



UNITED STATES MARINE CORPS

4TH MARINE LOGISTICS GROUP
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:

GruO 1900.1.A

G1

3 Nov 05

GROUP ORDER 1900.1A

From: Commanding General

To: Distribution List

Subj: MARINE CORPS ENLISTED ADMINISTRATIVE SEPARATION (MCEAS) SYSTEM

Ref: (a) MCO P1900.16F (MARCORSEPMAN)
(b) ForO P5800.6 (Legal SOP)
(c) MCO P1001R.1J (MCRAMM)

Encl: (1) Sample notification letter to parents/PNOK
(2) Matrix of separation requirements
(3) Processing flow for MCEAS packages
(4) Naming Standards for Internet Files Server (IFS)
(5) Unsatisfactory Participation Guidance
(6) Character Statement

1. Situation. Reference (a) provides guidance and procedures for the administrative separation of Marines before completion of their service obligation. Per reference (b), the Commander, Marine Forces Reserve (COMMARFORRES) established the MCEAS system as the official process for initiating, tracking, reviewing, and forwarding enlisted administrative discharges to the separation authority. Reference (c) provides guidance and procedures for separating Marines that are unsatisfactory participants in the Selected Marine Corps Reserve.

2. Cancellation. GruO 1900.1.

3. Mission. To publish standardized procedures for the submission of enlisted administrative separation packages using the MCEAS system.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The standards and procedures contained in this order are intended to provide amplifying guidance to the references and promote consistency of application throughout this command.

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(2) Concept of Operations

(a) Separation before the completion of obligated service represents a loss of investment and increased accessions. However, retaining Marines who cannot or will not conform to required standards results in substandard performance, reduced morale, increased administrative efforts, and an inefficient use of limited resources. Therefore, every reasonable effort must be made to identify those members whose performance is substandard and either:

(1) Improve those members' chances for retention through counseling, retraining, and rehabilitation.

(a) Rehabilitation is covered in detail in reference (a). It is a leader's responsibility to truly attempt rehabilitation before processing a Marine for separation. Units should have a formal and robust program for rehabilitation to reduce processing delays.

(b) Reserve Marines who are unsatisfactory participants must be sent a notification letter per reference (c). In addition, at least one letter, contained in enclosure (1), must be sent to the Marine's Primary Next of Kin (PNOK) listed on the Record of Emergency Data (RED). If the Marine resides within a reasonable commuting distance from the Reserve Training Center, a member of the unit must attempt to visit the Marine at the current home address. If the Marine lives beyond a reasonable commuting distance, the unit will contact the nearest Recruiting Station and request a home visit by a recruiter.

(2) Promptly initiate administrative processing.

b. Tasks

(1) Company Commanders and Detachment OICs. Unless separation processing is mandatory as required in reference (a), reasonable efforts at rehabilitation must be made before initiating a separation package. In cases involving unsatisfactory performance, pattern of misconduct, minor disciplinary infractions, or any other basis requiring counseling under paragraph 6105 of reference (a), separation processing will not be initiated until the Marine is counseled concerning their deficiencies and afforded a reasonable opportunity to overcome those deficiencies.

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SYSTEM

(a) All requests for the administrative separation of Enlisted Marines, regardless of component, will be initiated via the MCEAS system. A hard copy package is authorized on a case-by-case basis if the unit is unable to process packages via the MCEAS system.

(b) Enclosure (2) lists the required documentation for an administrative separation package. The package should include detailed statements from the Marine's chain of command regarding the Marine's potential for future service. The same "boiler plate" statement signed by several different leaders are of no value to the separation authority. The unit Commander or OIC must certify the package. By certifying the package, the unit is notifying the chain of command that it is ready to be endorsed and approved. If a package does not contain the documentation required for the separation basis, it will be returned to draft via a MCEAS generated email listing the discrepancies. Once the package is corrected and re-certified, it will be immediately reviewed and if found to be administratively correct, forwarded to the MFR SJA for legal review. For hard copy packages that require corrections, an outlook email listing the discrepancies will be sent to the unit.

(2) Battalion Commanders. Battalion Commanders will review all packages using the matrix contained in enclosure (2).

(a) If the package has discrepancies, it should be returned to draft and sent back to the unit for corrections.

