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HEADQUARTERS UNITED STATES MARINE CORPS
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MIFD
14 Jul 2000

MARINE CORPS ORDER P1070.12K W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL
(SHORT TITLE: IRAM)

Encl: (1) Locator Sheet

1. Purpose. This Manual is issued for the guidance and compliance of all individuals concerned with Marine Corps records administration. Instructions contained herein do not amend any provisions of Navy Regulations and Navy Department General Orders.

2. Cancellation. MCO P1070.12J.

3. Summary of Revision. This Manual contains a substantial number of changes and must be completely reviewed. Major changes included in the revision are as follows:

a. Chapter 1 Table 1-4 updated to reflect changes to the Field Folder (OQR/SRB).

b. Chapter 2 adds general information in the care and maintenance of the OQR/SRB.

c. Chapter 3 contains specific information concerning the OQR and removes filing requirements for many documents, standard pages and standard page entries.

d. Chapter 4 contains specific information concerning the SRB and removes filing requirements for many documents, standard pages and standard page entries.

e. Chapter 5 adds the current audit guidance and disposition of deleted documents and standard pages from the OQR/SRB.

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distribution is unlimited.**

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f. Chapter 6 adds the current authorized awards and decorations that are contained in Table 70 as approved by CMC (MMMA).

4. Recommendations. Recommendations for changes to this Manual are invited and should be submitted to the CMC (MI) via the appropriate chain of command.

5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

6. Certification. Reviewed and approved this date.


D. S. HOWELL
By direction

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SUBJ/MCO P1070.12K CH 1 MARINE CORPS INDIVIDUAL RECORDS

/ADMINISTRATION MANUAL (SHORT TITLE: IRAM)//

REF/A/MSG/CMC WASHDC MI/171511ZSEP98//

REF/B/MSG/CMC WASHDC MI/231827ZAUG00//

REF/C/DOC/CMC WASHDC MI/14JUL2000//

NARR/REF A IS MARADMIN 023/98 THAT INITIALLY ANNOUNCED THE
REDUCTION OF DOCUMENTS AND ENTRIES IN THE SRB/OQR.

REF B IS MARADMIN 369/99, A SECOND MESSAGE IN THE SERIES THAT
ANNOUNCED THE REDUCTION OF DOCUMENTS AND ENTRIES IN THE SRB/OQR.

REF C IS THE IRAM.

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RMKS/1. SITUATION. THIS MARADMIN DIRECTS REPLACEMENT OF THE
NAVMC 118(12) (SRB PAGE 12) WITH NAVMC 10132 (UNIT PUNISHMENT
BOOK) AND DIRECTS MINOR MODIFICATION TO THE NAVMC 10132. THIS
MARADMIN ELIMINATES THE REQUIREMENT TO COMPLETE ANY FUTURE PAGE
12 (OFFENSES AND PUNISHMENTS (1070) NAVMC 118-12) ENTRIES IN THE
SRB. THE TOTAL FORCE ADMINISTRATION (TFA) LEADERSHIP HAS
IDENTIFIED THE CURRENT METHOD TO RECORD RESULTS OF LEGAL MATTERS
DURING NJP AS REDUNDANT AND IN NEED OF REVISION.

2. MISSION. TO DIRECT THE FOLLOWING CHANGES TO REF C.

A. ON TABLE 1-1, PAGE 1-13, ADD AS THE FIRST ENTRY, "NAVMC
10132 UNIT PUNISHMENT BOOK (5812) (FORM FLOW HQMC/ARDE, APR 2002)
MCO P1070.12 MI, JA".

B. CHANGE PARAGRAPH 2004.2B(3) (F) ON PAGE 2-11 TO READ
"NAVMC 10132, UNIT PUNISHMENT BOOK (5812) IS PREPARED WHEN
REQUIRED."

C. ON TABLE 2-1, NOTE 5, PAGE 2-30, EIGHTH LINE, CHANGE "
(12, 13 AND 13A, IF APPLICABLE)" TO READ "(NAVMC 10132, 13, AND
13A, IF APPLICABLE)".

