



# Personnel Administration School



# Administration Reference Guide

**Personnel Administration School**  
Marine Corps Combat Service Support Schools  
Training Command  
PSC Box 20041  
Camp Lejeune, NC 28542-0041

Personnel Administration School serves to conduct formal resident training for officers and enlisted Marines across the full spectrum of warfighting and support operations as related to the administration field; and to sustain the transformation of Marines in order to prepare them for service in the operating forces and supporting establishments. Personnel Administration School also serves as the central repository for administration education material as promulgated in NAVMC 3500.3C (Administration Training and Readiness Manual) and is the proponent of this guide; periodically republishing it to capture changes to policy or procedure. This reference guide was initially developed as an administrative support tool for all Marines, compiling reference material from myriad source references. As administration is a function that impacts every Marine, it is my desire that this guide be an instrument for Marines of all ranks to use. Input regarding improving this and other administrative tools is welcome.



C. P. WINCHESTER  
Lieutenant Colonel, U.S. Marine Corps  
Commanding Officer

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*For additional resources and course material related to the 01 (Administrative) MOS, the following are made available:*

**SharePoint** – <https://vcepub.tecom.usmc.mil/mccsss/pas>

- Login to the Personnel Administration School SharePoint using your “email” PKI certificate
- Select the “Knowledge Portal” tab
- Select the desired course from the “Curricula” web part
- Select the desired lesson from the uploaded files
- 

**Marine Corps Training and Information Management System (MCTIMS) -**

<https://timsapp.tecom.usmc.mil/HomePort/>

- Login to MCTIMS
- Select the “TRM” from “MY MODULES”
- Select “Search”
- Input one of the below course codes in the “Search” box and click “Search”

---

Course Description	Course Code
Manpower Officer Course (MOC)	M03KCH8
Adjutant Course (ADJ)	M03AAF8
Personnel Officer Course (POC)	M030118
Advanced Administrative Specialist Course (AASC)	M03AAZ8
Intermediate Administrative Specialist Course (IASC)	M03AAY8
Administrative Specialist Course (ASC)	M03AAX8

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- Double click on the “Course Title” to view lessons available within the course
- Double click on the specific lesson of interest
- Select the lesson or material of interest by clicking on the check box and select “Download Selected Components”

**Leadership is the sum of those qualities of intellect, human understanding, and moral character that enables a person to inspire and to control a group of people successfully.**

### **Marine Corps Leadership Principles**

1. Be technically and tactically proficient.
2. Know yourself and seek self-improvement.
3. Know your Marines and look out for their welfare.
4. Keep your Marines informed.
5. Set the example.
6. Ensure that the task is understood, supervised and accomplished.
7. Train your Marines as a team.
8. Make sound and timely decisions.
9. Develop a sense of responsibility among subordinates.
10. Employ your Marines in accordance with their capabilities.
11. Seek responsibility and take responsibility for your actions.

### **Marine Corps Leadership Traits**

**Judgment** – The quality of weighing facts and possible solutions on which to base sound decisions.

**Justice** - The quality of being impartial and consistent in exercising command.

**Decisiveness** - Ability to reach decisions promptly and to announce them in a clear, forceful manner.

**Initiative** – Seeing what has to be done and commencing a course of action, even in the absence of orders.

**Dependability** – The certainty of the proper performance of duty.

**Tact** – The ability to deal with others without creating offense.

**Integrity** – Uprightness of character and soundness of moral principle, absolute truthfulness and honesty.

**Enthusiasm** – The display of sincere interest and exuberance in the performance of duty.

**Bearing** – Creating a favorable impression in carriage, appearance, and personal conduct at all times.

**Unselfishness** – Avoidance of providing for one's own comfort and personal advancement at the expense of others.

**Courage** – A mental quality that recognizes fear of danger or criticism but enables a Marine to proceed in the face of it with calmness and firmness.

**Knowledge** – Acquired information, including professional knowledge and an understanding of your Marines.

**Loyalty** - Faithfulness to God, country, Corps, unit, and to your seniors and subordinates.

**Endurance** – The mental and physical stamina measured by the ability to withstand pain, fatigue, distress and hardship.

### **Objectives of Leadership**

Primary – Accomplishment of mission.

Secondary – Welfare of the Marines.

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DEPARTMENT OF THE NAVY  
NAME OF ACTIVITY  
ADDRESS  
CITY STATE ZIP+4

SSIC  
Code/Serial #  
Date

%

From:\*\*Activity head, name of activity, location when  
\*\*\*\*\*needed

To:\*\*Title, name of activity (Code), location when  
\*\*\*\*\*needed

Via:\*\* (1) \*Title, name of activity (Code), location  
\*\*\*\*\*when needed

\*\*\*\*\* (2) \*Same as Via (1) above

%

Subj:\*\*NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED  
\*\*\*\*\*AND NO PUNCTUATION

%

Ref:\*\* (a) \*Communication or document that bears  
\*\*\*\*\*directly on the subject at hand

%

Encl:\*\* (1) \*Title of Material - enclosed with letter  
\*\*\*\*\* (2) \*Title of Material (sep cover) - not  
\*\*\*\*\*enclosed with letter

%

1.\*\*This example shows the first page of a two-page  
standard letter. Included are many of the elements that  
might appear on a standard letter.

%

2.\*\*Start the "From:" line on the second line below the  
date line. The date may be typed or stamped.

%

3.\*\*Arrange paragraphs as shown on page 3 of the Administration  
Reference Guide.

%

\*\*\*\*a.\*\*Do not start a paragraph at the bottom of the page  
unless at least two lines of text will remain on that page  
and at least two lines of text will carry over to the next  
page.

%

\*\*\*\*b.\*\*Do not number the first page, number only  
succeeding pages.

* - Space
% - Hard Return

!!!!



Subj:\*\*REPEAT THE SUBJECT EXACTLY AS IT IS WRITTEN ON  
\*\*\*\*\*THE FIRST PAGE OF THE LETTER

%

\*\*\*c.\*\*The second and succeeding pages of a standard  
letter look like this:

%

\*\*\*\*\* (1)\*Start typing on the sixth line (1-inch top  
margin). Repeat the subject line.

%

\*\*\*\*\* (2)\*Continue the text on the second line below the  
subject line.

%

4.\*\*"Copy to" addressees appear on all copies. "Blind  
copy to" addressees, as well as the identity of the writer  
and typist, appear on internal copies only.

5.\*\*A standard letter uses no complimentary close.

%

%

%

NAME OF SIGNER

By direction

%

Copy to:

SNDL number and/or short title of information addressee

SNDL number and/or short title of 2<sup>nd</sup> information addressee

%

Blind copy to:

List blind copy addressees

\* - Space  
% - Hard Return

1.\*\*Arrange paragraphs following the formats below. See chapter 2, page 7-11 of SECNAV M5216.5 for additional guidelines.

%

2.\*\*If subparagraphs are needed, use at least two; e.g., a (1) must have a (2).

%

\*\*\*\*a.\*\*Indent each new subdivision four spaces and start typing at the fifth space.

%

\*\*\*\*b.\*\*Text

%

\*\*\*\*\* (1) \*Documents rarely require subdividing to the extent shown below.

%

\*\*\*\*\* (2) \*Text

%

\*\*\*\*\* (a) \*Do not subparagraph past this level until you have exhausted all re-paragraphing alternatives.

%

\*\*\*\*\* (b) \*Text

%

\*\*\*\*\*1.\*\*Text

%

\*\*\*\*\*a.\*\*Text

%

\*\*\*\*\* (1) \*Text

%

\*\*\*\*\* (a) \*Never subparagraph beyond this level.

%

\*\*\*\*\* (b) \*Text

%

\*\*\*\*\* (2) \*Text

%

\*\*\*\*\*b.\*\*Text

%

\*\*\*\*\*2.\*\*Text

%

10.\*\*When using two digits, continue to indent each new subdivision four spaces and start typing on the fifth space (paragraphs will not line up).

%

\*\*\*\*a.\*\*Text

%

\*\*\*\*\* (9) \*Text

%

\*\*\*\*\* (10) \*Text

* - Space
% - Hard Return

## Standard Letter Guidelines

1 - Letterhead. Centered and typed in ALL CAPS. Top line is 10 pitch and bolded. Remaining lines are 8 pitch, no bold.

### **UNITED STATES MARINE CORPS**

COMPANY A  
1ST BATTALION, 10TH MARINES  
2D MARINE DIVISION  
CAMP LEJEUNE, NC 28540-0040

2 - Senders Block. Consists of SSIC, office code, and abbreviated date.

3 - Via. Use when one or more activities outside of your own should review the letter before it reaches the "To:" addressee. Do not number if there is only one via.

4 - Subject Line. All caps, no abbreviations.

5 - Reference(s)/Enclosure(s). Indicate references with a letter and enclosures with a number, even if there is only one. Ensure all references and enclosures are identified in the text, in the order listed.

6 - Text/Paragraphs. A signature page must have at least two lines of text. Do not use abbreviations. Utilize figure 7-8, on page 7-23 (SECNAV M-5216.5) for paragraph structure format.

7 - Signature Block. First initial starts at the center of the page "3.25 tab". Do not center the whole name. Last name is in caps, unless it contains a prefix.

8 - Copy To Block. Use maximum abbreviation. List individuals or units that need to know the letter's content, but are not required to take action.

9 - Full Identification. Proper full identification of Marine Corps personnel example:

Corporal Thomas A. Smith, Jr. EDIPI: 0000000000/0311 USMC

10 - Second and Succeeding Pages

- Subject line is always typed one inch down from the top margin (on sixth line).
- Start typing the text on the second line below the subject line.
- Do not use letterhead, it is already identified on the first page.
- Always put a page number on the second and succeeding pages. Page number will be centered and one half inch from the bottom. The first page is not numbered, but it is understood that it is page 1. The second page will start with number 2.

**References: SECNAV M-5216.5  
MCO 5216.20A**





DEPARTMENT OF THE NAVY  
NAVAL AIR FORCE ATLANTIC  
1279 FRANKLIN STREET  
NORFOLK VA 23511-2494

5216  
Ser N72/420  
24 Jul 13

%  
SECOND ENDORSEMENT on NAS Cecil Field ltr 5216 Ser 11/273  
\*\*\*\*\*of 9 Jul 13

%  
From:\*\*Commander, Naval Air Force, U.S. Atlantic Fleet  
To:\*\*\*Commander, U.S. Atlantic Fleet

%  
Subj:\*\*HOW TO PREPARE AN ENDORSEMENT

%  
Encl:\*\*(2)\*SECNAV M-5216.5

%  
1.\*\*Start an endorsement on a new page. Number each page of  
your endorsement and continue the sequence of numbers from the  
previous endorsement or from the basic letter if you are the  
first endorser.

%  
2.\*\*Every "new page" endorsement must repeat the basic  
letter's SSIC, identify the basic letter in the endorsement  
line, and use the basic letter's subject as its own.

%  
%  
%

J. H. KNIGHT  
By direction

%  
Copy to:  
NAS Cecil Field (Code 11)  
\*COMSEABASEDASWWINGLANT (Code 019)

**\*Prior endorser included because second endorsement is  
significant.**

**New Page Endorsement Guidelines**

1 - Senders Block. SSIC will always repeat the SSIC from the document being endorsed.

2 - Endorsement Line. Type the number of endorsement in all caps. First via addressee would be "FIRST ENDORSEMENT," second via would be "SECOND ENDORSEMENT." The "From" line (abbreviated), SSIC, office code, and date from the original standard letter or AA Form will be utilized.

FIRST ENDORSEMENT on SSgt Boone's ltr 1320 S-1 of 7 Nov 13

┌───┬──────────┬──────────┬──────────┬──────────┐  
Number of "From" line of SSIC and office Date of original  
endorsement original letter code of original letter

3 - Subject Line. The subject line will remain the same as the original document. Do not modify or change.

4 - Reference(s)/Enclosure(s). Do not repeat references/enclosures already mentioned in the original document. If adding reference(s)/enclosure(s), ensure they are properly annotated in continuing sequence from the original document. If added they must be mentioned in the text, in order listed.

5 - Text/Paragraphs. Endorsements are utilized to forward comments, make recommendations, and provide information. Remarks should be short and to the point. If large amounts of information or documentation need to be added, include as separate/additional enclosures.

6 - Copy To Block. All previous recipients should receive a copy as well as the originator of the original document and previous endorsees.

7 - Page Numbering. Page numbering continues from the original letter. If the original letter has one page then the first page of the endorsement will be page 2.

**References: SECNAV M-5216.5  
MCO 5216.20A**

Please review Privacy Act Statement on Page 3

**ADMINISTRATIVE ACTION (5216)**

NAVMC 10274 (REV. 09-11) (EF)

Previous editions will be used

**FOUO - Privacy sensitive when filled in.**

1. ACTION NO. 1-14	2. SSIC/FILE NO. 1336
3. DATE 10 Oct 13	

4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Cpl Kevin D. Wagner EDIPI: 1234567890/0311 USMC	5. ORGANIZATION AND STATION (Complete address) COA, 1st Bn, 10th Mar 2d MarDiv PSC Box 20106 CamLej 28542-0106
6. VIA (As required) (1) CO, COA, 1st Bn, 10th Mar, 2d MarDiv (2) CO, 1st Bn, 10th Mar, 2d MarDiv (3) CO, 10th Mar, 2d MarDiv (4) CG, 2d MarDiv	

7. TO: Commandant of the Marine Corps (MMEA-83) Headquarters U.S. Marine Corps Quantico, VA 22134-0004	8. NATURE OF ACTION/SUBJECT RE FOR PCSO TO MARINE SECURITY GUARD SCOL
	9. COPY TO (As required) SgtMaj, MCB CamLej

10. REFERENCE OR AUTHORITY (if applicable) (a) MCO P1000.6 (b) MCO P1326.6D	11. ENCLOSURES (if any) (1) Cert true copy of BIR/BTR (2) Commanding Officer's Screening/Interview Guide
---	--

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per ref (a), I re PCSO to Marine Security Guard Scol, Quant (MCC R00) dur Jun 14.
2. In add to encl (1), the fol info is provided:
  - a. DCTB: 3 May 10.
  - b. EAS: 13 Sep 16.
  - c. Marital status: Divorced.
3. Encl (2) is sub per ref (b).
4. I am willing to ext or reenl to have suf OBL SVC to accept this requested asg.

K. D. WAGNER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

FOR OFFICIAL USE ONLY

**Instructions for Completing the NAVMC 10274, AA Form**

The NAVMC 10274, Administrative Action (AA) Form was designed to reduce administrative workload and to standardize certain routine actions by individuals writing to higher authority. Complete the AA Form in accordance with the instructions below:

1 - Block 1. Insert a consecutive action number, obtained from the S-1, when dealing with a volume of administrative actions, or use a correspondence/activity code to assist in identifying the office of origin.