(b) If the package has all required documentation, the Commander will endorse the package. The endorsement is the Commander's statement to the Commanding General that the package is ready for his review and consideration. It must be well thought out and prepared, include a specific recommendation for discharge or retention, the recommended characterization of service, and cite any mitigating and extenuating circumstances that may exist. The recommendation must be supported by documentation from existing official records or written statements of personnel familiar with the package and contain a narrative summary of the efforts taken to rehabilitate the Marine or a statement that the Marine cannot be rehabilitated. Per reference (a), I&Is and Site Commanders are authorized to endorse packages when the Battalion Commander is not available for signature and concurs with the recommendation.

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(3) A C/S G-1

(a) Monitor and track all packages in the MCEAS system. Once the Battalion Commander or I&I has endorsed a package, review the package and ensure it contains all documentation required per enclosure (2). If the package is missing any documents, return it to draft and send an email to the battalion with a list of discrepancies. Forward packages containing all required documentation to the MFR SJA for legal review.

(b) For all packages found to be legally sufficient, print a hard copy of the battalion endorsement, command letter, SRB pages, Naval message for drug cases, DD 1966, character statements, any statements from the Marine, and PNOK notification letter. Forward the package to the Commanding General via the Group Sergeant Major and Chief of Staff.

4. Administration and Logistics

a. Enclosure (3) shows the process flow for all administrative separation packages processed via the MCEAS system. Processing times will vary depending on the actions taken at each step in the process. Once a package is certified in MCEAS, a "comment days remaining" clock is started at 29 days. From days 29 to 11, the battalion should review the package completing the actions contained in paragraph 3b(2). At day 10, Group Headquarters will review the package. If the package is complete, it will be forwarded to the SJA for legal review. Packages found to be legally sufficient are consolidated and forwarded to the Commanding General at the beginning of each week.

b. File Size and Format. All MCEAS packages will be created using the following file size and format.

1. Multiple page files should not exceed 10 pages.
2. The documents need to be stored as a TIFF or PDF.
3. Image Resolution of 200x200
4. Black & White only Images (Single Bit)

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5. Max size 8x11

6. CCITT Group4(2d) Fax Compression

c. Naming Standards See enclosure (4).

d. Factual Basis Statements To ensure consistency in the factual basis statements used in the Notification of Separation letter, the following statements will be used as guidance.

UNSATPARTICIPANT

You have been absence from regularly scheduled drills from _____ to _____ and accumulated _____ unexcused drills. Since being absent, we have mailed unsatisfactory participation letters on _____ and _____ to your last known address. We visited your home address at _____ . This visitation met with _____ results. We have mailed a letter to the next of kin listed on your Record of Emergency Data. This letter had a _____ response. A letter notifying you of your SGLI termination was mailed on _____. This unit has exhausted all leadership principles to bring you, as a Marine, back into a satisfactory drill status. You still have not contacted this unit or reschedule unexcused drills. You are now being processed for an administrative separation as an unsatisfactory participant.

***Home visits within a 50 miles radius of the HTC are mandatory in accordance with FO 5800.6.**

DRUG STATEMENT

This unit conducted a drug urinalysis on _____. As result of this urinalysis you tested positive for _____. The unit was notified by naval message _____. As a result of testing positive for _____, it is mandatory you be processed for an administrative discharge. During this process you are still require to attend regularly scheduled drills or request RIDT's.

e. Unsatisfactory Participation Guidance There is no guidance that captures the entire unsatisfactory participation process of a Marine. Enclosure (5) of this order provides a list of detailed procedures to follow when a Marine misses the first drill. It also contains a timeline for the unit to follow.

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f. Character statements. Enclosure (6) is provided for completing the character statements. The Marine's immediate supervisor, SNCO, and officer in chain of command must complete a character statement.

5. Command and Signal

a. This order is effective immediately and applicable to Active Duty and Selected Marine Corps Reserve personnel assigned to 4th Marine Logistics Group.

b. Submit any recommendations concerning this order to this Headquarters (AC/S, G-1) via the chain of command.



P. T. MCCLENAHAN
Chief of Staff

Distribution: A



UNITED STATES MARINE CORPS

4TH FORCE SERVICE SUPPORT GROUP
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

SAMPLE

IN REPLY REFER TO:

(DATE)

Mr. And Mrs. Doe
4402 Wood shire Place
New Orleans, LA 12345

Dear Mr. and Mrs. Doe:

I regret to inform you that you son, Private Doe, has been declared an unsatisfactory participant by this command by virtue of 24 unexcused absences from regularly scheduled drills. Should you know of his whereabouts, please inform him to immediately contact this unit and report for duty at his scheduled time. Absence from his military duties, known as unsatisfactory participation in the Selected Marine Corps Reserve, is a serious military matter, with progressive consequences as the length of unsatisfactory participation increases.

