN ..... Cauc
CEMETERY..... cem
CENTRAL INTELLIGENCE AGENCY ..... CIA

CERTIFICATE - CERTIFIED ..... cert
CHANGE ..... ch
CHAPTER ..... Chap
CHARACTER ..... Char
CHARGE -D -ABLE ..... chg
CHECK -ED -AGE ..... ck
CHEMICAL ..... cml
CHEMICAL, BIOLOGICAL AND RADIOLOGICAL ..... CBR
CHERRY POINT N. C. ..... CherPt
CHIEF OF NAVAL OPERATIONS ..... CNO
CHIEF OF STAFF ..... CofS
CHIEF WARRANT OFFICER W-4 ..... CWO4
CHIEF WARRANT OFFICER W-3 ..... CWO3
CHIEF WARRANT OFFICER W-2 ..... CWO2
CIVIL AUTHORITIES - AUTHORITY ..... CA
CIVIL - CIVILIAN civ
CIVILIAN CLOTHING MAINTENANCE ALLOWANCE ..... CCMA
CLASS Cl
CLASSIFICATION - CLASSIFY ..... clas
CLEARANCE ..... Clnc
CLERK ..... clk
CLERK TYPIST ..... ClkTyp
CLOTHING ..... clo
CLOTHING MONETARY ALLOWANCE ..... CMA
COLLECT -ING ..... coll
COLON ..... cln
COLONEL ..... Col
COLUMN ..... Colm
COMBAT ..... cbt
COMBAT CARGO OFFICER ..... CCO
COMMA ..... cmm
COMMAND ..... comd
COMMANDANT ..... Comdt
COMMANDANT OF THE MARINE CORPS ..... CMC
COMMANDER ..... Comdr
COMMANDER IN CHIEF ..... CinC
COMMANDER (Naval Rank) ..... Cdr
COMMANDING ..... Comdg
COMMANDING GENERAL ..... CG
COMMANDING GENERAL, MARINE AIR RESERVE
TRAINING COMMAND ..... CG MARTC
COMMANDING OFFICER ..... CO
COMMANDING OFFICER NONJUDICIAL PUNISHMENT ... COP
COMMAND POST ..... Cp
COMMAND POST EXERCISE ..... CPX
COMMERCIAL ..... *Mer Coml
COMMERCIAL AIR ..... MerAir
COMMISSARY ..... com
COMMISSION -ED ..... com
COMMUNICATION ..... comm
COMMUNICATION OFFICER ..... CommO
COMMUNICATION OPERATION INSTRUCTIONS ..... COI
COMMUTED RATIONS ..... ComRats
COMPANY ..... Co
COMPLETE ..... compl
COMPONENT ..... comp
CONCERNED ..... Conc

CONDUCT ..... Cond
CONFERENCE ..... Confer
CONFIDENTIAL ..... conf
CONFINE -D ..... cnf-d
CONFINEMENT ..... cnft
CONFIRM ..... cfm
CONNECTION - IN CONNECTION WITH ..... conn
CONSCIENTIOUS OBJECTOR ..... ConObjtr
CONSTRUCTION - CONSTRUCTIVE ..... const
CONTAIN -ED ..... Cntn
CONTINENTAL LIMITS UNITED STATES ..... CONLUS
CONTINENTAL UNITED STATES ..... CONUS
CONTINUED ..... contd
CONTRACT ..... cont
CONTROL ..... cntl
CONVENE ..... Cvn
CONVENIENCE OF THE GOVERNMENT ..... CofG
CONVENING AUTHORITY ..... CA
CONVICT -ED - CONVICTION ..... conv
COORDINATE ..... Coord
CORPORAL ..... Cpl
CORRESPONDENCE ..... Corresp
COST CODE CC
COURSE ..... crs
COURT-MARTIAL ..... CM
CREDIT ..... Cr
CRITICAL ..... cri
CURRENT ..... curr
CUSTODY ..... cust

DATA PROCESSING INSTALLATION ..... DPI
DATED ..... dtd
DATE OF BIRTH ..... DOB
DATE OF DETACHMENT ..... DofD
DATE OF RANK ..... DOR
DATE-TIME GROUP ..... DTG
DAUGHTER ..... Dau
DEATHS FROM ACCIDENTAL INJURIES ..... DAI
DEATHS FROM DISEASE ..... DOD
DEATHS FROM OTHER CAUSES ..... DOC
DECLARED DESERTER ..... DclDes
DECONTAMINATION ..... decon
DEDUCT ..... Ded
DEFENSE ..... Def
DEFENSE COUNSEL ..... DC
DEGREE ..... Deg
DELAY TO COUNT AS LEAVE ..... Del
DELIVER -ED -Y ..... del
DEMOLITION ..... dml
DEMONSTRATE ..... Dmst
DEPARTED UNITED STATES ..... DepUS
DEPART -MENT ..... Dept
DEPENDENTS ..... depn
DEPLOYMENT ..... Deplm
DEPUTY CHIEF OF STATE ..... DCofS

DEPUTY - DEPOT ..... *Dep
DESERT -ED -ER -ION ..... des
DESIGNATE -D - DESIGNATION ..... desig
DESTINATION ..... Destn
DETACH -ED -MENT ..... det
DETACHED DUTY ..... Detdu
DETAIL -ED ..... dtl
DETERMINE ..... Detm
DEVELOPMENT ..... Dev
DIAGNOSIS UNDETERMINED ..... DU
DIED OF WOUNDS ..... DOW
DIFFERENCE ..... dif
DIRECTOR ..... Dir
DIRECTOR OF AVIATION ..... DirAvn
DIRECTOR OF INFORMATION ..... DirInfo
DIRECTOR OF PERSONNEL ..... DirPers
DIRECTOR OF RESERVE ..... DirRes
DIRECTORATE OF ARMED FORCES INFORMATION AND EDUCATION ..... DAFIE
DISABILITY ..... dsabl
DISAPPROVE ..... disap
DISBAND -ED ..... disd
DISBURSING ..... disb
DISBURSING OFFICER ..... DO
DISCHARGE -D ..... dis
DISCIPLINARY BARRACKS ..... DisBks
DISCIPLINE -ARY ..... discp
DISCONTINUE -D ..... discon
DISEMBARK -ED ..... disemb
DISHONORABLE DISCHARGE ..... DD
DISLOCATION ALLOWANCE ..... DLA
DISPENSARY ..... Disp
DISSEMINATE ..... disem
DISTRIBUTION ..... distr
DISTRICT ..... Dist
DISTRICT MARINE OFFICER ..... DMarO
DITTO (Duplicate as before) ..... do
DIVISION ..... Div
DOCUMENT ..... docu
DRILL ..... dr
DRILL INSTRUCTOR ..... DI
DUPLICATE ..... dupe
DURING ..... dur
DUTY ..... du
DUTY CONNECTION ..... DuCon
DUTY UNDER INSTRUCTION ..... duins

EACH ..... Ea
ECHELON ..... ech
ECONOMY ..... Econ
EDUCATION ..... Educ
EDUCATIONAL EQUIVALENCY TEST ..... EET
EFFECT -ED -IVE ..... eff
EFFECTIVE DATE ..... ED
ELECTRIC -AL -ITY - ELECTRONIC ..... elec