2 - Block 2. Using SECNAVINST M-5210.2, insert the Standard Subject Identification Code (SSIC) pertaining to the nature of action/subject etc.

3 - Block 3. Insert the date of preparation.

4 - Block 4. Insert the title of the originating office/billet when communicating within the activity. For personnel actions, insert the full name, grade, EDIPI, and military occupational specialty of individual initiating the AA Form.

5 - Block 5. Insert the address or identification of the office of origin. For personnel actions, insert the complete address of the company personnel office.

6 - Block 6. Abbreviate and number the appropriate chain of command required for processing actions. For personnel actions, refer to local operating procedures; also, see instructions for block 9, below.

7 - Block 7. Insert the complete address of the agency/activity required to take final action.

8 - Block 8. Identify the subject matter.

9 - Block 9. If an information copy will meet the needs of intermediate channels, do not list them as via addressees but rather as "Copy to."

10 - Block 10. Insert pertinent directive or authority. Insert "None" or "NA," as appropriate.

11 - Block 11. Insert description of material attached. Insert "None" or "NA," as appropriate.

12 - Block 12

a. State request or direction, reasons and/or substantiating remarks. Use short sentences/phrases and make use of approved abbreviations set forth in the IRAM, MCO P1070.12K, chapter 6. There is no need to summarize the references if they are known to be available to processing channels.

b. Type in the name of the individual who will sign the form, beginning at the center of the page, four lines below the last line of text.

c. If the originator does not utilize the entire space provided in block 12, forwarding/processing actions (block 13) may be accomplished in this section beginning two spaces after the signature.

13 - Block 13. Forwarding/processing actions are also permitted on the reverse, in the form of electronic media, embossing equipment, rubber stamps, etc., to result in administrative actions being recorded from start to finish on one sheet of paper.

- AA Forms should be filed in accordance with local standing operating procedures.

**Reference: MCO 5216.19A**

CLASSIFICATION

(Code)  
(Date)

INFORMATION PAPER

Subject: Format for an Information Paper

1. Purpose. Why is the information being provided?

2. Key Points

. Use these papers to convey information for the reader's use in preparing for a meeting or briefing.

. Present facts and use clear, concise wording.

- Tick and bullet format is preferred. Use key words and phrases.

. General format is not as important as content.

- Tailor the paper to fit the need.

. Convey information you would want to know if you were starting cold to prepare for a meeting.

. Address objectives the reader or the participants may have for the meeting.

. Alert the reader to potential trouble areas.

- Identify hidden agendas.

. A length of one page is preferred. Two pages is the maximum.

. If the meeting is one-on-one with someone the reader does not know, attach a biographical sketch.

(2 blank lines)

Prepared by: I. M. MOTIVATOR, Capt, USMC  
Div, L-1, 697-2222

Classified by \_\_\_\_\_

Declassify on \_\_\_\_\_

CLASSIFICATION

Reference: MCO 5216.20A (PG 11-9)

### Information Paper Guidelines

- Commonly used to prepare recipient for meetings, briefings, and discussions.
- Normally used to provide facts in a clear and concise format.
- Should be self-explanatory and require no enclosures, endorsements, or attachments.
- Letterhead is not required, but can be utilized.
- General format is not as important as accuracy of content.
- One page is preferred, two pages maximum.
- Tailor the paper to fit the need.
- Use standard bullets as provided by Microsoft Word.
- If document is classified, refer to SECNAV M-5510.36, unit Security Manager or Classified Material Control Center for proper marking and storage requirements.

**Reference: MCO 5216.20A**



(Code)  
(Date)

POINT PAPER

Subj: THE SUBJECT MATTER IS INDICATED BRIEFLY BUT IN SUFFICIENT  
DETAIL TO FACILITATE FILING AND FUTURE REFERENCE

1. (The salient points which relate to the subject are listed.)
2. (These points written as short, concise statements.)
3. (The points are arranged in logical sequence (time permitting).)
4. . . . .
5. . . . .

SUMMARY:

The salient points are followed by an even more concise summary. This summary includes any conclusion or position which is appropriate.

Prepared by: I. M. MOTIVATOR, Capt, USMC  
Div, L-1, 697-2222

Classified by \_\_\_\_\_

Declassify on \_\_\_\_\_

Reference: MCO 5216.20A (PG 11-6)

### Point Paper Guidelines

- Designed to present key points, facts, positions or questions in a brief and orderly fashion.
- Begin with background paragraph.
- Sometimes referred to as discussion paper.
- Normally used as a reminder, assumes that reader has complete knowledge of subject.
- Logical sequence desired, but not mandatory.
- Should not exceed one page.
- Attachments or enclosures are authorized if required.
- Tables, graphs and charts can be incorporated or attached.
- Summary paragraph is required.
- Include preparer/point of contact information.
- If document is classified, refer to SECNAV M-5510.36, unit Security Manager or Classified Material Control Center for proper marking and storage requirements.

**Reference: MCO 5216.20A**

CLASSIFICATION

(CODE)

(DATE)

POSITION PAPER

Subject: Format for a Position Paper

1. Purpose. To whom? For what reason?
2. Major Points. Brief summary of main points to be made.
  - a. Each point should be stated in one brief sentence.
  - b. Major points should stand alone and not require amplification by subordinate points.
3. Discussion
  - a. This type of paper should be used to provide rationale to support a decision or position the reader should take.
  - b. Remember to tailor discussion to the needs and knowledge of the reader. Subparagraphs such as Participants, Issues, Facts, Views, Opposing Views, Headquarters Marine Corps Staff Position, Fallback Position, or Conclusion may be used.
  - c. Write in a short, direct, conversational style that allows the reader to understand the key point of the issue and come to a logical conclusion. Use the active voice and avoid jargon.
  - d. General format is not as important as content. Tailor the paper to fit the need.
  - e. Do not exceed two pages.
4. Recommendation. The recommendation must flow logically from the Major Points and Discussion.

(Decision Grid as appropriate)

Prepared by: A. C. TIONOFFICER, Maj, USMC  
Div, LPO, 697-9999

CLASSIFICATION

Reference: MCO 5216.20A (PG 11-5)

### Position Paper Guidelines

- Study-type document that develops and recommends an official position on a particular proposition.
- Staff action document prepared by an action officer.
- Includes a clear statement of why an official position is required, essential background on the problem/subject, and rationale for recommended position.
- Provides rationale for recommended position.
- Identify key sources of information pertaining to the topic.
- Action officer must make sound analysis and write the paper in a clear, accurate, and efficient format, not to exceed 2 pages.
- References can be included in the same format as a standard letter.
- Enclosures or attachments are authorized.
- Purpose paragraph explains what the problem is and why a position is required.
- The Recommendation is what you recommend to be done.
- A Decision block should be included for the decision to be recorded.
- If document is classified, refer to SECNAV M-5510.36, unit Security Manager or Classified Material Control Center for proper marking and storage requirements.
- File in accordance with local standing operating procedures.

**Reference: MCO 5216.20A**

CLASSIFICATION

(Code)  
(Date)

TALKING PAPER

For use by (name or title of person for whose use the paper is prepared)

SUBJECT: CMC Meeting with. . . .

PURPOSE: To provide CMC talking points for meeting with . . . .

ISSUES:

(1) ISSUE 1

Background:

.

Talking Points:

.

.

(2) ISSUE 2

Background:

.

.

Talking Points:

.

Prepared by: E. X. EXECUTIVE ASSISTANT, Col, USMC  
Div, LP, 697-0000

Classified by \_\_\_\_\_

Declassify on \_\_\_\_\_

CLASSIFICATION

Reference: MCO 5216.20A (PG 11-7)

### Talking Paper Guidelines

- Used to advance a point of view or summarize an action/proposal.
- Although points are concise, does not need to be bulletized.
- Should not require attachments or enclosures.
- Commonly used as a "memory tickler" for superior or quick reference outline.
- Recommendations should be clear and succinct.
- Do not exceed two pages.
- The name of the action officer who prepared the paper should be included in the last paragraph.
- If document is classified, refer to SECNAV M-5510.36, unit Security Manager or Classified Material Control Center for proper marking and storage requirements.
- File in accordance with local standing operating procedures.

**Reference: MCO 5216.20A**

UNITED STATES MARINE CORPS  
2D MARINE LOGISTICS GROUP  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20002  
CAMP LEJEUNE, NC 28542-0002

SSIC  
SerNum  
DD Mmm YR

LETTER OF INSTRUCTION 1-14

From: Commanding General, 2d Marine Logistics Group  
To: Distribution List

Subj: LETTER OF INSTRUCTION WITH TITLE AND DATE

Ref: (a) Communication or document that deals directly with  
the subject at hand

Encl: (1) Title of Material  
(2) Title of Material

1. Situation. This Letter of Instruction (LOI) provides information and tasking of the event within 2d Marine Logistics Group (MLG). Enclosures (1) and (2) must be mentioned in the body of the document.

2. Mission. This paragraph provides the reason as to why the LOI was written. It answers the who, what, where, when and why questions regarding the mission.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The commander's intent is the commander's personal expression of the purpose of the LOI.

(b) It must be clear, concise, and easily understood.

(c) It may also include how the commander envisions achieving a decision, as well as the end state or conditions that accomplish the purpose.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.



(2) Concept of Operations. The concept of operations is an overview of how the commander plans to accomplish the mission. It provides details and tasks for the who, what, where, when and why questions.

b. Subordinate Element Missions

(1) Comply with the intent of the reference and the content of this LOI.

(2) LOI sponsors are responsible for ensuring that their directives are in the correct format as per SECNAVINST M-5216.5.

c. Coordinating Instructions. This paragraph provides detailed specific instructions and tasks that apply to two or more units. This includes items such as order of movement, planned formations, control measures and any other tasks that pertain to mission.

4. Administration and Logistics

a. This paragraph contains information regarding administrative action, logistical and supply details, and other considerations pertaining to the execution of the prescribed mission.

b. Access to an online medium will suffice for directives that can be obtained from the Internet, CD, or other sources.

5. Command and Signal

a. Command. This paragraph details to whom the LOI applies and identifies items such as the chain of command, their location, and other command considerations.

b. Signal. This paragraph gives signal instructions for the execution of the mission pertaining to items such as frequencies, call signs, brevity codes, and other communication measures.

I. M. COMMANDER

DISTRIBUTION: A

## Letter of Instruction (LOI) Guidelines

- Utilize LOI for coordinating one-time events, or providing commander's guidance on a particular item.
- Majority of format is based on standard letter (SECNAV M-5216.5) and Marine Corps directives (MCO 5215.1K).
- Utilize the 5 paragraph order format (SMEAC).
- Provide the information needed for instruction, but be concise.
- Annotate references as needed.
- Enclosures are authorized and should be attached to the LOI when published.
- Ensure that the designation line is on the first page and at the top of each successive page. LOIs are issued by calendar year (CY). Below is an example of the designation line for the first LOI typed in CY 2014:

### LETTER OF INSTRUCTION 1-14

- LOIs can be signed "Acting" or "By direction", but should be issued directly from the commander.
- It is recommended that the unit maintains a "Letter of Instruction" file.

**UNITED STATES MARINE CORPS**

1ST BATTALION, 6TH MARINES  
2D MARINE DIVISION  
PSC BOX 20106  
CAMP LEJEUNE, NC 28542-0106

1300  
S-1  
28 Jan 14

POLICY LETTER 1-14

From: Commanding Officer  
To: Distribution List

Subj: POLICY CONCERNING REQUESTS FOR SPECIAL DUTY ASSIGNMENTS

Ref: (a) MCO 5215.1K

Encl: (1) Financial Screening Checklist

1. Purpose. To establish policy for Marines desiring to request special duty assignments.
2. Cancellation. Only use a cancellation paragraph if cancelling a previous policy.
3. Information. Reference (a) establishes procedures for Marines desiring special duties, i.e. Drill Instructor, Marine Security Guard, Recruiting, or School of Infantry Instructor. These special duty assignments are encouraged, however, the mission of the unit supersedes the desire of the Marine. The enclosure must be completed by all applicants.
  - a. Drill Instructor Duty. Marines requesting this duty will interview with the Sergeant Major.
  - b. Recruiting Duty. Marines requesting this duty will interview with the career planner for screening.
  - c. Marine Security Guard Duty. Marines requesting this duty will be required to complete a security investigation at the S-2 prior to submission.
  - d. School of Infantry Duty. Marines requesting this duty will see the career planner to set up an interview with the Sergeant Major, School of Infantry East/West.
4. Scope. In order to ascertain the duty to which an individual is best suited, and to ease the paperwork burden, the directions in the above paragraphs must be carried out prior to an actual request being submitted.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

SSIC

(Date signed)

This will ensure that Marines are totally prepared for the special duty requested prior to departing this unit.

5. Certification. (If necessary, this and other paragraphs can be added.)

C. P. CHELIOS

Distribution: A

Copy to: 6th Mar, 2d MarDiv

## Policy Letter Guidelines

- The Policy Letter is written to provide the commander's guidance on policy within a particular unit.
- Majority of format is based on the standard letter (SECNAV M-5216.5) and Marine Corps directives (MCO 5215.1K).
- Title paragraphs as necessary to clearly convey the intent of the commander or establish the policy.
- Provide the information needed for instruction, but be concise.
- Annotate references as applicable.
- Enclosures are authorized and should be attached to the policy letter when published.
- Ensure that the designation line is at the top of each successive page. Policy letters are issued chronologically and by calendar year (CY). Below is an example of the designation line for the first Policy Letter typed in CY 2014:

POLICY LETTER 1-14

- Policy letters should only be signed by the commander due to the legal nature of establishing unit policy.
- It is recommended that units maintain a "Policy Letter" file.



DEPARTMENT OF THE NAVY HEADQUARTERS  
UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

or

**Unit Address**

Canc frp: Jan 2014

MCBul or I MEFBul 1000  
ARDB or G-1  
(Date Signed)

MARINE CORPS BULLETIN 1000 or  
I MEF BULLETIN 1000

From: Commandant of the Marine Corps or Commanding General  
To: Distribution List

Subj: FORMAT OF A BULLETIN

Ref: (a) MCO 5200.1  
(b) DoD Directive 5025.1, "DoD Directives System,"  
July 27, 2000

Encl: (1) Subject of First Enclosure  
(2) (SC) Show Exact Title of Enclosure Under Separate Cover

Reports Required: I. Review of Publications (Report Control  
Symbol MC-5600-OT), par. 2  
II. Special Directives (Report Control Symbol  
EXEMPT), par 3

1. Purpose. To show the format of a bulletin with a cancellation contingency, per the references.

2. Cancellation. Identify directives being canceled, if any.

3. Background. Bulletins have the same force and effect as Orders, transmit information, require action, request one-time reports, and are for a short term.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Action. Show the cancellation date inside the upper right margin on the first page, on the second line above the SSIC. If the cancellation date is for record purposes, with a contingency provision, abbreviate the month (cancels last day), and use the four digit year; e.g., "Canc frp: Oct 2007." Include as the last paragraph headed "Cancellation Contingency" and state the contingency but do not repeat the cancellation date.