In the event that Private Doe remains absent, he may be recommended for administrative separation from the U. S. Marine Corps with an Other Than Honorable type of discharge. Additionally, his Servicemen Group Life Insurance and Montgomery G. I. Bill benefits will be terminated.

It is my sincere desire that he not suffer the negative consequences of unsatisfactory participation in the Selected Marine Corps Reserve. Your assistance in returning your son's military career to a good standing, precluding administrative actions as noted above is requested. If my staff can be of any assistance to you or your son, please do not hesitate to write to the above listed address or call my designated representative, Captain Smith, at (XXX) XXX-XXXX.

I. M. MARINE
Lieutenant Colonel, U. S. Marine Corps
Commanding Officer

Enclosure (1)

4TH MARINE LOGISTICS GROUP MCEAS TABLE OF REQUIREMENTS
(PACKAGE CONTENT)

Reference: MCO P1900.16 (MARCORSEPMAN) ; MCO P1001.1 (MCRAMM) ; Foro P5800.6 Legal SOP

All Admin Sep Packages must Contain:	And include the following if the basis for separation is:	OR	OR	OR	OR
A notification ltr signed by CO/I-I	UNSAT PARTICIPATION	MISCONDUCT (DRUG ABUSE)	COMMISSION OF SERIOUS OFFENSE	WEIGHT CONTROL FAILURE	PERSONALITY DISORDER
AOR, BCNR, NDRB Counseling	D984 Screen from 3270	Naval Message	Evidence of offense	Medical Evidence	Medical Evidence
The member's statement (if applicable)	UNSAT Participant Ltr	Drug Ledger (Urinalysis Register)	6105 Counseling	Non-medical evidence	Non-medical evidence
Certified Mail Receipts (PS 3800/3811)	UNSAT Worksheet (documents phone contact)	Chain of Custody front and back (DD Form 2624)	6105 Counseling	6105 Counseling	6105 Counseling
Affidavit of Service	SRB Pgs 3,11,UPB (if applicable)	SRB Pgs 3,11, UPB (if applicable), DD Form 1966 (pgs 1-4)	SRB Pgs 3,11, UPB (if applicable), DD Form 1966 (pgs 1-4)	SRB Pgs 3,11, UPB (if applicable), DD Form 1966 (pgs 1-4)	SRB Pgs 3,11, UPB (if applicable)
Notification of Termination of SGLI Benefits	Character Statements (minimum of 3)				
Least Favorable Characterization Of Service is:	Notes 1,2,5,9,11 Other Than Honorable	Notes 1,2 Other Than Honorable	Notes 1,3,4,6,7,9 Other Than Honorable	Notes 8 General Under Honorable Conditions	Notes 9,10 General Under Honorable Conditions