ELIGIBLE -ILITY ..... Elig
EMBARK -ED -ATION ..... emb
EMERGENCY ..... emerg
ENCLOSURE ..... encl
ENDORSEMENT ..... End
ENEMY ..... en
ENGINE ..... Eng
ENGINEER ..... Engr
ENLIST -ED -MENT ..... enl
ENLISTED MAN OR MEN ..... EM
ENLISTED VOLUNTEER RESERVE ..... EnlVolRes
ENLISTMENT EXTENDED ..... EnlExt
EN ROUTE ..... enr
ENSIGN ..... Ens
ENTITLE -D -MENT - ENTITLING ..... Entl
EQUIPMENT ..... equip
EQUIPPED ..... eqpd
EQUIVALENT INSTRUCTION OR DUTY ..... EIOD
ESTABLISH ..... estab
ESTIMATE -D ..... est
ESTIMATED DATE OF ARRIVAL ..... EDA
ESTIMATED DATE OF DEPARTURE ..... EDD
ESTIMATED TIME OF ARRIVAL ..... ETA
ESTIMATED TIME OF DEPARTURE ..... ETD
ESTIMATED TIME OF RETURN ..... ETR
EVACUATED - EVACUATION ..... evac
EVALUATE ..... Eval
EXAMINATION - EXAMINED ..... exam
EXCELLENT ..... exc
EXCHANGE ..... exch
EXCLUSIVE ..... excl
EXECUTIVE OFFICE OF THE SECRETARY OF THE NAVY ..... EXOS
EXECUTIVE OFFICER ..... ExecO
EXERCISE ..... ex
EXPEND -ABLE -ED -ITURE - EXPENSE ..... exp
EXPERIENCE ..... Exper
EXPIRATION OF ACTIVE SERVICE ..... EAS
EXPIRATION OF ENLISTMENT ..... EofE
EXPIRATION OF EXTENDED ENLISTMENT ..... EofEE
EXPIRATION OF INDUCTION ..... EofI
EXPIRATION OF OBLIGATED SERVICE ..... EOS
EXPLOSIVE ..... expl
EXPLOSIVE ORDNANCE DISPOSAL ..... EOD
EXTENDED ACTIVE DUTY ..... EAD
EXTENSION - EXTENDED ..... ext
EXTENSION OF ENLISTMENT ..... extenl

FAMILY ..... fam
FAMILY ALLOWANCE ..... FA
FATHER ..... F
FAVORABLE ..... Fav
FEDERAL BUREAU OF INVESTIGATION ..... FBI
FIELD ..... fld
FIELD ARTILLERY SCHOOL ..... FAS

FIELD BULLETIN ..... FB
FIELD EXERCISE ..... FEX
FIELD MANUAL ..... FM
FIELD MUSIC SCHOOL ..... FMS
FILM STRIP ..... FlmStp
FINAL SETTLEMENT ..... FS
FIRST AVAILABLE AIR TRANSPORTATION ..... FAIRTRANS
FIRST AVAILABLE GOVERNMENT AIR TRANSPORTATION ..... FAGAIRTRANS
FIRST AVAILABLE GOVERNMENT TRANSPORTATION .. FAGTRANS
FIRST LIEUTENANT 1stLt
FIRST SERGEANT 1stSgt
FISCAL YEAR ..... FY
FLEET MARINE CORPS RESERVE ..... FMCR
FLEET MARINE FORCE ATLANTIC ..... FMFLant
FLEET MARINE FORCE PACIFIC ..... FMFPac
FLEET MARINE FORCES ..... FMF
FLEET POST OFFICE ..... FPO
FLIGHT ..... flt
FLIGHT ORDERS ..... FltO
FLIGHT PAY ..... FltPay
FOLLOW -S -ING ..... Fol
FOLLOWING NAMED OFFICERS ..... FNO
FORCE -S ..... For
FOREIGN DUTY ..... FORDU
FOR ACTION ..... ForAc
FOR FURTHER ASSIGNMENT ..... FFA
FOR FURTHER TRANSFER ..... FFT
FORWARD ..... fwd
FORWARD ECHELON ..... FwdEch
FORWARD OBSERVER -S ..... FO
FRAGMENTATION WOUND ..... FragWd
FRAUDULENT ENLISTMENT ..... frdenl
FREQUENCY MODULATION ..... FM
FROM ..... fr
FUNCTIONAL ACCOUNT NUMBER ..... FAN
FURNISH -ED ..... furn
FUTURE MONITORED COMMAND CODE ..... FMCC

GENERAL ..... Gen
GENERAL CLASSIFICATION TEST ..... GCT
GENERAL COURT-MARTIAL ..... GCM
GENERAL COURT-MARTIAL ORDER ..... GCMO
GENERAL COURT-MARTIAL PRISONER ..... GCMP
GENERAL EDUCATIONAL DEVELOPMENT TEST ..... GEDT
GENERAL MILITARY SUBJECTS TEST ..... GMST
GOVERNMENT ..... Govt
GRADUATE ..... grad
GRAVES REGISTRATION ..... GrReg
GROUND ..... Gnd
GROUND CONTROL APPROACH ..... GCA
GROUND CONTROL INTERCEPT SQUADRON ..... GCIS
GROUP ..... Gru
GUARD ..... Gd
GUIDED MISSILE ..... GM

GUILTY ..... G
GUNNER ..... gnr
GUNNERY SERGEANT ..... GySgt
GUNSHOT WOUND ..... GSW

HANDLING ..... hdlg
HEADQUARTERS ..... Hq
HEADQUARTERS AND HEADQUARTERS SQUADRON ..... H&HSqdn
HEADQUARTERS AND SERVICE ..... H&S
HEADQUARTERS MARINE CORPS ..... HQMC
HEALTH RECORD(s) ..... HR
HEAVY ..... hvy
HEAVY ARTILLERY ..... HvyArty
HELICOPTER ..... Hcptr
HIGH EXPLOSIVE ..... HE
HIGH SCHOOL ..... HS
HOME ADDRESS ..... HA
HOME OF RECORD ..... HOR
HONORABLE ..... hon
HONORABLE DISCHARGE ..... HonDis
HONORABLY RETIRED ..... HonRetd
HOSPITAL ..... hosp
HOSPITAL APPRENTICE -E-2 ..... HA
HOSPITALMAN -E-3 ..... HN
HOSPITAL MAN CHIEF -E-7 ..... HMC
HOSPITAL MAN FIRST -E-6 ..... HM1
HOSPITAL MAN SECOND -E-5 ..... HM2
HOSPITAL MAN THIRD -E-4 ..... HM3
HOSPITAL RECRUIT -E-1 ..... HR
HOUSEHOLD EFFECTS ..... HHE
HOUSEHOLD GOODS ..... HHG
HOWITZER ..... How
HUMANITARIAN REASONS ..... HUMS

IDENTIFICATION ..... ID
IMMEDIATE -LY ..... immed
IMMEDIATE SUPERIOR IN COMMAND ..... ISinC
IN ACCORDANCE WITH ..... IAW
INACTIVE ..... inact
INCAPACITATED ..... INCAP
INCLUDE - INCLUDING - INCLUSIVE ..... incl
INCOMPETENCE -ENT ..... incomp
INDEFINITE ..... indef
INDICATE -S -D - INDICATING ..... Indc
INDIVIDUAL ..... indiv
INDIVIDUAL RECORD CARD ..... IRC
INDUCTION ..... ind
INFANTRY ..... inf
INFANTRY TRAINING REGIMENT ..... ITR
INFLAMMABLE ..... infl
INFORMATION ..... info
INFORMATION SERVICE OFFICER ..... ISO
IN HANDS OF CIVIL AUTHORITIES ..... IHCA