5. Reserve Applicability. This Bulletin is applicable to the Marine Corps Total Force.

6. Cancellation Contingency. This Bulletin is canceled when incorporated in reference (a).

SIGNATURE BLOCK

DISTRIBUTION: (Appropriate distribution list)

Copy to: (unit/section)  
(unit/section)



## Bulletins Guidelines

- A bulletin is a directive of a one-time or brief term, that has the same force and effect as an order, may require a one-time report, and must have a self-canceling provision. It normally remains in effect up to 12 months, but not longer.
- Cancellation Block. Is typed on the second line above the directives identification block on the first page. Bulletins do not have a consecutive point number after the SSIC.
- For record purposes. If a bulletin is subject to a contingency provision and the contingency is met, then the bulletin may be cancelled without waiting for the set one year cancellation date. Refer to MCO 5215.1k Figure 3-1 page 3-5 and 3-6.
- Major Paragraph
  - "Purpose" Paragraph. This paragraph is always first and gives the reason for the bulletin.
  - "Cancellation" Paragraph. This is the second paragraph, if needed. Show the directive being canceled; show the SSIC of the bulletin being canceled and include the date of the "basic" bulletin. Only cancel directives you sponsor.
  - "Background" Paragraph. Include this paragraph, when needed, to provide any background information.
  - "Action" Paragraph. Include this paragraph to advise organizations/commands of specific action.
  - "Reserve Applicability" Paragraph. This paragraph provides the applicability statement; e.g., "This Directive is applicable to the Marine Corps Total Force" or "This Directive is applicable to the Marine Corps Reserve."
  - "Cancellation Contingency" Paragraph. Include as last paragraph, if the bulletin has a cancellation contingency. State the contingency, but do not repeat the cancellation date.

References: MCO 5215.1K

## NON JUDICIAL PUNISHMENT (NJP) AUTHORITY

- NJP authority cannot be delegated.
- “Acting” commanding officers may not hold NJP based solely on their “Acting” status.

### MAXIMUM PUNISHMENTS FOR ENLISTED PERSONNEL



#### Company Grade Commanding Officer Billets (regardless of actual grade) and Officers in charge with NJP authority may impose:

MCM 2012 Edition, Part V, par 5b(2) (A)/Article 15 UCMJ

- Confinement on bread and water for 3 days (embarked on ship for E-3 and below only)
- Correctional Custody for 7 consecutive days
- Forfeiture of 7 days pay
- Extra duty for 14 days
- Restriction for 14 days

#### Field Grade Commanding Officer

MCM 2012 Edition, Part V, par 5b(2) (B)/ Article 15 UCMJ,

- Confinement on bread and water for 3 days (embarked on ship for E-3 and below only)
- Correctional Custody for 30 consecutive days
- Reduction of one pay grade (may be imposed on E-5 and below only)
- Forfeiture of 1/2 months pay per month for 2 months
- Extra duty for 45 days
- Restriction for 60 days



### LIMITATIONS ON COMBINATION OF PUNISHMENTS

- Confinement on bread and water may not be imposed with correctional custody, extra duty, or restriction
- Extra duty cannot be hazardous
- If restriction is combined with extra duty, combination may not exceed 45 days each

*DEPARTMENT OF THE NAVY*  
**MILITARY SUSPECT'S ACKNOWLEDGEMENT AND WAIVER OF RIGHTS**

Place: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_  
have been advised by \_\_\_\_\_  
that I am suspected of \_\_\_\_\_

I have also been advised that:

- (1) I have the right to remain silent and make no statement at all;
- (2) Any statement I do make can be used against me in a trial by court-martial or other judicial or administrative Proceeding;
- (3) I have the right to consult with a lawyer prior to any questioning. This lawyer may be a civilian lawyer retained by me at no cost to the United States, a military lawyer appointed to act as my counsel at no cost to me, or both;
- (4) I have the right to have my retained civilian lawyer and/or appointed military lawyer present during this interview; and
- (5) I may terminate this interview at any time, for any reason.

I understand my rights as related to me and as set for above. With that understanding, I have decided that I do not desire to remain silent, consult with a retained or appointed lawyer, or have a lawyer present at this time. I make this decision freely and voluntarily. No threats or promises have been made to me.

Signature: \_\_\_\_\_  
Date & Time: \_\_\_\_\_

Witnessed: \_\_\_\_\_  
\_\_\_\_\_

Date & Time \_\_\_\_\_

At this time, I, \_\_\_\_\_  
desire to make the following voluntary statement. This statement is made with an understanding of my rights as set forth above. It is made with no treats or promises having been extended to me.

**NONJUDICIAL PUNISHMENT GUIDE**

(Note: The formalities prior to and at the termination of the nonjudicial punishment normally are determined by custom and tradition in the Navy and Marine Corps.)

CO: You are suspected of committing the following violation(s) of the Uniform Code of Military Justice:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You do not have to make any statement regarding the offense(s) of which you are accused or suspected, and any statement made by you may be used as evidence against you.

(Note: If it is reasonably foreseeable that the accused's statements during the nonjudicial punishment proceedings may be considered for introduction in evidence in a later court-martial, an explanation of rights and a waiver, in the format of Appendix A-1-v of the JAGMAN, will have to be obtained from the accused, prior to or during the hearing, before proceeding further.)

CO: You are advised that a nonjudicial punishment is not a trial and that a determination of misconduct on your part is not a conviction by a court. Further, you are advised that the formal rules of evidence used in trials by court-martial do not apply at nonjudicial punishment.

CO: I have a statement signed by you acknowledging that you were fully advised of your legal rights pertaining at this hearing. (Note: This statement will be either JAGMAN Appendix A-1-b, A-1-c, or A-1-d.)

CO: Do you understand this statement and do you understand the rights explained therein?

ACC: \_\_\_\_\_.

CO: Do you have any questions about them or do you wish to make any requests?

ACC: \_\_\_\_\_.  
\_\_\_\_\_.

CO: [To witness (if any are present)] What can you tell me about the accused's involvement in (these) (this) offense(s)?

WIT: \_\_\_\_\_.

OR

Reference: JAGMAN (PG A-1-f)

CO: [To witness(es) who has/have previously provided written statement(s) when accused and commanding officer both have copies of the statement(s).] Do you adopt your statement(s) as your testimony here today?

WIT: \_\_\_\_\_.

CO: Do you have anything to add to or change in your statement?

WIT: \_\_\_\_\_.

CO: (To accused) Would you like me to ask any further questions of this witness?

ACC: \_\_\_\_\_.

CO: (After all witnesses are questioned) I have before me the following (documents) (statements) (other physical evidence) that will be considered by me. Have you been given the opportunity to examine them?

ACC: \_\_\_\_\_.

CO: (If the answer is "no," offer the accused the opportunity to examine the evidence.)

CO: Is there anything that you wish to offer? (If the answer is "yes," permit the accused the opportunity to call his witnesses, make a personal statement in defense, and present other evidence.)

ACC: \_\_\_\_\_.

CO: Are there any other witnesses you would like to call or any other evidence you would like to present?

ACC: \_\_\_\_\_.

CO: Is there anything that you wish to offer that would lessen the seriousness of (this) (these) offense(s) or mitigate them?

ACC: \_\_\_\_\_.

CO: (To witness) What can you tell me about (accused's name) performance of duty?

WIT: \_\_\_\_\_.

CO: (To accused) Is there anything else you would like to present?

ACC: \_\_\_\_\_.

CO: I find that you have committed the following offenses:

---

I impose the following punishment:

\_\_\_\_\_.

You are advised that you have the right to appeal this punishment to (identify the superior authority by name and organizational title). Your appeal must be made within a reasonable time, which is normally 5 days. Following this hearing, \_\_\_\_\_ will advise you more fully of this right to appeal. Do you understand?

ACC: \_\_\_\_\_.

CO: You are dismissed.

**NONJUDICIAL PUNISHMENT  
ACCUSED'S ACKNOWLEDGEMENT OF APPEAL RIGHTS**

I, \_\_\_\_\_, SSN \_\_\_\_\_,  
assigned or attached to \_\_\_\_\_, have been informed of the  
following facts concerning my rights of appeal as a result of nonjudicial  
punishment held on \_\_\_\_\_:

a. I have the right to appeal to (specify to whom the appeal should be  
addressed).

b. My appeal must be submitted within a reasonable time. Five working  
days, excluding weekends and holidays, after the punishment is imposed is  
normally considered a reasonable time, in the absence of unusual  
circumstances. Any appeal submitted thereafter may be rejected as not  
timely. If there are unusual circumstances that I believe will make it  
extremely difficult or not practical to submit an appeal within 5 working  
days, I should immediately advise the officer imposing punishment of such  
circumstances and request an appropriate extension of time to file my  
appeal.

c. The appeal must be in writing.

d. There are only two grounds for appeal; that is:

(1) The punishment was unjust; or

(2) The punishment was disproportionate to the offense(s) for which  
it was imposed.

e. If the punishment imposed included reduction from the pay grade of  
E-4 or above, or was in excess of: arrest in quarters for 7 days,  
correctional custody for 7 days, forfeiture of 7 days' pay, extra duties for  
14 days, restriction for 14 days, then the appeal must be referred to a  
military lawyer for consideration and advice before action is taken on my  
appeal.

\_\_\_\_\_  
(Signature of Accused and Date)

\_\_\_\_\_  
(Signature of Witness and Date)

**UNIT PUNISHMENT BOOK (5812)**  
**NAVMC 10132 (5-13) (Previous editions will not be used) (EF)**

FOUO - Privacy sensitive when filled in.

Distribution:  
 Original copy to E-SRB  
 Copy to: OMPF, UNIT FILES,  
 MEMBER

1. OFFENSES (To include specific circumstances and the date and place of commission of the offense) Art. 86. At HqCo, HqBn, COA, 1st Bn, 10th Mar, 2d MarDiv, failed to go, at the time prescribed, to morning formation at 0800 on 2 Jan 14.		
2. I have been advised of and understand my rights under Article 31, UCMJ. I also have been advised of and understand my right to demand trial by court martial in lieu of non-judicial punishment. I (do) (do not) demand trial and (will) (will not) accept non-judicial punishment subject to my right of appeal. I further certify that I (have) (have not) been given the opportunity to consult with a military lawyer, provided at no expense to me, prior to my decision to accept non-judicial punishment. (DATE) <u>2014-01-10</u> (Signature of accused) _____		
3. The accused has been afforded these rights under Article 31, UCMJ, and the right to demand trial by court-martial in lieu of non-judicial punishment. (DATE) <u>2014-01-10</u> (Signature of immediate CO of accused) _____		
4. BOOKER STATEMENT: I have been given the opportunity to consult with a lawyer, provided by the Government at no cost to me, in regard to a pending NJP for violation of Article(s) <u>86</u> of the UCMJ. I understand I have the right to refuse that NJP; I (do) (do not) choose to exercise that right. I further understand that acceptance of NJP does not preclude my command from taking other adverse administrative action against me. (DATE) <u>2014-01-10</u> (Signature of accused) _____		
5. CURRENT UNAUTHORIZED ABSENCES (in excess of 24 hours) AND MARKS OF DESERTION		
6. FINAL DISPOSITION TAKEN AND DATE Cont'd on Supp Pg.		
7. SUSPENSION OF EXECUTION OF PUNISHMENT, IF ANY Cont'd on Supp Pg.		
8. FINAL DISPOSITION TAKEN BY (Name, grade, title) J. T. BIRD, Col, CO		
9. Upon consideration of the facts and circumstances surrounding (this offense) (these offenses) and upon further consideration of the needs of military discipline in this command, I have determined the offense (s) involved herein to be minor and properly punishable under Article 15, UCMJ, such punishment to be that indicated. (Signature of CO who took final disposition in 6) _____		10. DATE OF NOTICE TO ACCUSED OF FINAL DISPOSITION TAKEN <u>2014-01-10</u>
11. The accused has been advised of the right to appeal. <u>2014-01-10</u> (DATE) _____ (Signature of CO who took final action in 9)	12. Having been advised of and understanding my right of appeal, at this time I (intend) (do not intend) to file an appeal. <u>2014-01-10</u> (DATE) _____ (Signature of accused)	13. DATE OF APPEAL, IF ANY <u>Not Appealed</u>
14. DECISION ON APPEAL (IF APPEAL IS MADE), DATE THEREOF, AND SIGNATURE OF CO WHO MADE DECISION _____ (DATE) _____ (Signature of CO making final decision on appeal)		15. DATE OF NOTICE TO ACCUSED OF DECISION ON APPEAL _____
16. REMARKS		
17. Final administrative action, as appropriate, has been completed. UD# <u>0004</u> DTD <u>20140110</u> INIT <u>FJH</u>		
18. UNIT COA, 1st Bn, 10th Mar, 2d MarDiv, CamLej		
19. INDIVIDUAL (Last name, first name, middle initial) Burton, Alice J	20. GRADE Cpl	21. DoD ID# EDIPI 000000000



**NAVMC 10132 (5-13) (Previous editions will not be used) (EF)**

FOUO - Privacy sensitive when filled in.

**ADDITIONAL REMARKS**

Item 6 - To be red to LCpl, E-3, forf of \$500 pay per mo for 2 mos. Total forf \$1000. Restr to the limits of place of mess, bil, du, and worship ad most dir route to and fr w/o susp fr du for 14 das and extra du for 14 das, to run concurrently. 10 Jan 14.

Item 7 - 10 Jan 14. Red to LCpl, E-3, 14 das restr and extra du for 14 das, susp for 6 mos, at which time, unless sooner vacated, all susp will be rem w/o further act.

**Unit Punishment Book (NAVMC 10132)**  
**Detailed Preparation Instructions**

Prepare in accordance with the instructions below:

a. Item 1. Do not use charge/specification as in courts-martial. If there are multiple infractions of an article of the UCMJ, repeat the article as indicated below. Enter the article(s) of the UCMJ violated and a summary of each offense, to include date, time, and place of the alleged offense. Examples:

Art. 90. Struck Capt Smith with fists at HqCo, HqBn 3d MarDiv at 0930, 10 Nov 14.

Art. 90. At Co A, 1st Bn, 7th Mar (deployed) on 11 Mar 14, willfully disobeyed Capt Green's order to get a haircut.

Art. 86. UA fr HqCo, HqBn, 3d MarDiv dur the prd 0800, 11 Nov 14 through 2359, 15 Nov 14.