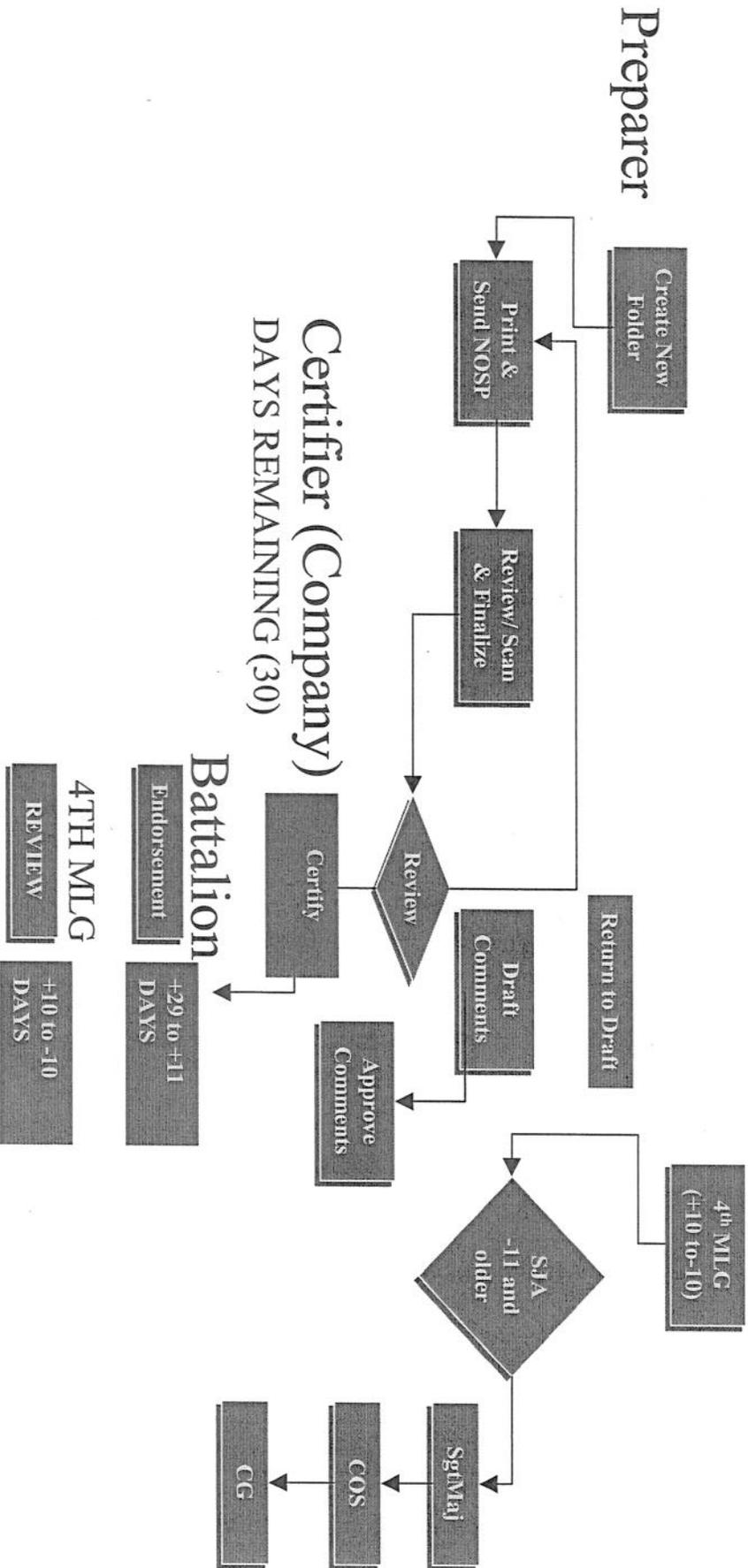
- Notes:
- 1 OTH; Rates Board
 - 2 CRB (if applicable)
 - 3 See Foro P5800.6
 - 4 Conviction not required
 - 5 CO's statement will provide date of last known contact with SNM
 - 6 Specific circumstances must warrant separation
 - 7 Punitive Discharge would be authorized for same or closely related offense
 - 8 Rates Board if 6 years of active service
 - 9 Character Statement from OIC, 1stSgt, Plt Sgt or SNCOIC
 - 10 Counseling not required if Psychiatrist/Psychologist determines SNM is a danger to himself or others
 - 11 Letter of Unsat Participant to PNOK



INTRODUCTION TO MCEAS

4th MLG Process

Draft Finalized Certified Reviewed Completed



NAMING STANDARDS FOR MCEAS IFS DOCUMENTS DRUG MISCONDUCT IN THE READY RESERVE (6210.5)

NOS FOLDER:

- SNM AOR.tiff
- SNM returned AOR/BCNR.tiff (if applicable)
- Command signed NOS.tiff
- Affidavit of service on SNM.tiff
- Personal receipt for service.tiff (if applicable)
- NOS Certified Mail receipts 3800/3811.tiff
- Returned (undelivered) at SNM's address.tiff (if applicable)

STATEMENT FOLDER:

- Statement from SNM.tiff
- Statement from 1stSgt/SgtMaj.tiff
- Statement from SNM's OIC.tiff (mandatory)
- Statement from SNM's SNCOIC.tiff (mandatory)
- Statement from SNM's NCOIC.tiff (mandatory)
- Statement from SNM's Mother/Father/Wife.tiff

SUPPORTING DOCUMENTS FOLDER:

- Naval Message.tiff
- Drug ledger.tiff
- Chain of Custody.tiff
- SNM SRB pages 3,11,1966.tiff (UPB, if applicable)
- SNM notification of term SGLI.tiff
- SNM CRB notification.tiff (if applicable)
- Certified Mail receipts CRB 3800/3811.tiff
- CRB (undelivered) at SNM's address.tiff(if applicable)
- SNM CRB.tiff (if applicable)
- SNM notification of adminBrd.tiff (if applicable)
- SNM summarization of adminBrd.tiff (if applicable)
- SNM Results of adminBrd.tiff (if applicable)
- SNM exhibits for defense (1).tiff (if applicable)
- SNM exhibits for recorder (1).tiff (if applicable)

Enclosure (4)

**NAMING STANDARDS FOR MCEAS IFS DOCUMENTS
COMMISSION OF A SERIOUS OFFENSE IN THE READY
RESERVE
(6210.6)**

NOS FOLDER:

- SNM AOR.tiff
- SNM returned AOR/BCNR.tiff (if applicable)
- Command signed NOS.tiff
- Affidavit of service on SNM.tiff
- Personal receipt for service.tiff (if applicable)
- NOS Certified Mail receipts 3800/3811.tiff
- Returned (undelivered) at SNM's address.tiff (if applicable)

STATEMENT FOLDER:

- Statement from SNM.tiff
- Statement from 1stSgt/SgtMaj.tiff
- Statement from SNM's OIC.tiff (mandatory)
- Statement from SNM's SNCOIC.tiff (mandatory)
- Statement from SNM's NCOIC.tiff (mandatory)
- Statement from SNM's Mother/Father/Wife.tiff

SUPPORTING DOCUMENTS FOLDER:

- Evidence of offense.tiff
- Mandatory 6105.tiff
- SNM SRB pages 3,11,1966.tiff (UPB, if applicable)
- SNM notification of term SGLI.tiff
- SNM CRB notification.tiff (if applicable)
- Certified Mail receipts CRB 3800/3811.tiff
- CRB (undelivered) at SNM's address.tiff(if applicable)
- SNM CRB.tiff (if applicable)
- SNM notification of adminBrd.tiff (if applicable)
- SNM summarization of adminBrd.tiff (if applicable)
- SNM Results of adminBrd.tiff (if applicable)
- SNM exhibits for defense (1).tiff (if applicable)
- SNM exhibits for recorder (1).tiff (if applicable)

NAMING STANDARDS FOR MCEAS IFS DOCUMENTS UNSATPARTICIPANT IN THE READY RESERVE (6213)

NOS FOLDER:

- SNM AOR.tiff
- SNM returned AOR/BCNR.tiff (if applicable)
- Command signed NOS.tiff
- Affidavit of service on SNM.tiff
- Personal receipt for service.tiff (if applicable)
- NOS Certified Mail receipts 3800/3811.tiff
- Returned (undelivered) at SNM's address.tiff (if applicable)

STATEMENT FOLDER:

- Statement from SNM.tiff
- Statement from 1stSgt/SgtMaj.tiff
- Statement from SNM's OIC.tiff (mandatory)
- Statement from SNM's SNCOIC.tiff (mandatory)
- Statement from SNM's NCOIC.tiff (mandatory)
- Statement from SNM's Mother/Father/Wife.tiff

SUPPORTING DOCUMENTS FOLDER:

- SNM PNOK letter.tiff
- SNM MCTFS/D984 screens.tiff
- SNM SRB pages 3,11.tiff
- SNM UA letters.tiff
- SNM notification of term SGLI.tiff
- SNM phone contact sheets.tiff
- SNM CRB notification.tiff (if applicable)
- Certified Mail receipts CRB 3800/3811.tiff
- CRB (undelivered) at SNM's address.tiff(if applicable)
- SNM CRB.tiff (if applicable)
- SNM notification of adminBrd.tiff (if applicable)
- SNM summarization of adminBrd.tiff (if applicable)
- SNM Results of adminBrd.tiff (if applicable)
- SNM exhibits for defense (1).tiff (if applicable)
- SNM exhibits for recorder (1).tiff (if applicable)

UNSATISFACTORY PARTICIPATION GUIDANCE

Purpose: To provide unit leaders with a systematic and easy to follow guideline for separating Marines that are unsatisfactory participants.

Method: An outline of the steps (this sheet), a sample timeline (Encl 1, Execution checklist (Encl 2). All **TAB's** in this guidance are to used for instructional purposes only.

Endstate: Unit leaders attempt to bring unsatisfactory participant Marines back into a good drilling status, while simultaneously and expeditiously processing them for separation.

The key to maintaining unit rolls is timely, active involvement by a unit's leadership. It takes approximately 3 months from the date of a Marines first Unexcused Drill (UN) to process them to a unit strength Category X (CAT X) signifying that they are pending discharge and more importantly taking them off of the number of accountable Marines for the unit. This is important for drill percentages and it also allows the billet to open and the recruiters to recruit to fill the billet. Never forget that bringing a Marine back into a good drilling status is the primary goal. At the same time diligence is required to ensure that UNSAT participants are removed from the unit rolls.