INITIAL CIVILIAN CASH CLOTHING ALLOWANCE ..... ICCCA
INITIAL CLOTHING MONETARY ALLOWANCE ..... ICMA
INITIAL ENTRY - LEAVE ..... IE
INJURIES OR ILLNESSES FROM OTHER CAUSES ..... IOC
INJURIES OR ILLNESSES SELF-INFLICTED (Intentionally) ..... ISI
INSPECT - INSPECTOR ..... *Ins Insp
INSPECTOR GENERAL MARINE CORPS ..... InsGenMC
INSPECTOR-INSTRUCTOR ..... I-I
INSTRUCTION ..... instn
INSTRUCTOR ..... instr
INTELLIGENCE ..... intel
INTERMEDIATE COMMAND IC
INTERNED ..... ITD
INTERPRETER ..... intpr
INVESTIGATION ..... Inves
INVOLUNTARY -TARILY ..... invol
INVOLVING ..... inv
ITINERANT RECRUITING DUTY ..... IRD

JOINED ..... jd
JOINED ASSIGNED ..... jdasg
JOINED BY ENLISTMENT ..... jdenl
JOINED BY INDUCTION ..... jdind
JOINED BY REENLISTMENT ..... jdreenl
JOINED FROM ..... jdfr
JOINT CHIEFS OF STAFF ..... JCS
JOINT TRAVEL REGULATIONS ..... JTR
JUDGE ADVOCATE ..... JA
JUDGE ADVOCATE GENERAL ..... JAG
JUNIOR ..... Jr/jr
JURISDICTION ..... juris

KILLED IN ACTION ..... KIA
KOREAN VETERAN ..... KVet

LANCE CORPORAL ..... LCpl
LANDING EXERCISE ..... LEX
LANDING FORCE TRAINING COMMAND ..... LFTC
LANDING SIGNAL OFFICER ..... LSO
LANDING SUPPORT COMPANY ..... LanSptCo
LANGUAGE ..... lang
LANGUAGE PROFICIENCY TEST ..... LPT
LEADER ..... ldr
LEAVE lv
LEGITIMATE CHILD LC
LETTER ..... ltr
LIAISON ..... ln
LIEUTENANT ..... Lt
LIEUTENANT COLONEL ..... LtCol
LIEUTENANT COMMANDER ..... LCdr

LIEUTENANT GENERAL ..... LtGen
LIGHT ANTIAIRCRAFT ..... LAA
LIGHT ARTILLERY ..... LArty
LIGHT SUPPORT COMPANY ..... LSptCo
LIMITED ..... ltd
LIMITED DUTY OFFICER ..... LDO
LOCATION ..... Loc
LOCATION TOUR DATE ..... LTD
LOGISTIC ..... log
LOSE PAY - LOSS OF PAY ..... Lp

MACHINE GUN ..... MG
MAINTENANCE ..... maint
MAJOR ..... Maj
MAJOR GENERAL ..... MajGen
MANAGEMENT ..... Mgt
MANAGER ..... Mgr
MANEUVERS ..... Mane
MANUAL FOR CLUBS, MESSES AND MISCELLANEOUS NONAPPROPRIATED FUND ACTIVITIES ..... MCLUBSMESSMAN
MANUAL FOR COURTS-MARTIAL, 1951 ..... MCM1951
MARINE ..... Mar
MARINE AIRBASE SQUADRON ..... MABS
MARINE AIR CONTROL GROUP ..... MACG
MARINE AIR CONTROL SQUADRON ..... MACS
MARINE AIRCRAFT REPAIR SQUADRON ..... MARS
MARINE AIR RESERVE TRAINING COMMAND ..... MARTC
MARINE AIR RESERVE TRAINING DETACHMENT ..... MARTD
MARINE AIRCRAFT GROUP ..... MAG
MARINE AIRCRAFT WING ..... MAW
MARINE AIRCRAFT MAINTENANCE SQDN ..... MAMRON
MARINE AIR SUPPORT SQUADRON ..... MASS
MARINE ALL WEATHER FIGHTER TRAINING SQUADRON ..... VMFT(AW)
MARINE ATTACK SQUADRON ..... VMA
MARINE ATTACK TRAINING SQUADRON ..... VMAT
MARINE AVIATION CADET ..... MARCAD
MARINE AVIATION DETACHMENT ..... MAD
MARINE BARRACKS ..... MB
MARINE BRIGADE ..... MarBrig
MARINE COMPOSITE SQUADRON ..... VMC
MARINE CORPS ..... USMC
MARINE CORPS AIR BASE -S ..... MCAB
MARINE CORPS AIR FACILITY ..... MCAF
MARINE CORPS AIR STATION ..... MCAS
MARINE CORPS AUXILIARY AIR FACILITY ..... MCAAF
MARINE CORPS AUXILIARY AIR STATION ..... MCAAS
MARINE CORPS BASE ..... MCB
MARINE CORPS BULLETIN ..... MCBul
MARINE CORPS DISBURSING OFFICE ..... MCDisbOff
MARINE CORPS DISTRICT ..... MCD
MARINE CORPS EDUCATION AND LIBRARY MANUAL ..... MARCOREDLIBMAN
MARINE CORPS EQUIPMENT BOARD ..... MCEB
MARINE CORPS EXCHANGE ..... MCX
MARINE CORPS EXCHANGE MANUAL ..... MCXM

MARINE CORPS INSTITUTE ..... MCI
MARINE CORPS MANUAL ..... MARCORMAN
MARINE CORPS ORDER ..... MCO
%MARINE CORPS PERSONNEL MANUAL ..... MARCORPERSMAN
#MARINE CORPS PERSONNEL MANUAL ..... MCPM
MARINE CORPS POSTAL CLERK ..... PC
MARINE CORPS RECRUIT DEPOT ..... MCRDep
MARINE CORPS RESERVE ..... MCR
MARINE CORPS RESERVE TRAINING CENTER ..... MCRTC
MARINE CORPS SCHOOLS ..... MCS
MARINE CORPS SPECIAL ORDERS ..... MCSO
MARINE CORPS SPECIAL SERVICES MANUAL ..... MCSPLSERVMAN
MARINE CORPS SUPPLY ACTIVITY ..... MARCORSupActy
MARINE CORPS SUPPLY CENTER ..... MCSC
MARINE CORPS TECHNICAL BULLETIN ..... MCTB
MARINE CORPS UNIFORM REGULATIONS ..... MCUR
MARINE DETACHMENT ..... MD
MARINE DIVISION ..... MarDiv
MARINE FIGHTER SQUADRON ..... VMF
MARINE FIGHTER TRAINING SQUADRON ..... VMFT
MARINE GARRISON FORCE -S ..... MGF
MARINE GROUND CONTROL INTERCEPT SQUADRON ... MGCIS
MARINE HELICOPTER TRANSPORT GROUP ..... MAG-HR
MARINE HELICOPTER TRANSPORT SQUADRON ..... HMR
MARINE INSTRUMENT TRAINING SQUADRON ..... VMIT
MARINE OBSERVATION SQUADRON ..... VMO
MARINE PHOTOGRAPHIC SQUADRON ..... VMJ
MARINE SIGNAL DETACHMENT ..... MSD
MARINE TRAINING AND REPLACEMENT COMMAND .... MT&RC
MARINE TRAINING SQUADRON ..... VMT
MARINE TRANSPORT SQUADRON ..... VMR
MARINE WING SERVICE GROUP ..... MWSG
MARK ..... mk
MARKSMANSHIP ..... Mkship
MASTER GUNNERY SERGEANT ..... MGySgt
MASTER SERGEANT ..... MSgt
MATERIAL ..... mat
MATERIAL ALLOWANCE LIST ..... MAL
MAXIMUM ..... Max
MECHANICAL APTITUDE TEST ..... MAT
MECHANIC - MECHANICAL ..... mech
MEDICAL ..... Med
MEDICAL OFFICER ..... MO
MEDICAL SURVEY ..... MS
MEDIUM SUPPORT COMPANY ..... MSptCo
MEMBER ..... mbr
MEMBER OF A COMBAT UNIT ENTITLED TO COMBAT PAY ..... MBRCU
MEMORANDUM ..... memo
MESSAGE ..... msg
MESSAGE CENTER ..... MsgCen
MESSENGER ..... msgr
MESSMAN - MESSMEN ..... msm
MILITARY ..... mil
MILITARY AIRLIFT COMMAND ..... MAC
MILITARY OCCUPATIONAL SPECIALTY ..... MOS
MILITARY POLICE ..... MP