Art. 86. At HqCo, HqBn, 3d MarDiv, failed to go at the time prescribed to morning formation at 0800 on 15 Nov 14.

b. Item 2. After advising the Marine in accordance with Article 31, UCMJ and section 0104, JAGMAN, require the Marine to indicate intentions by striking out inapplicable portions, unless the Marine is attached to or embarked aboard a Naval vessel. In such cases, strike out with a single black or blue-black ink line all sentences after the first sentence. See section 0109, JAGMAN. Thereafter, require the Marine to date and sign the item. When a Marine refuses to indicate an intention and/or refuses to sign, process charges as a refusal to accept NJP and forward the UPB to the officer exercising court-martial jurisdiction for disposition. Note in item 2, "See item 16." Note in item 16, "Marine refuses to indicate intentions or to sign item 2. Case forwarded recommending (special court-martial), (summary court-martial), etc."

c. Item 3. Upon ensuring that the individual has been informed of the rights enumerated in Item 2, the immediate commanding officer will date and sign item 3. This action must be accomplished prior to imposition of NJP and this item must, therefore, be dated on or before the date NJP is imposed.

d. Item 4. After advising the accused of their opportunity to consult with counsel prior to electing to accept NJP, the violation of the article(s) of the UCMJ, and whether they accept NJP, the accused will date and sign item 4.

e. Item 5. Record current/previous UA's in excess of 24 hours and current/previous desertions.

f. Item 6. Enter punishment imposed and date of imposition. The entry "no punishment" is invalid. Unless a punishment listed in Article 15, UCMJ, is levied at the proceedings, NJP has not been imposed and no record will be maintained in the UPB binder. Sample forms of authorized punishments follow. Certain phrases in these examples are underscored merely to highlight areas where deviation from the prescribed wording, frequently has resulted in ambiguity. Other guidance is provided in parentheses. UPB form entries need not contain underlines or references.

Restr to the limits of HQSVCCo, 1st Bn, 3d Mar For 14 das, w/o susp fr du. 2 Jun 14. (See par 5c(2) of part V; MCM, 2012.)

Forf of \$100 pay per month for 2 months. Total for \$200.2 Jun 14. (Always state forfeitures in whole dollar amounts.)

Corr cust for 7 das w/susp fr du. 2 Jun 14.

Corr cust for 6 das w/o susp fr du. 2 Jun 14.

Restr to the limits of place of mess, bil, du and worship and most dir route to and fr w/o susp fr du for 14 das and extra du for 14 das, to run concurrently. 2 Jun 14.

To be red to LCpl, E-3, and to be orally reprimanded. 2 Jun 14.

g. Item 7. Enter the date and the specific terms of the suspension. If no portions of the punishment are suspended, enter the word "NONE." When suspending all or portions of the punishment, the specific punishment, the length of the suspension, and the terms for automatic remission will be reflected. Example:

2 Jun 14. Red to LCpl, E-3, susp for 3 mos, at which time, unless sooner vacated, the red will be remitted w/o further action.

h. Item 8. Enter name, grade, and title of the officer who took the action listed in item 6.

i. Item 9. When the officer imposing punishment determines that the offenses are properly punishable under Article 15, UCMJ, the officer so determining will sign this item.

j. Item 10. Enter the date of notification to the Marine. This will normally be the same date as item 6 except where a formal investigation is used as a basis for the NJP or notification is done by mail.

k. Item 11. When NJP has been imposed, notify the Marine of the right to appeal. (See paragraph 7 of part V, MCM, 2012, and section 0116, JAGMAN.) The officer imposing NJP shall date and sign the item. This will normally be the same date as item 6 and will, in no case, be prior to the date in item 6.

l. Item 12. The Marine upon whom NJP is imposed shall date and sign this item indicating an understanding of the right to appeal the NJP imposed. When a Marine refuses to indicate an understanding of the right to appeal and/or refuses to sign item 12, note in item 12, "See item 16" and place the following entry in item 16: "Marine refuses to indicate intentions or sign item 12."

m. Item 13. Enter date of the appeal of the NJP. If not appealed, enter the words "Not Appealed."

n. Item 14. If an appeal is made, enter the final action and date thereof. Examples:

Appeal denied - 25 Jun 14.

Appeal granted, punishment set aside - 25 Jun 14.

Red set aside, no further relief granted - 25 Jun 14.

This item will be signed by the officer action on the appeal, or it may be signed "By direction" of the officer acting on the appeal.

o. Item 15. Enter the date the Marine was notified of the decision on the appeal. If the Marine has been transferred or discharged, enter the date of the endorsement forwarding the decision to the Marine's new command or to the Marine's permanent mailing address.

p. Item 16

(1) Entries are required in this item under the following conditions:

(a) If the Marine refuses to sign either item 2 or item 12, enter the following remark: "Marine refuses to indicate intentions or to sign item 2 and/or item 12" as applicable.

(b) When the offenses are forwarded to higher authority for disposition, a general or specific recommendation as to disposition may be entered. Examples:

General recommendation - "Fwd to BnCO recom NJP."

Specific recommendation - "Fwd to BnCO recom red."

(c) Enter any subsequent vacation of any suspended punishment included in item 7 and the date of vacation. Examples:

Forf or \$250 per mo for 1 mo imposed and susp on 10 Dec 14 vacated - 26 Dec 14.

Red to PFC, E-2, imposed on 10 Dec 98 and susp on 15 Dec 14 vacated - 26 Dec 14.

(d) A Marine who has appealed may be required to undergo any punishment imposed while the appeal is pending, except that if action is not taken on the appeal within 5 days after the appeal was submitted, and if the Marine so requests, any unexecuted punishment involving restraint or extra duty shall be stayed until action on the appeal is taken. (See paragraph 7 of part V, MCM, 2012.) An entry reflecting the stay of punishment will be made. Example:

7 Dec 14: Appeal submitted. Punishment of (here insert punishment) stayed.

(e) When an executed or unexecuted punishment is set aside. This entry will be placed on the old UPB and the new UPB. If the old UPB is not held at the command, then enter on the new UPB only. Example:

7 Dec 14: Red to Cpl, E-4, is set aside. All rights, privileges and property affected will be restored.

(2) In addition to the aforementioned required entries, this item may be used to record other appropriate remarks or information.

q. Item 17. Upon completion of the required administrative action, the officer responsible for the action will initial this item. This item must be initialed by the commanding officer, officer in charge, or by an officer designated to sign "By direction" of the commander. Ensure completion of all SRB and unit diary entries.

r. Item 18. Enter the complete identification of the Marine's unit; e.g., company/battery/squadron/group/battalion.

s. Item 19. Enter last name, first name, and middle initial of the Marine.

t. Item 20. Enter grade and pay grade; e.g., LCpl, E-3.

u. Item 21. Enter social security number; e.g., 123 45 6789.

**Reference:** MCO P5800.16A Ch 6, page 3-6

<b>DESERTER/ABSENTEE WANTED BY THE ARMED FORCES</b>			<b>1. DATE PREPARED (YYYYMMDD)</b>		<b>REPORT CONTROL SYMBOL</b> DD-P&R(SA)1454	
<b>2. TO</b> (Local, State or Federal law enforcement authority as indicated by Military Deserter Information Point)			<b>3. FROM</b> (Organization or activity and place from which absent. If unauthorized absence occurs in transit, list old and new unit in Remarks)			<b>4. DISTRIBUTION</b>
<b>5. ABSENTEE IDENTIFICATION</b>						
a. NAME (Last, First, Middle Initial)		b. GRADE/RANK/RATE		c. SEX		
d. RACE (X one or more)			e. ETHNICITY (X one)			
<input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE	<input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	<input type="checkbox"/> HISPANIC OR LATINO		<input type="checkbox"/> NOT HISPANIC OR LATINO		
<input type="checkbox"/> ASIAN	<input type="checkbox"/> WHITE	<input type="checkbox"/> DECLINE TO RESPOND		<input type="checkbox"/> DECLINE TO RESPOND		
<input type="checkbox"/> BLACK OR AFRICAN AMERICAN	<input type="checkbox"/> DECLINE TO RESPOND	<input type="checkbox"/> DECLINE TO RESPOND		<input type="checkbox"/> DECLINE TO RESPOND		
f. PLACE OF BIRTH (City, State, Country)		g. DATE OF BIRTH (YYYYMMDD)		h. HEIGHT	i. WEIGHT	
j. EYE COLOR (X one)			k. HAIR COLOR (X one)			
<input type="checkbox"/> BLACK	<input type="checkbox"/> GREEN	<input type="checkbox"/> VIOLET	<input type="checkbox"/> AUBURN	<input type="checkbox"/> BROWN	<input type="checkbox"/> SILVER	
<input type="checkbox"/> BLUE	<input type="checkbox"/> GRAY		<input type="checkbox"/> BLACK	<input type="checkbox"/> GRAY	<input type="checkbox"/> WHITE	
<input type="checkbox"/> BROWN	<input type="checkbox"/> HAZEL		<input type="checkbox"/> BLOND	<input type="checkbox"/> RED	<input type="checkbox"/> BALD	
l. DIP CONTROL NUMBER		m. BRANCH OF SERVICE		n. SOCIAL SECURITY NO.		
				o. CITIZENSHIP		
				p. MARITAL STATUS		
q. MILITARY OCCUPATION		s. PERMANENT RESIDENCE ADDRESS (Include ZIP Code)				
r. CIVILIAN OCCUPATION						
<b>6. CURRENT ENLISTMENT</b>			<b>7. ENTRY INTO CURRENT PERIOD OF SERVICE</b>			<b>8. ATTACH PHOTOGRAPH</b> (If available)
a. DATE (YYYYMMDD)		b. PLACE (City and State)	a. DATE (YYYYMMDD)		b. PLACE (City and State)	
<b>9. TIME OF ABSENCE</b>			<b>10. ADMINISTRATIVE DATE OF DESERTION (YYYYMMDD)</b>			
a. DATE (YYYYMMDD)		b. HOUR				
<b>11. ESCAPED OR SENTENCED PRISONER (X as applicable)</b>			<b>12. DISCHARGE STATUS (X as applicable)</b>			
<input type="checkbox"/> YES	IF "YES," SPECIFY CHARGE		a. DISCHARGED		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> NO			b. SUSPENDED		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>13. OPERATOR'S LICENSE</b>			<b>14. VEHICLE LICENSE</b>			
a. NUMBER	b. STATE	c. EXP. DATE (YYYYMMDD)	a. PLATE NO.	b. STATE	c. EXP. DATE (YYYYMMDD)	
					d. TYPE	
<b>15. VEHICLE</b>						
a. VEHICLE IDENTIFICATION NUMBER	b. YEAR	c. MAKE	d. MODEL	e. STYLE	f. COLOR	
<b>16. RELATIVES AND/OR PERSONS KNOWN BY ABSENTEE</b> (If more space is needed, continue in Remarks or on a separate page, making reference to this item number.)						
a. NAME (Last, First, Middle Initial)			b. ADDRESS (Include ZIP Code)			
(1)						
(2)						
(3)						
(4)						
(5)						

**17. CERTIFICATION** *(See Notes)*

The undersigned states: That he/she is a commissioned officer of the United States \_\_\_\_\_ *(Military Department)*, presently assigned as the Commanding Officer, \_\_\_\_\_ *(Unit from which the alleged deserter absented himself or herself)*, and in the performance of official duties imposed by Department of Defense Directive 1325.2 and \_\_\_\_\_ *(Regulations of the Service concerned which implement DOD Directive 1325.2, e.g. Army Regulations 190-9 and 630-10)*, he/she has conducted an investigation into the status of \_\_\_\_\_ *(Name and rank of alleged deserter)*, a member of the United States Armed Forces serving on active duty with \_\_\_\_\_ *(Unit and Service from which the alleged deserter absented himself or herself)*, by questioning his/her unit cohorts; by examining and verifying the field service records of said service member which reflect his/her duty status; by requesting the member's next of kin to urge his/her voluntary return to military control if they are aware of his/her whereabouts; by inquiring to the fullest extent possible into the feasibility of other explanations for the member's absence, to include sickness, injury, hospitalization, and confinement by civil law enforcement officials; and officially ordered diversion from his/her unit of assignment by querying the member's losing unit (and en route temporary duty unit), the appropriate career management division, the servicing replacement organization, and the servicing Military Personnel and Transportation Assistance Office (and *(See Note 1)* \_\_\_\_\_ ).

That based on the aforesaid investigation, the undersigned has personal knowledge that, on or about \_\_\_\_\_ *(Date - YYYYMMDD)*, \_\_\_\_\_ *(Name and rank of alleged deserter)*, did, without authority and with intent to remain away therefrom permanently, absent himself/herself from his/her unit/organization/place of duty, to wit: *(See item 3 above)* located at *(See item 3)* in violation of Section 885, Title 10, United States Code and he/she has remained continuously so absent until \_\_\_\_\_ *(Date this statement is executed - YYYYMMDD)*. I state under penalty of perjury (under the laws of the United States of America *(See Note 2)*) that the foregoing is true and correct. Executed on \_\_\_\_\_ *(Date - YYYYMMDD)*.

**NOTES:**

1. For use only when a servicemember fails to report to a gaining unit of assignment during a permanent change of station.
2. For use only when statement is executed outside the United States, its territories, possessions and commonwealths.

**18. COMMANDING OFFICER**

a. TYPED NAME <i>(Last, First, Middle Initial)</i>	b. RANK	c. TITLE
d. ORGANIZATION AND INSTALLATION	e. SIGNATURE <i>(All copies)</i>	f. DATE SIGNED <i>(YYYYMMDD)</i>

**19. REMARKS** *(List peculiar habits and traits of character; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names); marks and scars; tattoos; facial characteristics; complexion, posture; build, other SSN's used by individual; or other data that may assist in identification.*

## INFORMATION

### 1. AUTHORITY TO APPREHEND.

a. Any civil officer having the authority to apprehend offenders under the laws of the United States, or of a State, territory, commonwealth, possession, or the District of Columbia may summarily apprehend deserters from the Armed Forces of the United States and deliver them into custody of military officials. Receipt of this form and a corresponding entry in the FBI's NCIC Wanted Person File, or oral notification from military officials or Federal law enforcement officials that the person has been declared a deserter and that his/her return to military control is desired, is authority for apprehension.

b. Civil authorities may apprehend absentees (AWOL's) when requested to do so by military authorities.

### 2. PAYMENT OF REWARD OR REIMBURSEMENT FOR EXPENSES.

a. Rewards. Receipt of this form, or oral or written notification from military authorities or Federal law enforcement officials, prior to apprehension of the individual, that the person is an absentee and that his/her return to military control is desired will be considered as an offer of reward. Persons or agency representatives (except salaried officers or employees of the Federal Government or servicemembers) apprehending or delivering absentees to military control are authorized:

(1) Payment for apprehension and detention of absentees until military authorities assume custody; or

(2) Payment for apprehension and delivery of absentees to a military installation.

b. Reimbursement for Expenses. Reimbursement may be made for actual expenses incurred when conditions for payment of a reward cannot be met. If two or more persons perform these services, payment will be made jointly or severally, but total payment to all may not exceed prescribed limitations.

c. Payment. Payment will be made to the person or agency representative actually making arrest and detention or delivery by the disbursing officer servicing the military facility to which the absentee is delivered and will be in full satisfaction of all expenses of

apprehending, keeping and delivering the absentee. Payment may be made whether the absentee surrenders or is apprehended. Payment will not be made for information leading to apprehension, nor for apprehension not followed by return to military control. Both reward and reimbursement may not be paid for the same apprehension and detention or delivery.