1. Review timeline (Encl 1)
2. Use the ADSEP Execution Checklist (Encl 2) it includes information that is self explanatory and not covered here. The Execution Checklist will be the cover letter for all of the Tabs in the package sent to the Group CO for his endorsement.
3. After each UN a phone contact shall be made and logged using the UN contact sheet. If the Marine is not at the last known phone number then attempts should be made to contact them via NOK/RED data, friends, employer data, or any other locator data (411, etc). RED data will be documented in **TAB A**. Copies of the 984 screens which document the date and number of drills missed will be included in **TAB B**. All contact including a visit to the Marine's residence will be documented in **TAB C**. A copy of the Home Visit Letter (Encl 4) will be included in **TAB C** and the original is left with the Marine or at the residence if the Marine is not at home at the time of the visit.
4. If the Marine was not contacted via phone in Step 3, then the command will initiate a home visit to the Marine's residence prior to the next drill weekend. This will be documented in **TAB C**.
5. On the first duty day following the end of the drill period (Drill weekend) the Admin Officer will send a letter (via certified mail, return receipt requested) to the Marine notifying them of their UA status; document in **TAB D**.
6. On the first duty day following the end of the drill period (Drill weekend) the OIC/SNCOIC of the UA Marine will initiate a Pg 11 for the Marine's unsatisfactory participation status;

document all Pg 11 entries in **TAB G**, including existing page 11 entries (establishing prior history).

After the Marines ninth (9th) unexcused drill proceed with the following steps.

7. Send out the Notification of Competency Review Board (CRB) letter via certified mail, return receipt requested. Wait 20 days from the date of receipt of the letter(s) for the Marine to respond. Keep the PS forms 3800/3811 from the post office. You will need to scan these documents into the electronic Marine Corps Enlisted Administrative Separations System (MCEAS). After the 20 days you may convene the CRB and reduce the Marine. Document the CRB in **TAB F**.
8. Send the Notice of Termination of Service Member's Group Life Insurance letter. Allow the Marine 60 days from receipt of the letter in order for them to pay their SGLI debt. Retain the PS 3800/3811 forms from the post office. After 60 days send final notice of termination of SGLI; document in **TAB H**.
9. Cancel Reserve GI Bill (RGIB) and any bonuses.
10. Enter copies of the SRB pages on matrix from GrpO in **TAB I**. This will be scanned into the MCEAS.
11. Begin MCEAS package. The software will generate the entire Notification of Separation NOS package as per the sample letters in **TAB J**.
12. Serve the Notification of Separation (NOS) package. The NOS package includes:
 - a. Notification of Separation **TAB J**.
 - b. Acknowledgement of Rights (AOR) **TAB J**.
 - c. Board for Correction of Naval Records letter (BCNR) **TAB J**.
 - d. Naval Discharge Review Board letter **TAB J**.

These documents are served/delivered to the individual by the command representative. If the Marine is not notified in person then send the NOS package via certified mail (restricted delivery, return receipt requested). Again, it is stressed that during a visit with the Marine the first goal is to remediate the Marine and bring them back into a good drilling status.

For Service by mail, complete the affidavit of service and include it as an enclosure to the command endorsement along with the with postal receipt (PS FORM 3800); Green card (PS FORM 3811) and mailing envelope with postal annotations (if the envelope was returned as unclaimed or deliverable); document in **TAB J**.

13. Allow 20 days for the Marine to respond to NOS Package if mailed. Allow two days if served in person. If the Marine is in the hands of civilian authorities (IHCA) then allow 30 days if delivered via certified mail and two days if delivered in person.

14. The Reserve Commanding Officer certifies the package after the waiting period above (see timeline, page 5); document in **TAB K**.
15. The Admin Officer will ensure that all documents are scanned into the MCEAS software.
16. Upon certification of MCEAS packages send notice to the Bn CO or I-I Commander to endorse the certified package; document in **TAB L**. All packages that come to the Bn CO for endorsement should be in the format of the sample with the execution checklist filled in and all appropriate data in the tabs. If a tab has not been executed it may have a placeholder or blank sheet, but all tabs should be included.
17. Run Marine as strength category "X" on the unit diary once the package has been certified. The SJA will not process until after -11 days and will forward to the CG for signature.
18. After 40 days and every week thereafter the Admin Officer will call the 4th MLG and check on the status of the package.
19. When approved by the Commanding General the Admin Officer will:
 - a. Run discharge on unit diary
 - b. Close out the SRB then mail SRB, Medical and Dental records to:
Commandant of the Marine Corps,
Headquarters, U.S. Marine Corps (MMSB-20)
2008 Elliot Rd, Suite 114
Quantico, VA 22184-5030
 - c. Keep a copy of CG Approval; **TAB M**
 - d. Keep a copy of 3270 discharge screens; **TAB N**
 - e. Brief Group Commander of status
 - f. Keep the package in history files for two years.