MILITARY SEA TRANSPORTATION SERVICE ..... MSTS
MISCELLANEOUS ..... misc
MISCONDUCT ..... miscon
MISSING ..... MIS
MISSING IN ACTION ..... MIA
MISSING MOVEMENT ..... MisMov
MITIGATE -D ..... mit
MOBILIZE - MOBILIZATION ..... mob
MODIFY -ING - MODIFIED - MODIFICATION ..... Mod
MONETARY ALLOWANCE IN LIEU OF QUARTERS ..... MAQ
MONITORED COMMAND CODE ..... MCC
MONTHLY MONETARY LIMITATION ..... MonLmt
MONTHLY PERSONNEL ROSTER ..... MPR
MORTAR ..... mort
MOTHER ..... M
MOTOR TRANSPORT -ATION ..... MT
MUSTERING OUT PAY ..... MOP

NAME, GRADE, AND SERVICE NUMBER ..... NAGRANO
NATIONAL ..... Natl
NATIONAL AGENCY CHECK ..... NAC
NATIONAL SERVICE LIFE INSURANCE ..... NSLI
NATIONAL WAR COLLEGE ..... NWC
NAVAL ADMINISTRATIVE UNIT ..... NavAdminU
NAVAL AIR FACILITY - NAVAL AIRCRAFT FACTORY .. NAF
NAVAL AIR MISSILE TEST CENTER ..... NAMTC
NAVAL AIR RESERVE TRAINING UNIT ..... NARTU
NAVAL AIR STATION ..... NAS
NAVAL AIR TECHNICAL TRAINING CENTER ..... NATTC
NAVAL AIR TRAINING BASE ..... NATB
NAVAL AMMUNITION DEPOT ..... NAD
NAVAL AVIATION CADET ..... NAVCAD
NAVAL AVIATION OBSERVER -AEROLOGY ..... NAOA
NAVAL AVIATION OBSERVER -NAVIGATION ..... NAON
NAVAL AVIATION OBSERVER -RADAR ..... NAOR
NAVAL AVIATION OBSERVER -TACTICAL ..... NAOT
NAVAL AVIATION ORDNANCE TESTING STATION ..... NAOTS
NAVAL AVIATION PILOTS -ENLISTED ..... NAP
NAVAL AVIATOR -OFFICER ..... NA
NAVAL BASE ..... NB
NAVAL CONSTRUCTION BATTALION ..... NCB
NAVAL DISTRICT ..... NavDis
NAVAL FLIGHT OFFICER ..... NFO
NAVAL GUNFIRE ..... NGF
NAVAL GUNFIRE LIAISON OFFICER ..... NGFLO
NAVAL HOSPITAL ..... USNH
NAVAL MAGAZINE ..... NM
NAVAL - NAVY ..... Nav
NAVAL OPERATING BASE ..... NOB
NAVAL ORDNANCE PLANT ..... NOP
NAVAL ORDNANCE TEST STATION ..... NOTS
NAVAL PROPELLANT PLANT ..... NPP
NAVAL PROVING GROUND ..... NPG
NAVAL RESERVE OFFICERS TRAINING CORPS ..... NROTC
NAVAL RETRAINING COMMAND ..... NRC

NAVAL SHIPYARD ..... NSyd
NAVAL STATION ..... NS
NAVAL SUPPLY DEPOT ..... NSD
NAVAL TRAINING CENTER ..... NTC
NAVAL VESSEL ..... USS
NAVAL WEAPONS PLANT ..... NWP
NAVAL WEAPONS STATION ..... NWS
NAVY AND MARINE CORPS RESERVE TRAINING
CENTER ..... NAVMCRTC
NAVY DEPARTMENT ..... ND
NAVY DEPARTMENT GENERAL ORDER ..... NDGO
NAVY REGULATIONS ..... NavRegs
NECESSARY ..... Nec
NEGATIVE ..... negat
NEXT INFERIOR RANK ..... NIR
NOMINATE -ION ..... nom
NONBATTLE CASUALTY ..... NBC
NONCOMMISSIONED OFFICER ..... NCO
NONCOMMISSIONED OFFICER IN CHARGE ..... NCOinC
NOT APPLICABLE ..... N/A
NOT EARLIER THAN ..... NET
NOT GUILTY ..... NG
NOT LATER THAN ..... NLT
NOT TO, NOR NEEDED, BY ALL ..... NOTAL
NO TIME LOST ..... NTL
NO TRAVEL INVOLVED ..... NTI
NOT RECOMMENDED FOR REENLISTMENT ..... NRR
NUMBER ..... No

OBJECT -ION -IVE ..... obj
OBJECT CLASS ..... OC
OBLIGATED - OBLIGATOR - OBLIGATION ..... obl
OCCUPATIONAL FIELD ..... OF
OFFICE OF NAVAL INTELLIGENCE ..... ONI
OFFICE -R ..... off
OFFICER ..... *O
OFFICER CANDIDATE ..... OCan
OFFICER CANDIDATE CLASS ..... OCC
OFFICER IN CHARGE ..... OinC
OFFICER OF THE DAY ..... OD
OFFICER QUALIFICATION RECORD ..... OQR
OFFICER SELECTION OFFICER ..... OSO
OFFICIAL ..... Ofl
ON THE JOB TRAINING ..... OJT
OPERATION -S ..... Op
OPERATIONS ORDER ..... OperO
OPERATIONS PLAN ..... Oplan
OPERATOR - OPERATE ..... Opr
ORDER ..... *O
ORDERED TO ACTIVE DUTY ..... OAD
ORDNANCE ..... Ord
ORGANIZATION ..... org
ORGANIZED MARINE CORPS RESERVE ..... USMCR -(O)-
ORGANIZED MARINE CORPS RESERVE - AVIATION ..... USMCR -(AO)-
ORIGINAL ..... orig
OVERHAUL AND REPAIR SQUADRON ..... ORSqdn