### 3. INDIVIDUAL CLAIMS HE/SHE IS NOT ABSENT WITHOUT AUTHORITY.

When a detained individual claims that he/she is not absent without leave and does not have the papers to prove his/her claim, the apprehending person or agency representative should communicate directly by the most rapid means available, with the nearest military installation manned by active duty personnel. When necessary, communicate directly (telephone or telegraph) with the Deserter Information Point of the military service concerned.

**a. US Army:** U.S Army Deserter Information Point  
ATTN: ATZK-PMF-D  
1481 Old Ironsides Avenue  
Fort Knox, KY 40121

**Telephone:** Area Code (502) 626-3711/  
3712/3713

**b. US Navy:** Navy Absentee Collection and  
Information Center (NACIC)  
2834 Greenbay Road  
North Chicago, IL 60064

**Telephone collect:** Area Code (847) 688-2106  
(or toll free: 1-800-423-7633)

**c. US Marine Corps:** Commandant, US Marine Corps  
Code POS-40  
2 Navy Annex  
Washington, DC 20380-1775

**Telephone collect:** Area Code (703) 614-3248/3376

**d. US Air Force:** Headquarters AF Personnel Center  
(DPWCM)  
550 C Street West, Suite 14  
Randolph AFB, TX 78150-4716

**Telephone collect:** Area Code (210) 566-3752  
(or toll free: 1-800-531-5501)



**DESERTER/ABSENTEE WANTED BY THE ARMED FORCES**  
**INSTRUCTIONS FOR COMPLETING DD FORM 553**

Prepare in accordance with the instructions below:

**Block 1.** DATE PREPARED. Enter date of preparation, year/month/day; e.g., 20141228.

**Block 2.** TO. One of three major entries is usually entered in this block.

OQR/SRB of Marine (absentee),

CMC (PSL),

or

See Distribution List.

**Block 3.** FROM. Enter the absentee's organization or activity and place from which absent. If UA occurs while in transit, list old and new units in Block 19, Remarks. (Source of information: SRB/OQR, page 3.)

**Block 4.** DISTRIBUTION

1. Forward the original DD Form 553 to CMC (PSL) as soon as possible. Immediately fax the DD Form 553 to PSL. DD Form 553s forwarded with missing/incomplete information will be returned to the parent command via their chain of command for corrective action.

2. Copy to document side of the service record.

3. Copy to primary next of kin. (Source of information: RED in the SRB/OQR).

4. Copy to units assigned reporting and prisoner escort responsibilities. (See MCO 5800.10).

**Block 5.** ABSENTEE IDENTIFICATION

**5a.** NAME. Enter the last name, first name, and middle initial, in that sequence.

**5b.** GRADE/RANK/RATE. Enter the military grade/rate (name and code) of the named absentee; for example; Private, Airman Basic, Seaman Recruit, E-1; Corporal, E-4; etc.

**5c.** SEX. Enter the absentee's sex; i.e., Male (M), or Female (F). (Source of information: Medical Record).

**5d.** RACE. Enter the absentee's race code as contained on the Basic Individual Record in the MCTFS. Refer to the Manpower Codes Lookup Table located on the Manpower and Reserve Affairs website. (Source of information: Medical Record).

**5e.** ETHNICITY. Enter the absentee's ethnicity code per MCTFS.

**5f.** PLACE OF BIRTH. Enter the city, state, and country, in

that order. (Source of information: DD Form 4, NAVMC 763, or DD Form 1966 in SRB/OQR).

**5g.** DATE OF BIRTH. Enter the year, month, and day, in that order. (Source of information: DD Form 4, NAVMC 763, or DD Form 1966 in SRB/OQR).

**5h.** HEIGHT. Enter the absentee's height in inches; e.g., 72". (Source of information: Medical Record).

**5i.** WEIGHT. Enter the absentee's weight in pounds. (Source of information: Medical Record).

**5j.** EYE COLOR. Enter the color of the absentee's eyes; i.e., blue (BL), green (GR), brown (BR), or hazel (HA). (Source of information: Medical Record).

**5k.** HAIR COLOR. Enter the color of the absentee's hair; i.e., brown (BR), black (BK), blonde (BL), gray (GR), red (RD), bald (BA), or white (WH). (Source of information: Medical Record).

**5l.** DIP CONTROL NO. (Deserter Information Point Control Number). Enter the appropriate sequential DIP Control Number assigned by the using agency to account for cases entered into the National Crime Information Center (NCIC) of the FBI. If unknown, leave blank.

**5m.** SERVICE. Enter the code for the absentee's branch of service; i.e., Army (A), Navy (N), Marine Corps (M), or Air Force (F).

**5n.** SOCIAL SECURITY NO. Enter the absentee's SSN. (Source of information: DD Form 4, NAVMC 763, or DD Form 1966 in the SRB/OQR).

**5o.** CITIZENSHIP. Enter the country of which the absentee is a citizen. (Source of information: NAVMC 763 or DD Form 1966 in the SRB/OQR).

**5p.** MARITAL STATUS. Enter the code for the absentee's marital status; i.e., Married (M), Single (S), or Divorced (D). (Source of information: MCTFS BIR).

**5q.** MILITARY OCCUPATION. Enter the absentee's primary MOS and title. (Source of information; SRB/OQR).

**5r.** CIVILIAN OCCUPATION. Enter the absentee's prior civilian employment. Enter specific job skills. (Source of information: SRB/OQR).

**5s.** PERMANENT RESIDENCE ADDRESS. Enter the absentee's permanent residence address, including ZIP code. (Source of information: MCTFS BIR).

**Block 6.** CURRENT ENLISTMENT

**6a.** DATE. Enter the most recent date of entry the absentee signed an enlistment or appointment contract, i.e., year/month/day i.e., 20141025. (Source of information: MCTFS BIR or DD Form 4).

**6b.** PLACE. Enter the most recent location the absentee signed an enlistment or appointment contract, e.g., MCAS Camp Pendleton, CA. (Source of information: DD Form 4).

**Block 7.** ENTRY INTO CURRENT PERIOD OF SERVICE

**7a.** DATE. Enter the date of entry that the absentee physically reported for active duty on current enlistment, i.e., year/month/day (20141025). If the date is the same as the date entered in 6a, enter "Same as 6a." (Source of information: DD Form 4, NAVMC 763, DD Form 1966, and/or page 3 in the SRB/OQR).

**7b.** PLACE. Enter the place of entry that the absentee physically reported for active duty on current enlistment, e.g., MCAS Camp Pendleton, CA. If the place is the same as the date entered in 6b, enter "Same as 6b." (Source of information: DD Form 4, NAVMC 763, DD Form 1966, and/or page 3 in the SRB/OQR).

**Block 8.** ATTACH PHOTOGRAPH. If available.

**Block 9.** TIME OF ABSENCE

**9a.** DATE. Enter the date that the unauthorized absence commenced ensuring that it is the same date that was ran on the unit diary, i.e., year/month/day (20141025).

**9b.** HOUR. Enter the hour the absence commenced, per the unit diary, i.e., 1830.

**Block 10.** ADMINISTRATIVE DATE OF DESERTION. Enter the date on which the absentee was administratively classified a deserter (31st day) i.e., year/month/day (20141124).

**Block 11.** ESCAPED OR SENTENCED PRISONER. Enter the status of absentee by marking the appropriate box. For escaped or sentenced prisoners, indicate in the appropriate space the specific offense (civil or military) of which convicted. If military, include reference to the appropriate punitive article of the UCMJ.

**Block 12.** DISCHARGE STATUS. Enter the absentee's discharge status by marking the appropriate box. If the deserter is an escaped or sentenced prisoner refer to record of trial. Contact the Deserter Information Point (DIP) prior to selecting "YES" on 12a or 12b.

**Block 13a-c.** OPERATOR'S LICENSE. Information for this block will normally come from the Provost Marshal Office. If information is unknown, enter the word "unknown."

**Block 14a-d.** VEHICLE LICENSE. Information for this block will normally come from the Provost Marshal Office. If information is unknown, enter the word "unknown."

**Block 15a-f.** VEHICLE. Information for this block will normally come from the Provost Marshal Office. If information is unknown, enter the word "unknown."

**Block 16.** RELATIVES AND/OR PERSONS KNOWN BY ABSENTEE. Enter the absentee's nearest relatives, friends, and other persons most likely to have some knowledge or indication of the absentee's whereabouts. Enter their names, addresses, and ZIP codes. List additional names in Block 19, Remarks. (Source of information: RED in SRB/OQR, interview, etc.).

**Block 17.** CERTIFICATION (May be used by military and civil law enforcement authorities to obtain search or arrest warrants). The information displayed in this block will likely be the determining factor in whether the request for a warrant by law enforcement authorities is approved or denied. Complete every block in this part with precision and detail.

**Block 18.** COMMANDING OFFICER

**18a.** TYPED NAME. Enter the last name, first name, and middle initial, in that sequence.

**18b.** GRADE. Enter the military grade of the named commanding officer or designee, e.g., Colonel (Col), Lieutenant Colonel (LtCol), Major (Maj), etc.

**18c.** TITLE. Type the official title of the officer signing this form.

**18d.** ORGANIZATION AND INSTALLATION. Type the organization of the officer signing this form.

**18e.** SIGNATURE. All copies must contain an original signature.

**18f.** DATE SIGNED. Enter the date, i.e., year/month/day (20141125).

**Block 19.** REMARKS

1. List peculiar habits and traits of character, unusual mannerisms and speech, peculiarities in appearance, clothing worn, aliases (names), marks and scars, tattoos, facial characteristics, complexion, posture, build, other SSNs used by the individual, or other data that may assist in identification.

2. If the Marine is considered an escape risk, pending charges or under investigation for violations of the UCMJ other than unauthorized absence or desertion, dangerous to him/herself or others, a violator of previous stragglers orders, or drug or alcohol addicted, appropriate cautionary statements will be placed in the remarks section of the DD Form 553 in CAPITAL LETTERS.

3. OCONUS units with FPO and APO addresses will include a comment to the effect that the absentee deserted in CONUS or in a specific foreign country.

4. When a Marine is dropped to desertion prior to the 30th day of UA, the unit will indicate the reason for dropping the Marine to desertion.

5. Use letter-size bond paper for continuation of remarks or blocks on the front of the form.

**Reference MCO P5800.16A Ch 6, page 5-35**

REPORT OF RETURN OF ABSENTEE				REPORT CONTROL SYMBOL	
<p align="center"><b>IMPORTANT NOTICE</b></p> <p>The absentee status of the individual named below has been terminated. Military records indicate that your agency was specifically furnished a copy of DD Form 553, "Deserter/ Absentee Wanted by the Armed Forces," soliciting your support. Request you clear your records of the DD Form 553 pertaining to this individual and the associated unauthorized absence indicated on this report. The Department of Defense and the Military Service law enforcement officials concerned gratefully acknowledge your participation and support of military apprehension programs.</p>				<b>1. DISTRIBUTION</b> <i>(Same as DD Form 553 at time of absence)</i>	
<b>3. SERVICE</b>		<b>4. SOCIAL SECURITY NO.</b>		<b>5. GRADE OR RATE</b>	
<b>6. FORMER ABSENTEE STATUS</b>					
a. FORMER STATUS <i>(X one)</i>				b. DATE/HOUR ABSENCE BEGAN <i>(YYYYMMDD)</i>	
(1) ESCAPED OR SENTENCED PRISONER		(2) ABSENTEE			
		(3) DESERTER <i>(Administrative)</i>			
c. ORGANIZATION AND INSTALLATION FROM WHICH ABSENT					
<b>7. CIRCUMSTANCES OF ABSENTEE'S RETURN</b>					
a. MODE OF RETURN <i>(X one)</i>		b. AUTHORITIES TO WHOM ABSENTEE SURRENDERED OR BY WHOM APPREHENDED <i>(X one)</i>			
(1) APPREHENDED		(1) MILITARY		(2) CIVIL	
(2) SURRENDERED		(5) OTHER <i>(Specify)</i>		(3) FBI	
				(4) DIS	
c. PLACE OF INITIAL RETURN				d. DATE/HOUR OF INITIAL RETURN <i>(YYYYMMDD)</i>	
e. REQUIRED ACTION <i>(X one)</i>					
(1) RETURN TO MILITARY CONTROL		(2) RETAINED BY CIVIL AUTHORITIES		(3) CIVIL CHARGES	
				(4) SAFEKEEPING	
f. MILITARY ORGANIZATION AND INSTALLATION OR CIVILIAN LOCATION				g. DATE RETURNED TO MILITARY CONTROL <i>(YYYYMMDD)</i>	
<b>8. DISPOSITION OF ABSENTEE</b>					
a. ACTION BY MILITARY AUTHORITIES <i>(X one)</i>		b. TO <i>(Name of Command in charge of absentee)</i>		c. COST OF TRANSPORTATION <i>(To be charged to the individual's account)</i>	
(1) RETAINED		(2) TRANSFERRED		\$	
(3) TECHNICAL ARREST ORDERS		(4) GUARD			
9. REMARKS <i>(Include location of Service, Pay and Health Records)</i>					
<b>10. AUTHORIZING OFFICIAL</b>					
a. TYPED NAME <i>(Last, First, Middle Initial)</i>		b. GRADE		c. TITLE	
d. ORGANIZATION		e. SIGNATURE <i>(Sign all copies)</i>		f. DATE SIGNED <i>(YYYYMMDD)</i>	

**REPORT OF RETURN OF ABSENTEE**  
**INSTRUCTIONS FOR COMPLETING DD FORM 616**

Prepare in accordance with the instructions below:

**Block 1.** DISTRIBUTION. Same as the DD Form 553. (Exception: when the pay record is at DFAS, Kansas City, a copy of this form will be sent to DFAS.)

**Block 2.** NAME. Enter the service member's last name, first name, and middle initial.

**Block 3.** SERVICE. Enter the code for the service member's branch of service; i.e., Marine Corps (M), Army (A), Navy (N), or Air Force (F).

**Block 4.** SOCIAL SECURITY NO. Enter the service member's social security number.

**Block 5.** GRADE OR RATE. Enter the military grade and pay grade of the service member.

**Block 6.** FORMER ABSENTEE STATUS

**6a.** Former Status. Enter an "x" in the appropriate block to indicate if the service member was an escaped or sentenced prisoner, absentee, or deserter.

**6b.** Date and Hour Absence Began. Enter the date and hour the absence began.

**6c.** Organization and Installation From Which Absent. Enter the complete mailing address of the organization the service member was absent from.