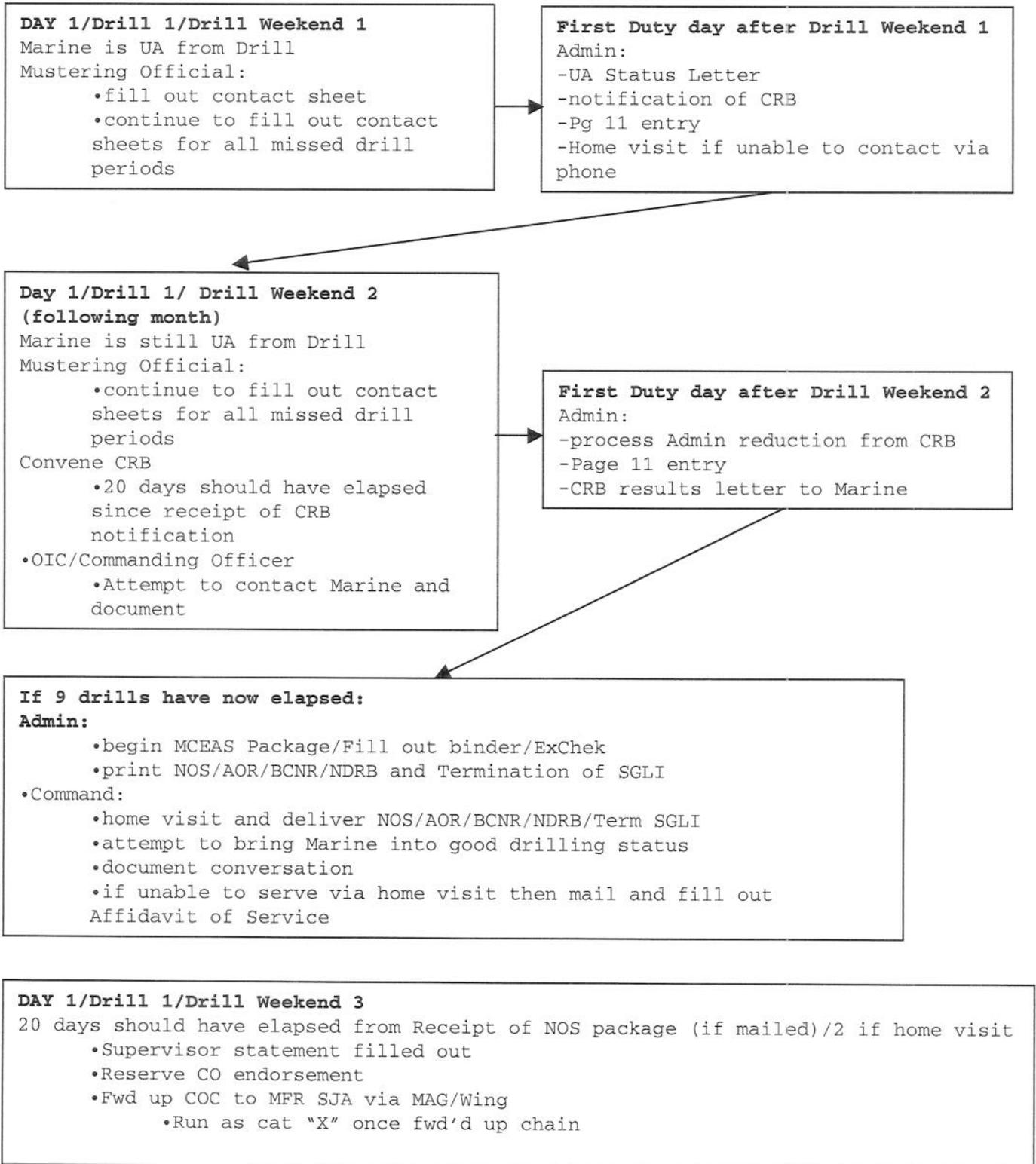
Unsatisfactory Participation Guidance Checklist