OVERSEAS..... o/s
OVERSEAS REPLACEMENT..... OSRepl

PACIFIC..... Pac
PACKAGE..... Pkg
PAID..... pd
PARACHUTE - PARACHUTIST..... prcht
PARAGRAPH..... par
PARENTHESIS..... paren
PASSENGER..... PAX
PATIENT..... pnt
PAY AND ALLOWANCES..... PandL
PAY ENTRY BASE DATE..... PEBD
PAY RECORD(s)..... PaRec
PAY RECORD(s) AND HEALTH RECORD(s)..... PaHel
PAYMENT..... Pmt
PERFORM -ED..... perf
PERIOD..... prd
PERMANENT..... perm
PERMANENT CHANGE OF STATION..... PCS
PERMISSION GRANTED..... PerGra
PERSONAL EFFECTS..... PerEf
PERSONNEL..... pers
PERSONNEL ACCOUNTING CODES MANUAL..... PersAcctCodesMan
PERSONNEL ACCOUNTING SYSTEM..... PAS
PERSONNEL ALLOCATION PLAN..... PAP
PERSONNEL CLASSIFICATION..... PersClas
PERSONNEL DEPARTMENT..... PD
PERSONNEL RECORD AUDIT/CODING FORM..... PRAC
PERSONNEL REQUIREMENTS CRITERIA MANUAL..... PRCM
PERSONNEL SECURITY CLEARANCE INVESTIGATION.. PSCI
PERTAIN - PERTINENT..... Pert
PHOTOGRAPH -OR -IC..... photo
PHYSICAL..... phys
PISTOL-REVOLVER EXPERT..... PE
PISTOL-REVOLVER MARKSMAN..... PMM
PISTOL-REVOLVER SHARPSHOOTER..... PSS
PISTOL-REVOLVER UNQUALIFIED..... PUQ
PLATOON..... Plat
PLATOON LEADER..... PlLdr
PLATOON LEADERS CLASS..... PLC
PLATOON LEADERS CLASS (AVIATION)..... PLC(A)
PLATOON LEADERS CLASS (LAW)..... PLC(L)
POINT..... Pt
PORT OF DEBARKATION..... POD
PORT OF EMBARKATION..... POE
POST OFFICE..... PO
POST SUPPLY OFFICER..... PSO
PRACTICE..... prac
PRELIMINARY..... Prelim
PREPARE - PREPARATION - PREPARATORY..... Prep
PREVIOUS..... prev
PRIMARY..... pri
PRISONER AT LARGE..... PAL
PRISONER OF WAR..... POW

PRIVATE ..... Pvt
PRIVATE FIRST CLASS ..... PFC
PROBATION -ARY ..... prob
PROCEED ..... pro
PROCESSING ..... Proc
PROFICIENCY PAY ..... ProPay
PROGRAM ..... prog
PROJECT -ED ..... Proj
PROMOTE -D - PROMOTION ..... prom
PROPERTY ..... prop
PROSPECTIVE COMMANDING OFFICER ..... PCO
PROVISIONAL ..... prov
PROVISIONAL - PROVISIONS ..... Prov
PROVOST MARSHAL ..... PM
PUBLICATION -S ..... pub(s)
PUBLIC PROPERTY ..... PP
PURIFICATION ..... purif
PURSUANT ..... pur
PURSUANT TO SENTENCE -OF COURT ..... PurSent

QUALIFICATION - QUALIFIED - QUALIFY ..... qual
QUARTERMASTER ..... QM
QUARTERMASTER GENERAL OF THE MARINE CORPS .. QMGMC
QUARTER ..... qtr
QUARTERS ..... QTRS
QUOTA SERIAL NUMBER(s) ..... QSN

RADAR ..... rdr
RADIO ..... rad
RADIO AND PANEL SECTION ..... R&PSec
RADIO INTELLIGENCE PLATOON ..... RadIntelPlat
RADIO OPERATOR ..... RadOpr
RAILROAD ..... RR
RANK ..... rk
RATION ..... rat
RATIONS ..... Rats
REAPPOINT ..... Reappt
REAR ECHELON ..... RearEch
REASSIGN ..... Reasg
RECAPITULATION ..... recap
RECEIVED ..... recd
RECEIVING STATION ..... RecSta
RECLAMATION ..... recl
RECOMMEND -ATION -ED ..... recom
RECOMMENDED FOR REENLISTMENT ..... RR
RECONNAISSANCE ..... recon
RECORD ..... rec
RECRUIT DEPOT ..... MCRDep
RECRUITING ..... Rctg
RECRUITING OFFICER ..... RO
RECRUITING STATION -SUBSTATION ..... USMC-RS-RSS
REDISTRIBUTION ..... redistr
REDUCE -D ..... red

REENLIST -ED -MENT	reenl
REFER -ENCE	ref
REGIMENT	Regt
REGULAR	reg
REGULATIONS	regs
REHABILITATION	rehab
REINFORCED	Rein
RELIEVE -D RELIEF - RELEASE	rel
REMIT -TED	rem
REPAIR	rep
REPLACE -MENT	Repl
REPORT -ED	rpt
REPORTING UNIT	RU
REPRODUCTION	repro
REQUALIFIED -REQUALIFY	requal
REQUEST	req
REQUIRE -MENT -S	Rqr
REQUISITION	rqn
RESERVE	Res
RESERVE AND RECRUITMENT DISTRICT	MCRRD
RESIGNATION	Resig
RESIGNED	resgd
RESPONSIBLE	resp
RETAIN -ED	ret
RETAINED IN THE SERVICE	retserv
RETIRED - RETIREMENT	retd
RETROACTIVE	retro
RETURN	ret
RETURNED TO MILITARY CONTROL	RMC
REVOKE -D - REVOCATION	Revo
RIFLE AND PISTOL TEAM	r&pt
RIFLE EXPERT	RE
RIFLE MARKSMAN	RMM
RIFLE RANGE	RR
RIFLE SHARPSHOOTER	RSS
RIFLE UNQUALIFIED	RUQ
RIFLE - WEAPON	rfl
RIGHT	rt
ROCKET	rkt
ROCKET LAUNCHER	RL
ROTATION	Rot
ROTATION TOUR DATE	RTD

SALVAGE	salv
SAN DIEGO AREA	SDA
SATISFACTORY	sat
SCHEDULE	sked
SCHOOL	scol
SEA DUTY	SEADU
SEAMAN -E-3	SN
SEAMAN APPRENTICE -E-2	SA
SEAMAN RECRUIT -E-1	SR
SEA SCHOOL	SeaScol
SECOND LIEUTENANT	2ndLt
SECRETARY OF THE NAVY	SecNav

SECTION	Sec
SECURITY	Scty
SELECTION BOARD	SelBd
SELECTIVE SERVICE	SS
SENIOR	sr
SENIOR OFFICER PRESENT	SOPres
SENTENCE	sent
SENTENCED TO BE CONFINED	sentconf
SENTENCED TO LOSE PAY	SentLP
SEPARATE - SEPARATION	sep
SERGEANT	Sgt
SERGEANT MAJOR	SgtMaj
SERIAL	ser
SERIOUS	SRS
SERVE - SERVING	serv
SERVICE	serv
SERVICE NUMBER	SN
SERVICE RECORD BOOK	SRB
SERVICE RECORDS	SR
SERVICE SCHOOL	SvcScol
SETTLEMENT - SETTLED	sett
SHIP IMMEDIATELY	ShipIm
SHIPMENT - SHIPPING	Ship
SHIPPING	ship
SHORE FIRE CONTROL PARTY	SFCP
SHORE PATROL - SHORE PARTY	SP
SICK MISCONDUCT	SKMC
SICK - SICK IN	sk
SIGNAL	Sig
SIGNAL OPERATION INSTRUCTIONS	SOI
SIGNED	/s/
SMALL ARMS TARGET PRACTICE	SATP
SOCIAL SECURITY NUMBER	SSNo
SPECIAL COURT-MARTIAL	SPCM
SPECIAL DUTY	Spldu
SPECIAL MONEY REQUISITION	SMR
SPECIAL ORDER -S	SO
SPECIAL -IST	spl
SPECIAL SERVICES	SplSvc
SPECIALTY	Splty
SPECIFY - SPECIFICATION	spec
SPEEDLETTER	Spdltr
SQUAD	Sqd
SQUADRON	Sqdn
STAFF SERGEANT	SSgt
STANDARD FORM	SF
STANDARD MAINTENANCE ALLOWANCE	SMA
STANDARD NOMENCLATURE LIST	SNL
STANDING OPERATION PROCEDURE	SOP
STATION	Sta
STATION MAINTENANCE SQUADRON	SMS
STATION OPERATION AND ENGINEERING SQUADRON	SOES
STENOGRAPHER	Steno
STEPCHILD	SC
STRAGGLER	strag
STREET	St
STRENGTH	str