**Block 7.** CIRCUMSTANCES OF ABSENTEE'S RETURN

**7a.** Mode of Return. Place an "x" in the block to indicate how the service member was returned to military control.

**7b.** Indicate Authorities to whom absentee surrendered or by whom apprehended. Place an "x" in the appropriate block to indicate who the service member surrendered to or was apprehended by.

**7c.** Place of Initial Return. Enter where the service member initially returned.

**7d.** Date and Hour of Initial Return. Enter the date and hour of initial return.

**7e.** Required Action. Enter the required action by placing an "x" in the appropriate box.

**7f.** Military Organization and Installation or Civil Location. Enter the complete mailing address of the service member's location.

**7g.** Date Returned to Military Control. Enter the date the service member returned to military control.

**Block 8.** DISPOSITION OF ABSENTEE

**8a.** Action by Military Authorities. Place an "x" in the appropriate box.

**8b.** To. Enter the complete organizational address of the command that is in charge of the absentee (joining command).

**8c.** Cost of Transportation. Enter the amount of the ticket purchased to return the absentee back to the unit.

**Block 9.** REMARKS. This block is used to place any remarks that the command deems necessary. Include in the remarks section the location of the individual's service, pay, and health records.

**Block 10.** AUTHORIZING OFFICIAL

**10a.** TYPED NAME. Type the last name, first name, and middle initial of the person who will be signing this form.

**10b.** GRADE. Type the grade of the officer signing this form.

**10c.** TITLE. Type the official title of the officer signing this form.

**10d.** ORGANIZATION. Type the organization of the officer signing this form.

**10e.** SIGNATURE. Signature of officer indicated in block 10a. An original signature is required on all copies.

**10f.** DATE. Enter the date the form is being published (signed) in this block.

**Reference:** MCO P5800.16A Ch 6, page 5-40

# PRETRIAL

## CONFINEMENT ORDER

<b>1. PERSON TO BE CONFINED</b>				<b>2. DATE (YYYYMMDD)</b>	
a. NAME ( <i>Last, First, Middle Initial</i> ) Carbon, Tommy C.			b. SOCIAL SECURITY NUMBER 000 00 6789		20140314
c. BRANCH USMC		d. GRADE Pvt/E-1	e. UNIT/AGENCY ( <i>Parent unit</i> ) PAScol, MCCSSS, TrngCmd, Camlej		
<b>3. TYPE OF CONFINEMENT</b>					
a. PRE-TRIAL <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		b. RESULT OF NJP <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		c. RESULT OF COURT MARTIAL: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	
d. TYPE OF COURT MARTIAL: <input type="checkbox"/> SCM <input checked="" type="checkbox"/> SPCM <input type="checkbox"/> GCM <input type="checkbox"/> VACATED SUSPENSION					
<b>4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED</b> ( <i>List all charge(s) if prisoner is pre-trial. List guilty finding(s) only if prisoner is post-trial.</i> ) Chg I: Art 86, Spec 1: UA 2145 131217 - 0930 140118, Spec 2: UA 0900, 140124-Apprehended 1200, 140311 Chg II: Art 92, Spec: Disobeyed a superior commissioned officer					
5. SENTENCE ADJUDGED ( <i>Annotate sentence from the result of trial</i> )					b. ADJUDGED DATE (YYYYMMDD):
<b>6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED:</b>					
<b>7. PERSON DIRECTING CONFINEMENT</b>					
a. TYPED NAME ( <i>Last, First, Middle Initial</i> ), GRADE AND TITLE J. T. MULLINS, Col, Commanding Officer			b. SIGNATURE		c. DATE (YYYYMMDD) 20140314
d. TIME 07:30					
<b>8. LEGAL REVIEW AND APPROVAL REQUIRED</b> ( <i>Review required by different name at 7.a and b.</i> )					
a. DNA PROCESSING <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT REQUIRED UNDER 10 U.S.C. 1565. COLLECTED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO KIT# _____					
b. SEX OFFENDER REGISTRATION <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT REQUIRED UNDER 42 U.S.C. 14071.					
c. TYPED NAME ( <i>Last, First, Middle Initial</i> ), GRADE AND TITLE			d. SIGNATURE		e. DATE (YYYYMMDD)
<b>9. MEDICAL CERTIFICATE</b> ( <i>Required completion only when applicable by Service regulation</i> )					
a. The above named prisoner was examined by me at <u>12:00</u> on <u>20140314</u> and found to be <input checked="" type="checkbox"/> Fit <input type="checkbox"/> Unfit <i>(Time) (YYYYMMDD)</i> for confinement. I certify that from this examination the execution of the foregoing sentence to confinement <input type="checkbox"/> will <input checked="" type="checkbox"/> will not produce serious injury to the prisoner's health.					
b. The following irregularities were noted during the examination: ( <i>List only non-medical information. Refer to SF 600 for all medical information, including HIV, TB and pregnancy tests and results.</i> ) None.					
<b>10. EXAMINER</b>					
a. TYPED NAME ( <i>Last, First, Middle Initial</i> ), GRADE AND TITLE S. E. STEVENS, LT, MedO			b. SIGNATURE		c. DATE (YYYYMMDD) 20140314
d. TIME 12:00					
<b>11. RECEIPT FOR PRISONER</b> ( <i>Completed by the correctional facility staff upon arrival of the prisoner</i> )					
a. THE PRISONER NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT ( <i>Facility Name and Location</i> ) <u>MCB BRIG CAMLEJ</u> ON <u>20140314</u> AND TIME: <u>16:00</u> <i>(YYYYMMDD) (Time)</i>					
b. PERSON RECEIPTING FOR PRISONER ( <i>Typed name (Last, First, Middle Initial), Grade and Title</i> ) W. C. SANDERS, GySgt, SNCOIC			c. SIGNATURE		d. DATE (YYYYMMDD) 20140314
e. TIME 16:00					



# POST TRIAL

## CONFINEMENT ORDER

<b>1. PERSON TO BE CONFINED</b>				<b>2. DATE (YYYYMMDD)</b>	
a. NAME (Last, First, Middle Initial)			b. SOCIAL SECURITY NUMBER		
c. BRANCH		d. GRADE	e. UNIT/AGENCY (Parent unit)		
<b>3. TYPE OF CONFINEMENT</b>					
a. PRE-TRIAL <input type="checkbox"/> NO <input type="checkbox"/> YES		b. RESULT OF NJP <input type="checkbox"/> NO <input type="checkbox"/> YES		c. RESULT OF COURT MARTIAL: <input type="checkbox"/> NO <input type="checkbox"/> YES	
d. TYPE OF COURT MARTIAL: <input type="checkbox"/> SCM <input type="checkbox"/> SPCM <input type="checkbox"/> GCM <input type="checkbox"/> VACATED SUSPENSION					
<b>4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED</b> (List all charge(s) if prisoner is pre-trial. List guilty finding(s) only if prisoner is post-trial.)					
5. SENTENCE ADJUDGED (Annotate sentence from the result of trial)					b. ADJUDGED DATE (YYYYMMDD):
<b>6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED:</b>					
<b>7. PERSON DIRECTING CONFINEMENT</b>					
a. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE			b. SIGNATURE		c. DATE (YYYYMMDD)
d. TIME					
<b>8. LEGAL REVIEW AND APPROVAL REQUIRED</b> (Review required by different name at 7.a and b.)					
a. DNA PROCESSING <input type="checkbox"/> IS <input type="checkbox"/> IS NOT REQUIRED UNDER 10 U.S.C. 1565. COLLECTED: <input type="checkbox"/> YES <input type="checkbox"/> NO KIT# _____					
b. SEX OFFENDER REGISTRATION <input type="checkbox"/> IS <input type="checkbox"/> IS NOT REQUIRED UNDER 42 U.S.C. 14071.					
c. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE			d. SIGNATURE		e. DATE (YYYYMMDD)
<b>9. MEDICAL CERTIFICATE</b> (Required completion only when applicable by Service regulation)					
a. The above named prisoner was examined by me at _____ on _____ and found to be <input type="checkbox"/> Fit <input type="checkbox"/> Unfit (Time) (YYYYMMDD)					
for confinement. I certify that from this examination the execution of the foregoing sentence to confinement <input type="checkbox"/> will <input type="checkbox"/> will not produce serious injury to the prisoner's health.					
b. The following irregularities were noted during the examination: (List only non-medical information. Refer to SF 600 for all medical information, including HIV, TB and pregnancy tests and results.)					
<b>10. EXAMINER</b>					
a. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE			b. SIGNATURE		c. DATE (YYYYMMDD)
d. TIME					
<b>11. RECEIPT FOR PRISONER</b> (Completed by the correctional facility staff upon arrival of the prisoner)					
a. THE PRISONER NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT (Facility Name and Location)					
ON _____ AND TIME: _____ (YYYYMMDD) (Time)					
b. PERSON RECEIPTING FOR PRISONER (Typed name (Last, First, Middle Initial), Grade and Title)			c. SIGNATURE		d. DATE (YYYYMMDD)
e. TIME					

**NON ADMINISTRATIVE SEPARATION/JUDICIAL ACTION (6105 Counseling)**

Use this entry to warn a Marine who is **NOT** currently being processed for administrative or judicial action. The purpose of this format is to warn Marines about problems, consequences and to offer an opportunity for improvement. **MCO 1900.16, Pg 6-11**

**Date counseled by CO:** Counseled this date concerning the following deficiencies: **list deficiency(ies)**. Specific recommendations for corrective action are **list recommendation(s)** and to seek assistance, which is available through the chain of command and **list additional resources**. Failure to take corrective action and any further violations of the UCMJ, disciplinary action, or incidents requiring formal counseling may result in judicial or adverse administrative action, including but not limited to administrative separation. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record. I choose to \_\_\_\_\_ / not to \_\_\_\_\_ make such a statement.

\_\_\_\_\_  
Signature of Marine

\_\_\_\_\_  
Signature of Commanding Officer

**ADMINISTRATIVE SEPARATION/JUDICIAL ACTION PENDING (6105 Counseling)**

Use this entry to document problems for a Marine who **IS** currently being processed for administrative or judicial action. The purpose of this format is to document problems that are the bases for impending or current judicial or administrative processing when the Marine has previously been counseled and given an opportunity to overcome problems or when the basis for separation (such as commission of a serious offense) does not require that the Marine be given such an opportunity. It may also be used to document additional problems arising after judicial or administrative processing has already begun. This entry **is not** a prerequisite to civilian or military judicial action or to administrative separation. **MCO 1900.16, Pg 6-12**

**Date counseled by CO:** Counseled this date concerning the following deficiencies: **list deficiency(ies)**. Specific recommendations for corrective action are **list recommendation(s)** and to seek assistance, which is available through the chain of command and **list additional resources**. I understand that I am being processed for the following judicial or adverse administrative action: **list action**. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record. I choose to \_\_\_\_\_ / not to \_\_\_\_\_ make such a statement.

\_\_\_\_\_  
Signature of Marine

\_\_\_\_\_  
Signature of Commanding Officer

**ELIGIBLE BUT NOT RECOMMENDED FOR PROMOTION**

An entry is required when a Marine is eligible (refer to MCO 1400.32D Ch2) but not recommended for promotion. Make a "not recommended for promotion" entry for each month/quarter a Marine is not recommended for promotion to the grades of PFC through Sergeant. The Marine will acknowledge (sign) the entry. **MCO P1070.12K Ch2, Pg 4-47**

**Date.** I understand I am eligible but not recommended for promotion to **grade** for the **month/quarter, yr** promotion period because of **state reason**. I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal which will be filed in the electronic service record. I choose to \_\_\_\_\_ / not to \_\_\_\_\_ make such a statement.

\_\_\_\_\_  
Signature of Marine

PUNITIVE LETTER OF REPRIMAND



UNITED STATES MARINE CORPS

2D MARINE DIVISION  
PSC BOX 20003  
CAMP LEJEUNE, NC 28542-0003

5800  
CG  
1 Nov 13

From: Commanding General, 2d Marine Division  
To: First Lieutenant James T. Jones 1234567890/0802 USMC

Subj: PUNITIVE LETTER OF REPRIMAND

Ref: (a) Report of investigation into government vehicle accident that occurred on 15 Oct 13  
(b) BO 3510.1  
(c) BnO 1000.12  
(d) Article 15, UCMJ  
(e) Para. 5 of Part V, MCM, 2012 ed  
(f) JAGMAN 0114

1. Reference (a) is the record of investigation convened by the Commanding Officer, 1st Battalion, 10th Marines, to inquire in the circumstances of a government vehicle accident that occurred on 15 October 2013. The accident occurred on Hwy 172 about 20 miles east of Camp Lejeune, North Carolina. You were a party to the investigation and were accorded your rights as such. You have been advised that you have the right to refuse imposition of nonjudicial punishment and you have elected to accept nonjudicial punishment.

2. You were negligent in the proper safety of the passengers on the 7 ton vehicle which you were convoy leader. Your disregard to standing operating procedures and base regulations are apparent when the vehicle was exceeding the posted speed limit and a passenger was thrown from the vehicle.

3. Your actions clearly show that you were derelict in the performance of your duties as convoy leader on the morning of 15 October 2013 in that you negligently failed to:

a. Ensure that each vehicle operator was properly briefed on maintaining the posted speed limit and ensuring that all safety restraints were in place as required by reference (b).

b. Informing your commanding officer when a member of the command was injured as required by reference (c).

4. Pursuant to references (d), (e) and (f) you are hereby reprimanded for your negligence in the performance of duty as set forth above.

5. You may appeal this action to the next superior authority, the Commanding General, II Marine Expeditionary Force via the Commanding General, 2d Marine Division.

6. If you do not desire to appeal this action, you are directed to so inform the Commanding General, 2d Marine Division, within five working days after the receipt of this letter.

7. If you do desire to appeal this action, you are advised that an appeal must be made within a reasonable time and that, in the absence of unusual

**PUNITIVE LETTER OF REPRIMAND**

Subj: PUNITIVE LETTER OF REPRIMAND

circumstances, an appeal made more than five days after the receipt of this letter may be considered as not having been made within a reasonable time. If, in your opinion, unusual circumstances make it impracticable or extremely difficult for you to prepare and submit your appeal within five days, you shall immediately advise the Commanding General, 2d Marine Division of such circumstances and request an appropriate extension of time to submit your appeal. Failure to receive a reply to such a request will not, however, constitute a grant of such extension of time to submit your appeal.

8. In all communications concerning an appeal of this action, you are directed to state the date of your receipt of this letter.