- Name of Marine _____ Unit _____ Section _____
- SSN/MOS _____
- Date of 9th UA _____ (date) _____
- Record of Emergency Data from SRB (Tab A)
- Copies of D984/986 screens (Tab B)
- UA contact sheet completed (Tab C) _____ (date) _____
- Unsat participation letter copies with Postal Service forms PS3800/3811 (Tab D) _____ (date) _____
- Supervisor statement (Tab E) _____ (date) _____
- Competency Review Board with PS3800/3811 (CRB) (Tab F) _____ (date) _____
- Copies of Pg 11 entries (Tab G) _____ (date) _____
- Notice of Termination of Service Member's Group Life Insurance letter sent (Tab H) _____ (date) _____
- SGLI Terminated/Final Notice of Termination sent (Tab H) (date) _____
- SGLI termination Postal Service Forms PS3800/3811 (Tab H) _____ (date) _____
- Cancel RGIB _____ (date) _____
- Copies of SRB (Form 1966 and right side) (Tab I) _____ (date) _____
- Start MCEAS package _____ (date) _____
- Notification of Separation (NOS) (Tab J) _____ (date) _____
- Acknowledgement of Rights (AOR) (Tab J) _____ (date) _____
- Board for Correction of Naval Records (BCNR) (Tab J) _____ (date) _____
- Naval Discharge Review Board (NDRB) (Tab J) _____ (date) _____
- Home visit(s)/statement by visiting official (Tab J) _____ (date) _____
- NOS Affidavit of Service (NOS package) (Tab J) _____ (date) _____
- NOS package Postal Service Forms PS3800/3811 (Tab J) _____ (date) _____
- Reserve Commanding Officer certification/comments (Tab K) (date) _____
- Battalion Commanding Officer endorsement (Tab L) _____ (date) _____
- Sent to SJA _____ (date) _____
- Run as CAT X after package sent to SJA _____ (date) _____
- CG approval received (copy) (Tab M) _____ (date) _____
- Discharge run on unit diary (Tab N) _____ (date) _____
- SRB closed out _____ (date) _____
- SRB, Medical, and Dental records mailed to CMC _____ (date) _____

Notes:

1. Send all correspondence on unit letterhead. Mail via certified mail (restricted delivery, return receipt requested). Retain copies of all Postal Service forms 3800/3811 and returned letters (undeliverable mail). The PS 3800/3811 and returned mail will be scanned into the MCEAS.
2. Document all contact and attempt to contact the UA Marine as well as results of contact including changed phone number, no answer, NOK, employer or RED contacts.

TIMELINE FROM FIRST UA Till CAT X



BOTTOM LINE - SHOULD MOVE TO CAT 'X' BY THE THIRD DRILL WEEKEND MISSED

Character Statement In the Case of
(NAME/RANK/SSN/MOS)

Answer the following questions truthfully, as you would under oath. If you cannot answer a question, state why. Your comments are useful in providing an accurate "word picture" to the Commanding Officer/Commanding General.

Your Name: _____ Your Grade: _____
Your Unit: _____
Your Billet: _____

State any position you have held in relation to the above Marine: _____

Month and year your acquaintance with the subject named Marine began _____ to _____. Last drill attended by SNM was on _____. Unit last made contact with SNM on _____. Marine mobilized with unit on _____ until _____.

On a scale of 0-10 (10 being the highest), state your opinion of SNM's fulfillment of the following attributes:

- _____ Honesty
- _____ Trustworthiness
- _____ Ambition/motivation
- _____ Attention to detail
- _____ Personal Appearance
- _____ Leadership
- _____ Ability to accomplish any mission assigned
- _____ Loyalty
- _____ Respect toward superiors
- _____ Desire to remain a Marine
- _____ Potential for future honorable service

Based upon everything you know about this Marine, how would you rate him/her in comparison to all Marines you have supervised?

_____ Outstanding _____ Excellent _____ Above Average
_____ Average _____ Below Average _____ Unsatisfactory

Give your opinion as to SNM's general character.

Give your opinion as to SNM's military character.

State your degree of willingness to serve with SNM in:

Combat:

Garrison:

Describe the effect keeping SNM on active duty or in the SMCR would have on good order, morale, and discipline.

State your opinion as to the likelihood of a continuation or recurrence of the deficiencies that caused SNM to be considered for administrative discharge.

State your opinion as to the likelihood that SNM will be disruptive or undesirable in the unit.

State your opinion of SNM's ability to perform his/her duties effectively now and in the future including his/her potential for advancement.

State your opinion of SNM's rehabilitative potential.

State the steps you have taken to provide leadership assistance to SNM to include counseling and discipline.

Additional comments/recommendations.

Based upon your knowledge of the SNM's service to date, military education, and rehabilitative potential, would recommend that he/she be:

RETAINED

DISCHARGED

If SNM were discharged, what would be your recommended characterization of service?

HONORABLE

GENERAL

OTHER THAN HONORABLE

SIGNATURE/DATE

PHONE