STUDENT ..... stud
STUDENT NAVAL FLIGHT OFFICER ..... SNFO
SUBJECT ..... subj
SUBMACHINE GUN ..... SMG
SUBMACHINE GUN EXPERT ..... SMGE
SUBMACHINE GUN SHARPSHOOTER ..... SMGSS
SUBMACHINE GUN UNQUALIFIED ..... SMGUQ
SUBMIT -TED ..... sub
SUBSEQUENT ..... Subq
SUBSISTENCE ..... Subs
SUBSTITUTE -D - SUBSTITUTION ..... Subt
SUB UNIT ..... SU
SUFFICIENT ..... Suf
SUMMARY COURT-MARTIAL ..... SCM
SUPERINTEND -ENT ..... Supt
SUPERIOR PERFORMANCE ..... SP
SUPPLY ..... sup
SUPPLY DEPARTMENT ..... SD
SUPPLY DEPARTMENT CIRCULAR ..... SDC
SUPPORT ..... spt
SURRENDER ..... surr
SURVEY ..... surv
SUSPECT - SUSPICION ..... susp
SWITCHBOARD ..... swbd
SYSTEM ..... Sys

TABLE OF ALLOWANCES ..... T/A
TABLES OF EQUIPMENT ..... T/E
TABLES OF ORGANIZATION ..... T/O
TANK ..... tk
TECHNICAL BULLETIN ..... TB
TECHNICAL MANUAL ..... TM
TECHNICAL - TECHNICIAN ..... Tech
TELEPHONE ..... Tp
TELEPHONE CONVERSATION ..... FoneCon
TELEVISION ..... tv
TEMPORARILY ATTACHED ..... tempatt
TEMPORARY ..... temp
TEMPORARY ADDITIONAL DUTY ..... TAD
TEMPORARY DUTY ..... TEM
TERMINATE -D ..... term
THE BASIC SCHOOL ..... TBS
TIME LOST ..... TL
TOP SECRET ..... TopSec
TOTAL DETENTION OF PAY ..... TDP
TOTAL LOSS OF PAY ..... TLP
TRACKED VEHICLE SCHOOL BATTALION ..... TvsBn
TRAINING ..... trng
TRAINING CENTER ..... TC
TRAINING DUTY ..... Trdu
TRAINING FILM ..... TF
TRANSFER -RED ..... tr
TRANSIENT FACILITY ..... TFAC
TRANSMIT ..... XMIT
TRANSPORT ..... trans

TRAVEL ..... Tvl
TREATMENT ..... Trmt
TRIAL ..... tl
TROOPS ..... Trps

UNAUTHORIZED ..... unauth
UNAUTHORIZED ABSENCE - ABSENT OVER LEAVE .... UA(AOL)
UNAUTHORIZED ABSENCE - ABSENT WITHOUT LEAVE. UA(AWOL)
UNAVOIDABLE ..... Unavd
UNDESIRABLE DISCHARGE ..... UnDis
UNFITNESS ..... unfit
UNIFORM CODE OF MILITARY JUSTICE ..... UCMJ
UNIFORM -ITY ..... unif
UNIT DIARY ..... UD
UNITED STATES ARMED FORCES INSTITUTE ..... USAFI
UNIT OF FIRE ..... u/f
UNIVERSITY ..... Univ
UNKNOWN ..... UNK
UNQUALIFIED ..... UQ
UNSATISFACTORY ..... unsat
UNSUITABILITY ..... unsuit
UNUSED LEAVE ..... UL
U S AIR FORCE ..... USAF
U S ARMY ..... USA
U S ARMY HOSPITAL ..... USAH
U S COAST GUARD ..... USCG
U S FLEET ACTIVITIES ..... FleAct
U S MARINE CORPS ..... USMC
U S MARINE CORPS RESERVE ..... USMCR
U S MARINE CORPS SELECTIVE SERVICE SELECTEE .. USMC SS
U S MARINE CORPS SELECTIVE SERVICE VOLUNTEER . USMC SS V
U S NAVAL ACADEMY ..... USNA
U S NAVAL ACTIVITIES ..... NavAct
U S NAVAL ATTACHE ..... ALUSNA
U S NAVAL HOSPITAL ..... USNH
U S NAVAL MOBILE HOSPITAL ..... USNHMH
U S NAVAL TELETYPEWRITER EXCHANGE ..... NTX
U S NAVAL VESSEL ..... USS
U S NAVY ..... USN

VARIABLE REENLISTMENT BONUS ..... VRB
VARIABLE REENLISTMENT BONUS INSTALLMENTS .... VRBI
VARIABLE REENLISTMENT BONUS MULTIPLE ..... VRBM
VARIABLE TIME - PROXIMITY FUSE ..... VT
VEHICLE - VEHICULAR ..... veh
VENEREAL DISEASE ..... VD
VERIFY ..... ver
VERY GOOD ..... VG
VIOLATION ..... viol
VISUAL ..... vis
VOLUME ..... vol
VOLUNTEER V
VOLUNTEER MARINE CORPS RESERVE ..... USMCR (V)

VOLUNTEER MARINE CORPS RESERVE-AVIATION ..... USMCR (AV)
VOLUNTEER TRAINING UNIT ..... VTU
VOUCHER ..... vou

WAIVED ..... wvd
WAREHOUSE ..... whs
WARRANT ..... wrnt
WARRANT OFFICER ..... WO
WEAPON ..... Wpn
WEIGHT ..... wt
WELL AND ON DUTY ..... WOD
WHEN DIRECTED ..... WD
WHITE PHOSPHOROUS ..... WP
WIFE ..... W
WING ..... Wg
WITH ..... w/-
WITHOUT ..... w/o
WOMAN MARINE ..... WM
WOMEN OFFICER CANDIDATE COURSE ..... WOCC
WOMENS RESERVE ..... WR
WOUNDED IN ACTION ..... WIA
WOUNDED IN ACTION - NOT EVACUATED ..... WIANE

NOTES:
*Are for compound abbreviations only and may not be used alone.
%Will be used in all types of administrative procedures except personnel records and forms.
#Will be used only in completion of personnel records and forms.

b. Phrases, sentences, or groups of sentences, frequently used in Marine Corps Special Orders

	PHRASE EQUIVALENT	MEANING
***	ACDIFOT	Active duty in a flying status involving operational or training flights
***	ACDIFOTINS	Active duty under instruction in a flying status involving operational or training flights
	ACDU	Active duty
	ADCON	Advise all concerned
	ADDIFOT	Additional duty in a flying status involving operational or training flights
	ADDU	Additional duty
	ADLVADDR	You are directed to keep the Commandant of the Marine Corps advised of an address at which you can be reached by telegram at all times while in a proceed, travel, or leave status
	ADMSG	Please advise by message
	ADSPDLTR	Please advise by speedletter
	ADTAKE	Please advise action taken
	APPT	Appointment
	ARPROREP	Upon arrival further proceed and report (to)
	ARREP	Upon arrival report (to)_____
	ARREPCOVES	Upon arrival report to commanding officer of that vessel for duty
	AUTHDELREP	With authority to delay in reporting until ____(date)____
	AUTHPROBOUT	Authorized to proceed on or about ___(date)_
	BAGAIR	While traveling via air outside the United States (number of pounds indicated) baggage to accompany is authorized.
	CARBAGAIR	While traveling via air outside United States, 65 pounds baggage to accompany is authorized, and an additional (number of pounds indicated) baggage is authorized as air cargo for shipment under the same class of priority
	CARBASO	Carry out unexecuted portion basic orders