9. Unless withdrawn or set aside by higher authority, a copy of this letter will be placed in your official record at Headquarters Marine Corps. You may forward within 15 days after receipt of final denial of your appeal or after the date of your notification of your decision not to appeal, whichever may be applicable, a statement concerning this letter for inclusion in your record. If you desire to submit a statement, you shall so state in writing within five days. You are advised that any statement submitted must be couched in temperate language and shall be confined to pertinent facts. Opinions shall not be expressed nor the motives of others impugned. Your statement may not contain countercharges. Your reporting senior will note this letter in the adverse fitness report submitted after this letter becomes final, either by decision of higher authority upon appeal or by your decision not to appeal.

J. T. BIRD

Reference: JAGMAN (PG A-1-h)

NONPUNITIVE LETTER OF CAUTION



UNITED STATES MARINE CORPS

1ST BATTALION, 10TH MARINES  
2D MARINE DIVISION  
PSC BOX 20106  
CAMP LEJEUNE, NC 28542-0106

5800  
CO  
1 Nov 13

From: Commanding Officer  
To: Sergeant John D. Smith 1234567890/0411 USMC

Subj: NONPUNITIVE LETTER OF CAUTION

Ref: (a) Report of investigation into Equal Opportunity Complaint of 15  
October 2013  
(b) R.C.M. 306, MCM, 2012 ed  
(c) JAGMAN 0105

1. Reference (a) is the record of investigation by Captain John H. Doe to inquire into an equal opportunity complaint made against you on 15 October 2013.

2. (Here insert a precise statement of the relevant events and circumstances for which the letter of caution is issued.) From the forgoing, it is apparent that your behavior was inappropriate and offensive. Such behavior is contrary to Marine Corps Policy and regulation and is detrimental to the esprit de corps, pride and readiness of every Marine and/or this command. Accordingly, you are hereby administratively cautioned pursuant to references (b) and (c).

3. This letter, being nonpunitive, is addressed to you as a corrective measure. It does not become a part of your official record. You are advised, however, that in the future you will be expected to exercise greater pride in your behavior in order to measure up to the high standard of conduct required by all members of the Marine Corps team. I trust the instructional benefit which you will receive from the experience will cause you to become a more professional Marine.

J. T. BIRD

Reference: JAGMAN (PG A-1-a)

**ENLISTED PROMOTION REQUIREMENTS**

**MINIMUM TIG/TIS REQUIREMENTS (MCO P1400.32D Ch 2 PT 1, Pg 1-11)**

<u>USMC &amp; USMCR PROMOTION TO</u>	<u>REGULAR PROMOTION</u>		<u>MERITORIOUS PROMOTION</u>	
	<u>TIG</u>	<u>TIS</u>	<u>TIG</u>	<u>TIS</u>
SgtMaj/MGySgt	3 YRS	10 YRS	- -	- - -
1stSgt	4 YRS	8 YRS	- -	- - -
MSgt	4 YRS	8 YRS	N/A	8 YRS
GySgt	3 YRS	6 YRS	N/A	6 YRS
SSgt	27 MOS	4 YRS	N/A	4 YRS
Sgt	12 MOS	24 MOS	N/A	18 MOS
Cpl	8 MOS	12 MOS	N/A	6 MOS
LCpl	8 MOS	9 MOS	N/A	NONE
PFC	6 MOS	6 MOS	N/A	NONE

**PROMOTION QUARTER SCHEDULE (MCO P1400.32D Ch 2 PT 1, Pg 2-14)**

The below schedule indicates the cutoff date for input of data elements, the approximate date that composite scores will be computed, and the months the composite scores for each quarter are reflected on the unit's Diary Feedback Report (DFR) for each regular promotion quarter:

<u>PROMOTION QUARTER</u>	<u>MCTFS CS DATA ELEMENTS CUTOFF</u>	<u>CS COMPUTED*</u>	<u>MONTHS CS IS ON UNIT DFR</u>
Jan, Feb, Mar	20 November	30 November	Dec, Jan, Feb
Apr, May, Jun	20 February	28 February	Mar, Apr, May
Jul, Aug, Sep	20 May	31 May	Jun, Jul, Aug
Oct, Nov, Dec	20 August	31 August	Sep, Oct, Nov

\* Composite scores for each regular and reserve promotion quarter are computed approximately 5-10 days after the "MCTFS CS Data Elements Cutoff".



COMPOSITE SCORE WORKSHEET

<u>Line No.</u>			<u>Rating</u>
1.	Rifle Marksmanship _____ Score	= _____	_____ (YYMMDD of qual)
2.	PFT _____ Score	= _____	_____ (YYMMDD of test)
3.	CFT _____ Score	= _____	_____ (YYMMDD of test)
4.	Subtotal (line 1 + 2 + 3)	= _____	
5.	GMP Score (line 4 divided by 3)	= _____	<u>Score</u>
6.	GMP Score (from line 5)	= _____ x100	= _____
7.	Average Duty Proficiency	_____ x 100	= _____
8.	Average Conduct	_____ x 100	= _____
9.	TIG (months)	_____ x 5	= _____
10.	TIS (months) (computed from AFADBD for USMC and Active Reserve, and from REBD for SMCR)	_____ x 2	= _____
11.	DI/Recruiter/MSG/Combat Instructor/ MCSF Bonus _____ x 1	= _____	(YYMMDD Compl Date)
12.	Self-Education Bonus (maximum of 100 points between MCI & College)		
	a. MarineNet/MCI/Extension School _____ x15	= _____	(YYMMDD Compl Date)
	b. College/CLEP/Vocational _____ x10	= _____	(YYMMDD Compl Date)
13.	Command Recruiting Bonus _____	= _____	(YYMMDD Compl Date)
(maximum of 100 points, 20 points per recruit, with a completion date of the date the recruit enlists)			
14.	Composite Score (sum of lines 6 through 13)	_____	_____

**Reference: MCO 1400.32D Ch 2, page 2-36**

# Composite Score Conversion Charts

Rifle Marksmanship Point Scale (New)		
Class	Score	Rating
EXP	336-350	5.0
EXP	328-335	4.9
EXP	320-327	4.8
EXP	312-319	4.7
EXP	305-311	4.6
SS	292-304	4.4
SS	280-291	4.2
MM	272-279	3.8
MM	264-271	3.6
MM	257-263	3.4
MM	250-267	3.0
Unqual	0-249	0

Rifle Marksmanship Point Scale (Old)			
Class	Score	Score	Rating
EXP	240 - 250	57 - 65	5.0
EXP	235 - 239	53 - 56	4.9
EXP	230 - 234	49 - 52	4.8
EXP	225 - 229	45 - 48	4.7
EXP	220 - 224	40 - 44	4.6
SS	215 - 219	38 - 39	4.4
SS	210 - 214	35 - 37	4.2
MM	205 - 209	33 - 34	3.8
MM	200 - 204	30 - 32	3.6
MM	195 - 199	28 - 29	3.4
MM	190 - 194	25 - 27	3.0
Unqual	000 - 189	0 - 24	0

PFT Table (17-26)		
Class	Score	Rating
1st	300	5.0
	285-299	4.9
	270-284	4.8
	255-269	4.7
	240-254	4.6
	225-239	4.5
2nd	215-224	4.4
	205-214	4.3
	195-204	4.2
	185-194	4.1
	175-184	4.0
3rd	167-174	3.9
	159-166	3.8
	150-158	3.7
	143-149	3.6
	135-142	3.5
Unqual	0-134	0

PFT Table (27 and Older)		
Class	Score	Rating
1st	300	5.0
	285-299	4.9
	270-284	4.8
	255-269	4.7
	240-254	4.6
	225-239	4.5
	215-224	4.4
	205-214	4.3
	200-204	4.2
2nd	195-199	4.2
	185-194	4.1
	175-184	4.0
	167-174	3.9
	159-166	3.8
	150-158	3.7
3rd	143-149	3.6
	135-142	3.5
	110-134	3.0
Unqual	0-109	0

CFT Conversion Table ALL AGE GROUPS		
Class	Score	Rating
1st	300	5.0
	294-299	4.9
	288-293	4.8
	282-287	4.7
	276-281	4.6
	270-275	4.5
2nd	261-269	4.4
	252-260	4.3
	243-251	4.2
	234-242	4.1
	225-233	4.0
3rd	218-224	3.9
	211-217	3.8
	204-210	3.7
	197-203	3.6
	190-196	3.5
Unqual	0-189	0



### PROMOTION RESTRICTIONS

Marines will not be promoted while in any of the following categories:

- Within 18 months of the date convicted by a general court-martial. Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marines in the grades of Pvt and PFC, 12 months after the date of conviction.
- Within 12 months of the date convicted by a special court-martial. Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marines in the grades of Pvt and PFC, 6 months after the date of conviction if the Marine meets minimum TIG/TIS requirements.
- Within 6 months of the date convicted by a summary court-martial.
- In a probationary status as the result of sentence by a court-martial.
- Within 3 months of the date awarded nonjudicial punishment. In the case where a Marine is awarded a punitive reduction (to Pvt through Cpl), the Marine must also serve the full time in grade requirement inclusively before becoming eligible for promotion. Paragraphs 2101.1a(4), 2101.2a(4), 2102.1a(4), 2102.2a(4), 2201.1b(2), 2201.2b(2), and 2202.10b, MCO P1400.32D Ch 2 apply.
- In a probationary status as a result of NJP under the authority of the UCMJ, Article 15, or civilian conviction where any portion of the punishment is suspended. Commanders may partially waive this restriction, in the cases of exceptionally qualified Marines in the grades of Pvt and PFC, 3 months after the date of conviction.
- Within 12 months of an administrative reduction to Sgt or higher grade as a result of a Competency Review Board (CRB).
- Within 6 months of a punitive or administrative reduction to LCpl or Cpl as a result of a CRB.
- Within 3 months of a punitive or administrative reduction to Pvt or PFC as a result of a CRB.
- While in a suspended administrative reduction status as a result of a CRB. Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marine in the grades of Pvt and PFC, 3 months after the CRB is approved.
- Within 18 months of the date confirmed distribution, use or possession of illegal drugs took place. The abuse of a legal substance with the intent to obtain a "high", i.e., huffing, spice, etc., also incurs an 18-month promotion restriction. For purposes of this paragraph, the 18-month period will begin on the date positive confirmation is received from the DoD-certified drug testing laboratory in the case of urinalysis detection, or from the date of the illegal drug incident, or other means of identification resulting in a conviction or finding of guilt.

\*NOTE: This promotion restriction does take precedence over the restrictions contained in paragraphs 1204.4g, 1204.4h, and 1204.4j of MCO P1400.32.

- Within 12 months of conviction by military (to include a military magistrate) or civil authorities of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI). For purposes of this policy, the term "conviction" includes a plea or finding of guilty, a plea of nolo contendere, and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into intervention programs, and any similar disposition of charges. Commanders may partially waive this restriction in the cases of exceptionally well qualified Marines in the grades of PFC and Pvt to 6 months after the date of conviction.
- Within 6 months of conviction by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilt, i.e. a plea of no contest, for an offense which is considered a misdemeanor, other than minor traffic violations, in the civil jurisdiction. This restriction will apply to any traffic violation that is considered a misdemeanor and is punishable by law, i.e. reckless driving. Commanders are required to submit copies of court documentation evidencing the nature and degree of the offense, i.e. misdemeanor, felony, etc.
- Marines who are confined by civil and/or foreign authorities, on appellate leave, or in an unauthorized absence and/or deserter status will not be promoted. If a Marine who is under consideration by a SNCO selection board enters into one of the above categories while the board is in session, the individual will be administratively deleted from the list of eligibles. If the Marine is subsequently exonerated of any wrong doing, appropriate remedial consideration may be granted.
- Marines pending administrative separation for misconduct, unsatisfactory participation in the reserve component, unsatisfactory performance, alcohol rehabilitation failure, domestic violence, child abuse, weight control failure, etc. are not eligible for selection consideration or promotion. The loss of promotion eligibility begins the date the Notification of Separation Proceedings is signed by the commander and presented to the Marine (Respondent) notifying the Respondent of the commander's intent to recommend to the General Court-Martial Convening Authority that the Marine be involuntarily separated from the U.S. Marine Corps. (Commanding officers must ensure a copy of the signed notification and signed returned acknowledgement of rights are forwarded to the respective Installation Personnel Administration Center to properly effect the promotion restriction.)  
\*NOTE: This includes medical separations determined to be not in the line of duty or due to a member's own misconduct.
- While serving under a suspended administrative discharge.
- While found to be outside the established height, weight, or body fat standards, during the evaluation process, or pending assignment or assigned to the Military Appearance Program (MAP) or Body Composition Program (BCP).

- After failure of the Marine Corps Physical Fitness Test (PFT) or Marine Corps Combat Fitness Test. This restriction remains in effect until the Marine passes a PFT/CFT.
- While awaiting a pending court-martial or nonjudicial punishment.
- While pending adjudication of charges by a civil court, either foreign or domestic.
- While pending administrative action by a CRB.
- While awaiting administrative reduction or separation (excluding non-culpable physical disability).
- When not recommended for reenlistment. (Reenlistment Code (RE) RE-4/4B).
- When assigned an RE-3C/3P for substandard performance. The RE-3C reenlistment code assigned in conjunction with a humanitarian transfer is not a promotion restriction.
- While attending mandatory rehabilitation for Domestic Violence or Child Abuse offense.

**This list is not all inclusive. See MCO P1400.32D Ch2 pages 1-17 through 1-20.**

**Proficiency and Conduct Occasion Codes**

<u>Occasions</u>	<u>Code</u> <u>Regular</u>	<u>Reserve</u>
Transfer	TR	TR
Assignment to Active Duty (Reserve)		
Assignment to Involuntary Active Duty (Reserve)		
Release from Active Duty		
Release from EAD, AR, etc. (Reserve)		
Completion of Initial Skill Training		
Completion of Recruit Training		
Temporary Disability Retired List (TDRL)	DL	DL
Discharge	DC	DC
Promotion to Corporal or Sergeant	PR	PR
Reduction	RD	RD
Declared Deserter (first day of UA period)	DD	--
Last Day Prior to Declaring Deserter	PD	--
To TAD	TD	--
TAD Complete	TC	--
Change of Primary Duty	CD	CD
Service School Completion	SC	SC
Semiannual	SA	--
Annual	--	AN
Completion of Annual Training	--	AT
Recommended (See MCO P1400.32.)	RE	RE
ADSW (Active Duty Special Work)	--	RT

**\*If the effective date for TR marks coincides with the requirement to report SA marks, TR marks will take precedence. (Reference: MCO P1070.12K Ch1 pages 4-38 and 4-39)**



MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF CONDUCT
0.0 to 1.9	Unacceptable	Habitual offender. Conviction by general, special, or more than one summary court-martial. Give a mark of "0" upon declaration of desertion. Ordered to confinement pursuant to sentence of court-martial. Two or more punitive reductions in grade.
2.0 to 2.9	Unsatisfactory	No special court-martial. Not more than one summary court-martial. Not more than two nonjudicial punishments. Punitive reduction in grade.
3.0 to 3.9	Below Average	No court-martial. Not more than one nonjudicial punishment. No favorable impression of the qualities listed in paragraph 4007.6a. Failure to make satisfactory progress while assigned to the weight control or military appearance program. Conduct such as not to impair appreciably one's usefulness or the efficiency of the command, but conduct not sufficient to merit an honorable discharge.
4.0 to 4.4	Average	No offenses. No unfavorable impressions as to attitude, interests, cooperation, obedience, after-effects of intemperance, courtesy and consideration, and observance of regulations.
4.5 to 4.8	Excellent	No offense. Positive favorable impressions of the qualities listed in paragraph 4007.6a. Demonstrates reliability, good influence, sobriety, obedience, and industry.
4.9 to 5.0	Outstanding	No offenses. Exhibits to an outstanding degree the qualities listed in paragraph 4007.6a. Observes spirit as well as letter of orders and regulations. Demonstrates positive effect on others by example and persuasion.