PHRASE EQUIVALENT	MEANING
CIPAP	Authority is granted to make such changes in above itinerary and to proceed to such additional places as may be necessary for accomplishment of this mission
COMPL	Upon completion thereof
COMPRET	Upon completion thereof return to duty station and resume regular duties
COMPTEM	Upon completion of temporary duty
COMPTEMINS	Upon completion of temporary duty under instruction
DATEDSG	On such date as the Commanding General, Commanding Officer or other competent authority may designate
DELREP	Authorized to delay (number of days indicated) provided no excess leave involved, in reporting in compliance with these orders such delay to count as leave. Keep old and new station advised address
DELREPANY	Authorized to delay (number of days indicated), provided no excess leave involved, any or all of which may be taken prior to or after reporting temporary duty station(s), such delay to count as leave. No additional cost to government involved. Keep old and new station advised address
DELREPARUS	Authorized to delay (number of days indicated or until date indicated), provided no excess leave involved, in reporting in compliance with these orders, such delay to count as leave, any portion of which may be taken prior to or after arrival in the U.S.
DELURN	Authorized to delay (number of days indicated or until date indicated) in returning to duty station, such delay to count as leave; provided no excess leave involved and at no additional cost to government. Keep duty station advised address
*** DIFOT	Duty in a flying status involving operational or training flights
DIFOTECH	Duty as a technical observer in a flying status involving operational or training flights
*** DIFOTINS	Duty under instructions in a flying status involving operational or training flights

	PHRASE EQUIVALENT	MEANING
***	DIFOTSODA	Duty in a flying status involving operational or training flights or such other duty in a flying status involving operational or training flights within his (command or activity) as (command or activity) may assign
	DISTREAT	Upon being discharged from treatment
	DUINS	Duty under instructions
	DUSODA	For duty or such other duty as (command or activity indicated) may assign
	EXACCT	Expenditure account
	FAGAIRTRANS	(Via) first available government air transportation
	FAGSURTRANS	Via first available government surface transportation
	FAGTRANS	(Via) first available government transportation
	FAIRTRANS	(Via) first available air transportation
	FATRANS	(Via) first available transportation
	FFT	For further transfer
	FURAS	For further assignment
	FURNARSER	Furnish full names, rates, and service numbers of men transferred in accordance with this directive
	FURNDISBOFF	Furnish the Disbursing Officer carrying your pay accounts a copy of these orders bearing all endorsements
**	GOVAIR	Including government air
	GOVAIRDIR	Travel via government aircraft is directed (between points specified) where necessary to expedite completion of this duty. Class priority is certified
	GOVAIRDIROUT	Travel via government aircraft is directed outside the United States. Class___ priority is certified
	GOVAIRDIRVAIL	Travel via government aircraft is directed (between points specified) where available. Class___ priority is certified

PHRASE EQUIVALENT	MEANING
GOVAIRSUR	Travel by government air and/or surface is authorized
GOVAIRSURDIR	Travel by government air and/or surface vessel is directed
GOVAIRSURDIRVAIL	Travel via government aircraft and/or surface vessel is directed (between points specified) where available. Class ____ priority is certified
GOVMERAIRDIR	In performing this travel government air and/or government procured commercial air is directed
IMMUNQUIRED	Immediately upon receipt of these orders obtain immunization required for areas to be visited. Procure properly NavMed 585 (U.S. Navy Immunization Record)
MERAIR	Commercial air
MITRE	Authorized to omit or revisit any of the mentioned places as may be deemed necessary
MITREVAR	Authorized to omit or revisit any of the mentioned places and to vary the itinerary as may be deemed necessary
MITVAR	Authorized to omit any of the mentioned places and to vary the itinerary as may be deemed necessary
MPMC	Military Personnel Marine Corps
OC	Object class
NAO	Naval Aviation Observer
NOPROCAN	If not already proceeded, orders (identified by date or date-time group which follows) are cancelled
OUTCONUS	Outside 48 contiguous states and District of Columbia
PERNOGRA	Permission not granted
* Pro	Proceed
* Prog	Program
PROIMREP	Proceed immediately to location of ship, commander or station designated and upon arrival report for duty or purpose indicated

PHRASE EQUIVALENT	MEANING
PROREP	Proceed to (location of ship, commander, or station designated) by group(s) immediately following and upon arrival report for duty or purpose indicated
PROTIMEREP	Proceed in time to report to activity or station designated not later than (hour and/or date indicated)
PROVMAIN	All other provisions of present orders to remain in effect
PROWODELREP	Proceed without delay to location of ship, commander, or station designated and upon arrival report for duty or purpose indicated
RELBY	When relieved by _____
SECNAVFIND	The Secretary of the Navy found on (date) that more than one permanent change of station was required by the exigencies of the service during the same fiscal year
SERVREC	Service record(s)
SURTRANS	(Via) first available government transportation, not including air
TEM	Temporary duty
TEMAC	Temporary active duty
*** TEMACDIFOT	Temporary active duty in a flying status involving operational or training flights
*** TEMACDIFOTINS	Temporary active duty under instruction in a flying status involving operational or training flights
TEMADD	Temporary additional duty
TEMADDCON	Temporary additional duty in connection with
*** TEMADDIFOT	Temporary additional duty in a flying status involving operational or training flights
*** TEMADDIFOTINS	Temporary additional duty under instruction in a flying status involving operational or training flights
TEMADDINS	Temporary additional duty under instruction
TEMCON	Temporary duty in connection with
*** TEMDIFOT	Temporary duty in a flying status involving operational or training flights

	PHRASE EQUIVALENT	MEANING
***	TEMDIFOTINS	Temporary duty under instruction in a flying status involving operational or training flights
	TEMINS	Temporary duty under instruction
	TRAVCHAR	Cost of this travel is chargeable to (appropriation or department designated in following group(s). Identifying numerals may be added.)
	UNORDREVO	Unexecuted portion of orders (identified by reference number following) are revoked

* Are for compound abbreviations only and may not be used alone.
** Phrase equivalents usually used in combination.
*** May be followed by "crew" or "non-crew"; to be translated "as a crewmember" or "as a non-crewmember."

c. U. S. Decorations and Medals

Air Medal	AM
Bronze Star Medal	BSM
Commendation Ribbon	CR
Distinguished Flying Cross	DFC
Distinguished Service Cross	DSC
Distinguished Service Medal	DSM
Distinguished Unit Emblem	DUE
Gold Life Saving Medal	GLSM
Good Conduct Medal	GCMDL
Legion of Merit	LM
Medal of Honor	MH
Naval Reserve Medal	NRM
Navy and Marine Corps Medal	NMCM
Navy Cross	NC
Navy Unit Commendation (citation)	NUC
Organized Marine Corps Reserve Medal	OMCRM(MC only)
Presidential Unit Citation	PUC
Purple Heart	PH
Reserve Special Commendation Ribbon	RSCR
Silver Life Saving Medal	SLSM
Silver Star Medal	SSM
Soldiers Medal	SM

d. U. S. Campaign and Service Medals

American Campaign Medal	ACM
American Defense Service Medal	ADSM
Army of Occupation Medal	OCCMDL
Army of Occupation of Germany Medal	OCCGERMDL
Asiatic-Pacific Campaign Medal	APCM
China Service Medal	CHSM
Dominican Campaign Medal	DCM
European-African-Middle-Eastern Campaign Medal	EAMECM
Haitian Campaign Medal	HCM
Indian Campaign Medal	ICM
Korean Service Medal	KSM
Mexican Service Medal	MEXSVM
National Defense Service Medal	NATDEFSM
Navy Occupation Service Medal	NOSM
Nicaraguan Campaign Medal	NCM
Philippine Campaign Medal	PCM
Philippine Defense Ribbon	PDR
Philippine Independence Ribbon	PIR
Philippine Liberation Ribbon	PLR
Second Nicaraguan Campaign Medal	SNCM
Spanish Campaign Medal	SPCM
Spanish War Service Medal	SPWSM
Victory Medal WWI	VMWWI
Victory Medal WWII	VMWWII
Yangtze Service Medal	YSM

e. Punctuation used in messages. Punctuation shall be used when essential for clarity. The letter "X" will not be used. The punctuation marks used in the drafting of messages normally shall be limited to those symbols listed below which have Morse equivalents and appear on the standard typewriter and teletypewriter keyboards:

NAME	ABBREVIATION	SYMBOL
Apostrophe		* '
Colon	CLN	:
Comma	CMM	,
Hyphen		-
Parenthesis	PAREN	()
Period	PD	.
Question Mark	QUES	?
Quotation Marks	QUOTE/UNQUOTE	* " "
Slant sign/Virgule	SLANT	/

The following symbols, which appear on the standard typewriter and teletypewriter keyboards may be used although they have no Morse equivalents:

Ampersand	* &
Dollar Sign	* $

* These symbols are not agreed for Allied use.

f. Combination of Cities and States

Alexandria, Va. .....ALEX
Annapolis, Maryland .....ANNA
Asheville, N.C. .....ASH
Atlanta, Ga. .....ATLA
Bainbridge, Maryland.....BAIN
Baltimore, Maryland.....BALTO
Banana River, Fla. .....BANRIV
Barbers Point, Oahu, Hawaii .....BARPT
Birmingham, Ala. .....BHAM
Boston, Mass. .....BSN
Bremerton, Wash. .....BREM
Brooklyn, N.Y. .....BKLYN
Buffalo, N.Y. .....BFLO
Charleston, S.C. .....CHASN
Chicago, Ill. .....CHGO
Cincinnati, Ohio .....CIN
Clearfield, Utah .....CLFD
Cleveland, Ohio.....CLEVE
Corpus Christi, Tex. .....CORPC
Dallas, Tex. .....DAL
Denver, Colo. .....DVR
Elizabeth City, N.C. .....ELIZCTY
El Toro (Santa Ana), Calif. .ELTORO
Galveston, Tex. .....GALV
Glenview, Ill. .....GLEN
Governor's Island, N.Y. ...GOVIS
Great Lakes, Ill. .....GLAKES
Green Cove Springs, Fla. .GRCOVSPR
Guantanamo Bay, Cuba .....GTMO
Hampton Roads, Va. .....HAMP
Honolulu, Hawaii .....HONO
Houston, Tex. .....HOU
Hunters Point, Calif. .....HUNPNT
Hutchison, Kansas .....HUTCH
Indiantown Gap, Pa. .....INGAP
Jacksonville, N.C. .....JAXNC
Jacksonville, Fla. .....JAXFLA
Kansas City, Mo. .....KSC
Key West, Fla. .....KWEST
Little Creek, Va. .....LCREEK
Little Rock, Ark. .....LROCK
Long Beach, Calif. .....LBEACH
Los Alamitos, Calif. .....LOSALAM
Los Angeles, Calif. .....LOSA
Louisville, Kentucky .....LVILLE
Mare Island, Calif. .....MARE
Memphis, Tenn. .....MFS
Milwaukee, Wis. .....MILW
Minneapolis, Minn. .....MPLS
Montgomery, Ala. .....MONTG
Morehead City, N.C. .....MHNC
Narragansett Bay, R.I. .....NARRABAY
Nashville, Tenn. .....NASH
New London, Conn. .....NLON
New Orleans, La. .....NRLNS
Newport News, Va. .....NPTNWS
Newport, R.I. .....NPT
New York, N.Y. .....NYK
Niagara Falls, N.Y. .....NIAG
Norfolk, Va. .....NORVA
Oakland, Calif. .....OAK
Oklahoma City, Okla. .....OKCTY
Parris Island, S.C. .....PISC
Patuxent River, Md. .....PAXRIV
Pearl Harbor, Hawaii.....PEARL
Pensacola, Fla. .....PNCLA
Philadelphia, Pa. .....PHILA
Pittsburgh, Pa. .....PGH
Port Blakely, Wash. .....PTBLAKE
Port Hueneme, Calif. .....PORHUE
Portsmouth, N.H. .....PTSMH
Quantico, Va. .....QUANT
Quonset Point, R.I. .....QUONPT
Richmond, Va. .....RICH
Rochester, N.Y. .....ROCH
Rockland, Mo. .....RKLND
St. Louis, Mo. .....STL
St. Petersburg, Fla. .....SPETE
San Diego, Calif. .....SDIEGO
San Francisco, Calif. .....SFRAN
San Pedro, Calif. .....SPEDRO
Schenectady, N.Y. .....SCHNET
Shreveport, La. .....SPORT
Stockton, Calif. .....STOCK
Tacoma, Wash. .....TACO
Treasure Island, San Francisco, Calif. .....TISFRAN
Tulsa, Okla. .....TUL
Washington, D.C. .....WASHDC

g. States

Alaska	Alas
Alabama	Ala
Arizona	Ariz
Arkansas	Ark
California	Calif
Colorado	Colo
Connecticut	Conn
Delaware	Del
Florida	Fla
Georgia	Ga
Hawaii	Haw
Idaho	Ida
Iowa	Iowa
Illinois	Ill
Indiana	Ind
Kansas	Kans
Kentucky	Ky
Louisiana	La
Maine	Me
Maryland	Md
Massachusetts	Mass
Michigan	Mich
Minnesota	Minn
Mississippi	Miss
Missouri	Mo
Montana	Mont
Nebraska	Nebr
Nevada	Nev
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	NDak
Ohio	Ohio
Oklahoma	Okla
Oregon	Ore
Pennsylvania	Pa
Rhode Island	RI
South Carolina	SC
South Dakota	SDak
Tennessee	Tenn
Texas	Tex
Utah	Utah
Vermont	Vt
Virginia	Va
Washington	Wash
Washington, D.C.	WashDC
West Virginia	WVa
Wisconsin	Wisc
Wyoming	Wyo

h. Days

Monday	Mon
Tuesday	Tues
Wednesday	Wed
Thursday	Thurs
Friday	Fri
Saturday	Sat
Sunday	Sun

i. Months

January	Jan
February	Feb
March	Mar
April	Apr
May	May
June	Jun
July	Jul
August	Aug
September	Sep
October	Oct
November	Nov
December	Dec

j. Weights and Measures

Ampere	amp
Barrel	bbl
Diameter	diam
Dollar	dol
Drum	dr
Feet/foot	ft
Gallon	gal
Gallon per hour	gph
Gallon per minute	gpm
Gallon per second	gps
Height	ht
Horsepower	hp
Hour	hr
Hundred	hun
Inch	in
Kilocycle	Kc
Kilometer	Km
Kilo-volt-ampere	Kva
Kilowatt	Kw
Kilowatt-hour	Kwh
Knot	Kt
Length over all	LOA
Liquid	liq
Long ton	lton
Measure	meas
Measurement ton	mton
Megacycle	mc
Meter	m
Mile	mi
Miles per hour	mph
Millimeter	mm
Minute	min
Month	mo
Number	no
Package	pkg
Pound	lb
Quantity	qty
Revolutions per minute	rpm
Round (ammunition)	rnd
Shipment	shipmt
Short ton	ston
Thousand	thou
Unit of fire	uf
Volt	v
Volume	vol
Week	wk
Weight	wt
Yard	yd
Year	yr

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