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF PROFICIENCY
0.0 to 1.9	Unacceptable	Does unacceptable work in most duties, generally undependable; needs considerable assistance and close supervision on even the simplest assignment.
2.0 to 2.9	Unsatisfactory	Does acceptable work in some of the duties but cannot be depended upon. Needs assistance and close supervision on all but the simplest assignments.
3.0 to 3.9	Below Average	Handles routine matters acceptably but needs close supervision when performing duties not of a routine nature.
4.0 to 4.4	Average	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 5.0	Outstanding	Does superior work in all duties. Even extremely difficult or unusual assignments can be given with full confidence that they will be handled in a thoroughly competent manner.

**ANNUAL FITNESS REPORT SCHEDULE (AN AND AR REPORTS)**

GRADE OF	REPORTING PERIOD ENDS LAST DAY OF ACTIVE COMPONENT	REPORTING PERIOD ENDS LAST DAY OF RESERVE COMPONENT	REPORTING PERIODS ENDS LAST DAY OF ACTIVE RESERVE
SGT	MAR	SEP	SEP
SSGT	DEC	SEP	SEP
GYSGT	JUN	SEP	SEP
1STSGT/MSGT	JUN	SEP	SEP
SGTMAJ/MGYSGT	SEP	MAY	JUN
WO/CWO	APR	OCT	OCT
2NDLT	JAN/JUL	APR	N/A
1STLT	OCT/APR	OCT	OCT
CAPT	MAY	SEP	JUN
MAJ	MAY	SEP	JUN
LTCOL	MAY	JUN	JUN
COL	MAY	JUL	JUL
BGEN	JUN	JUN	N/A

1. All reports for Marines should arrive at HQMC no later than 30 days after the reporting period to ensure proper processing into official records to facilitate selection board and personnel management decisions.

2. Reserve members who are considered for promotion by an Active Component selection board will receive AN reports while those who are considered by a Reserve Component selection board (to include Active Reserve Marines) will receive AR reports.

3. Reports on Active Component 2ndLt and 1stLt are semiannual (SA) vice annual (AN).

REENLISTMENT CODES

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-1A	Recommended and eligible	No restriction to reenlistment. Meets all prerequisites, includes those Marines discharged at EAS while pregnant who would otherwise be eligible.
RE-1B	Recommended, eligible and requested retention but denied retention by CMC. May only be assigned by CMC.	For corporals/sergeants/staff sergeant with satisfactory performance records released at EAS due to ECFC.
RE-1C	Recommended and eligible career Marines meeting generally acceptable standards and denied further service.	Assigned by CMC to career Marines requesting retention who are eligible for retention, meet generally acceptable standards, and are denied further service by CMC.
RE-2A	Transferred to the FMCR prior to reaching maximum service limitations for grade.	Recommended and eligible for reenlistment at time of transfer to FMCR.
RE-2B	Retired.	Not eligible for reenlistment. For disability or transfer to the TDRL assign RE-3P.
RE-2C	Transferred to FMCR at maximum service limitation for grade	Not eligible for reenlistment at time of transfer to FMCR
RE-3A	Failure to meet general technical score prerequisite. Assign when single disqualifying factor.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. CMC authority required for reenlistment.
RE-3B*	Assign when there is a military or civil record of in-service illegal drug involvement before 31 Aug 92 and there is potential for further service.	SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. CMC authority required for for further service.



REENLISTMENT CODES

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-3C*	When directed by CMC or when not eligible and disqualifying factor is not covered by any other code.	SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. CMC authority required for reenlistment.
RE-3E*	Failure to meet education standards. Assign when single disqualifying factor only.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. CMC authority required for reenlistment.
RE-3F*	Failure to complete recruit training.	SRB entry required stating reason for assignment, to include women Marines discharged due to pregnancy prior to completing recruit training. Individual Marine must sign SRB entry. CMC authority required for reenlistment.
RE-3H*	Hardship discharge.	Assign when discharged pursuant to paragraph 6407. SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. CMC authority required for reenlistment.
RE-3N*	Pregnancy, single parenthood.	A woman Marine discharged before her EAS for pregnancy and any Marine separated while in a sole parent status. SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. CMC authority required for reenlistment.

REENLISTMENT CODES

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-30*	Refused to extend or reenlist to obtain the obligated service necessary to carry out PCS or UDP.	SRB entry required stating reason for assignment. Individual Marine must sign SRB entry and have the opportunity to submit a statement. Forward signed copies of page 11 entry and statement (if any) to CMC (MMSB). Refer to MCO P1300.8. This code may only be assigned when directed by CMC and is not assigned to first-term Marines. Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay and their names will be administratively deleted from any promotion selection list upon which they appear. CMC authority required for reenlistment.
RE-3P*	Failure to meet physical/medical standards (includes pseudofolliculitis and weight standards).	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. CMC authority required for reenlistment.
RE-3S*	The Marine is approved for voluntary separation and receives the Special Separation Benefit (SSB), lump sum payment. May only be assigned by the CMC.	Marine is recommended and eligible for reenlistment. Assigned when Marine meets eligibility criteria established in ALMAR announcing programs. This is a voluntary separation used to effect the military drawdown. SRB entry is required stating Marine agrees to separate between the window established by ALMAR and Marine must sign a written agreement to serve in the IRR for 3 years. CMC approval required for reenlistment.

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

REENLISTMENT CODES

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-3V*	The Marine is approved for voluntary separation and receives the Voluntary Separation Incentive (VSI), annuity payment. May only be assigned by the CMC.	Same criteria established for SSB program (above) except Marine must sign agreement to serve in the IRR or the duration of the VSI payment period.
RE-4*	Not recommended for reenlistment.	SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. This code may be assigned in lieu of any RE-3 code (except RE-3B and RE-3F) if the Marine's performance warrants and the reason can be documented.
RE-4B*	Assign when there is a military or civil record of in-service illegal drug involvement and there is no potential for further service.	SRB entry required stating reason for assignment. Individual Marine must sign SRB entry.

\* Refer to the IRAM for appropriate Page 11 entry

\*\* Note: Marines assigned a reenlistment code of RE-4 or RE-4B are prohibited from transferring to the IRR.

## OATHS

### Oath of Office/Commissioning Oath

"I (state your full name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

**\*MCO P1400.31C Page 6-5**

### Enlistment Oath

"I (state your full name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God."

**\*MCO 1040.31 Page 6-19**



**COMMONLY USED ADMINISTRATION REFERENCES**

Absentee/Deserter/UA	MCO P5800.16 MCO P1070.12
Active Duty Operational Support (ADOS)	MCO 1001.59
Administrative Procedures	MCO 5000.14
Awards and Decorations	SECNAV 1650.1 MCO 1650.19
Casualty Program	MCO 3040.4
Command Issued Directives/Directives Control Point	MCO 5215.1 NAVMC 5215.1
Entitlements	
-Family Separation Allowance (FSA)	DoDFMR Vol 7A
-Basic Allowance for Subsistence (BAS)	MCO 10110.47
-Basic Allowance for Housing (BAH)	MCO P1751.3 JFTR
Leave, Liberty, and Administrative Absence	MCO 1050.3
Military Occupational Specialty Manual	MCO P1200.7
Official Mail Program	MCO 5110.4
Personnel Orders	MCO 1000.6 MCO 1300.8 MCO P1326.6 MCO 4650.39 MCO 1326.5
Performance Evaluation System	MCO P1610.7 MCO 1610.11
Promotion/Reductions	MCO P1400.31 MCO P1400.32
Retirements/Resignations/Transfer to FMCR	MCO P1900.16 MCO P1400.31
Reserve Administration	MCO 1001R.1

Service Records

MCO P1070.12

Travel  
(JFTR)

NAVSO P-6034

Unit Diary

MCTFSPRIUM  
MCO P1080.20

Unit Punishment Book/Legal Issues

MCO P5800.16  
MCM 2012  
JAG Manual

Request Mast

MCO 1700.23

### Commonly Used Administration Links/Websites

Awards:

<https://www.manpower.usmc.mil/iaps/>

ACE Military Guides:

<http://www.acenet.edu/Pages/default.aspx>

USMC Message Board (ALMAR/MARADMIN):

<http://www.marines.mil/News/Messages.aspx>

BAH Rate Information:

<http://www.defensetravel.dod.mil/site/bah.cfm>

U.S. Department of Defense:

<http://www.defense.gov/>

DoD Travel Regulations:

<http://www.defensetravel.dod.mil/site/travelreg.cfm>

DTS Travel Assistance Center:

<http://www.defensetravel.dod.mil/site/localSupport.cfm?sa=F>

Enlisted Assignments:

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MM/A\\_EA](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/A_EA)

Enlisted Promotions:

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MM/PR/MMPR2](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/PR/MMPR2)

Foreign Per Diem Rates:

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

DON Reference Library:

<http://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx>

JFTR:

<http://www.defensetravel.dod.mil/site/travelreg.cfm>

Marine Online:

<https://mol.tfs.usmc.mil/>

USMC Homepage:

<http://www.marines.mil/>

Marine For Life Program:

<http://www.marineforlife.org/>

Marine Corps Electronic Publications Library:

<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>

Marine Corps Combat Service Support Schools:

<http://www.mccsss.marines.mil/UnitHome.aspx>

College of Distance Education and Training:

<https://www.tecom.usmc.mil/cdet/SitePages/csc.aspx>

Manpower & Reserve Affairs (M&RA):

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME)

Military Pay and Benefits:

<http://militarypay.defense.gov/>

MISSA/MISSO PORTAL

<https://eis.usmc.mil/sites/missa/default.aspx>

Multi-Host Internet Access Portal (MIAP):

<https://miap.csd.disa.mil/portal.html>

Marine Corps Institute (MCI):

<https://www.mci.usmc.mil/LandingZone/mcihome.aspx>

Officer Assignments:

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MM/A\\_OA](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/A_OA)

Officer Promotions:

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MM/PR/MMPR1](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/PR/MMPR1)

Personnel Administration School website:

<http://www.mccsss.marines.mil/MCCSSSSchools/PersonnelAdministration.aspx>

Per Diem Rates:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Pay Charts:

<http://www.dfas.mil/militarymembers/payentitlements/militarypaytables.html>

Mileage Rates:

<http://www.defensetravel.dod.mil/site/faqmileage.cfm>

Overseas COLA Calculator:

<http://www.defensetravel.dod.mil/site/colaCalc.cfm>

Selective Service Registration:

<http://www.sss.gov/default.htm>

Separations and Retirement Branch:

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MM/SR](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/SR)

Service Transcript:

<https://jst.doded.mil/smart/signIn.do>

USMC Staff Judge Advocate:

<http://www.hqmc.marines.mil/sja/UnitHome.aspx>

Training and Education Command:

<http://www.tecom.marines.mil/>

Thrift Savings Plan:

<https://www.tsp.gov/index.shtml>

Verification of Military Education and Training (VMET):

<https://www.dmdc.osd.mil/appj/vmet/index.jsp>



## Commonly Used Phone Numbers

### Manpower Management (MM)

703-784-xxxx DSN 278-xxxx

- Evaluation Review 9204/05
- Enlisted Assignments 9217
- Officer Assignments
  - Ground
    - Ground LtCol 9279/80
    - Ground Maj 9276/77
    - Co Grade 9272/73
  - Aviation 9276
  - Plans, programs, Support 9284/9285
  - Officer Distribution 9997/98
  - Joint Officer Matters 9286/87
  - Aviation & Ground Colonels 9300
- Support Branch 3921/(800) 268-3710
- Promotion Branch 9700/01/02
  - Enlisted 9717/18/19
  - Officer 9703/04
- Separation & Retirements 9304/05
- Military Awards 9206
- Casualty Branch 9512

### Reserve Affairs (RA)

(877) 415-9275

### MISSA/MISSO PORTAL:

- MISSO-02 (Camp Lejeune) (910) 450-1825  
DSN 750-1825  
FAX 450-1828  
[misso-02\\_mail@usmc.mil](mailto:misso-02_mail@usmc.mil)
- MISSO-03 (Camp Pendleton) (760) 725-5701/5233/6982  
DSN 365-5701  
FAX 365-6974  
[MISSO-03Mailbox@usmc.mi](mailto:MISSO-03Mailbox@usmc.mi)

- MISSO-06 (Hawaii) (808) 257-1334/2538/2844  
DSN 315-457-1334  
FAX 257-5896  
[KBAZ\\_HQBN\\_G1\\_MISSO@USMC.MIL](mailto:KBAZ_HQBN_G1_MISSO@USMC.MIL)
- MISSO-09 (Quantico) (703) 784-9652  
DSN 278-9652  
FAX 784-9802  
[misso9mailbox@usmc.mil](mailto:misso9mailbox@usmc.mil)
- MISSO 11 (Bahrain) (011) 973-439-8458  
DSN 318-357-6840  
[missollhelpdeskbahrain@marcent.usmc.mil](mailto:missollhelpdeskbahrain@marcent.usmc.mil)
- MISSO-16/17 (Kansas City) (816) 394-7706  
DSN 465-7706  
FAX 394-7758  
[misso-16-17@usmc.mil](mailto:misso-16-17@usmc.mil)
- MISSO-27 (Okinawa, Japan) 645-3739/2988  
DSN 315-645-3739  
FAX 645-3016  
[misso27mailbox@usmc.mil](mailto:misso27mailbox@usmc.mil)

**MCAAT**

(703) 432-9813  
DSN 278-9809

**DFAS Kansas City**

(800) 594-8302

**Thrift Savings Plan**

(877) 968-3778

**Personnel Administration School:**

- PA School (Admin Support) (910) 450-0933
- PA School (Entry Level) (910) 450-0879
- PA School (Career Level) (910) 450-0961



**Personnel Administration School  
Marine Corps Combat Service Support Schools  
Training Command  
PSC Box 20041**

**Camp Lejeune, NC 28542-0041  
910.450.0933 DSN: 750.0933  
Fax: 910.450.0832**

**<http://www.mccsss.marines.mil/MCCSSSSchools/PersonnelAdministration.aspx>**