D. ON PAGE 4-1, CHANGE "OFFENSES AND PUNISHMENT
(NAVMC 118(12))" TO READ "UNIT PUNISHMENT BOOK (5812), NAVMC
10132."

E. IN PARAGRAPH 4001.1, PAGE 4-3, FIFTH LINE, DELETE
"PAGE 12" AND ON THE SIXTH LINE, ADD "NAVMC 10132" BEFORE "PAGES 13".
ON THE 11TH LINE, CHANGE "3, 11, AND 12," TO READ "3 AND 11,".

F. IN TABLE 4-1, PAGE 4-15, COLUMN B FOR RULES 1 THROUGH
4, FIFTH LINE, CHANGE "12" TO READ "NAVMC 10132".

G. IN PARAGRAPH 4007, PAGE 4-58, CHANGE THE TITLE TO READ:
"UNIT PUNISHMENT BOOK (5812) (NAVMC 10132)."

H. ON PAGE 4-58, CHANGE PARAGRAPH 4007.1 TO READ: "NAVMC 10132
IS DESIGNED FOR RECORDING OFFENSES AND PUNISHMENTS, FOR ESTABLISHING
COMMAND JURISDICTION AT TIME OF OFFENSE, AND ACCOUNTING FOR
UNAUTHORIZED ABSENCES (IN EXCESS OF 24 HOURS) AND MARKS OF DESERTION.
UPON IMMEDIATE REENLISTMENT, REPRODUCE ANY NAVMC 10132 AND FORWARD
THE COPY(IES) PER TABLE 4-1, COLUMN B. (SEE PARAGRAPH 4003.3.)."

I. IN PARAGRAPH 4007.2, PAGE 4-58, DELETE THE FIRST SENTENCE;
ON PAGE 4-59, SIXTH LINE, DELETE "ON PAGE 12."; AND CHANGE THE LAST
SENTENCE TO READ: "ENTRIES REGARDING COURTS-MARTIAL ARE NOT
AUTHORIZED."

J. CHANGE PARAGRAPH 4007.2A, PAGE 4-59, TO READ: "SIGNATURES ON

THE UNIT PUNISHMENT BOOK WILL BE THAT OF THE COMMANDER OR AS AUTHORIZED BY PARAGRAPH 3006 OF MCO P5800.16 (LEGADMINMAN)."

K. IN PARAGRAPH 4007.2B, PAGE 4-59, CHANGE TO READ: "ENTRIES ON THE UNIT PUNISHMENT BOOK ARE SELF EXPLANATORY. PARAGRAPH 3006 OF MCO P5800.16 (LEGADMINMAN) CONTAINS DETAILED PREPARATION INSTRUCTIONS. SAMPLE ENTRIES ARE PROVIDED IN PARAGRAPHS 3006.5E AND H." NOTE: A CHANGE TO THE LEGADMINMAN WILL REFLECT UP-TO-DATE DETAILED PREPARATION INSTRUCTIONS.

L. DELETE PARAGRAPH 4007.2B(1), PAGE-59, AND THE EXAMPLES THAT IMMEDIATELY FOLLOW ON PAGES 4-59 AND 4-60.

M. ON PAGE 4-60, CHANGE "NOTE" TO READ: "(1)" AND IN THE LAST SENTENCE, CHANGE TO READ: "IF, HOWEVER, THE OFFICER INTENDS THE ORAL REPRIMAND TO BE NONPUNITIVE, DO NOT RETAIN THE UNIT PUNISHMENT BOOK AS A MATTER OF RECORD."

N. IN PARAGRAPH 4007.2B(2), PAGE 4-60, EIGHTH LINE, CHANGE TO READ: "COMPLIANCE IS ACCOMPLISHED BY COMPLETING THE ENTRY IN BLOCK 2 OF THE NAVMC 10132, SIGNED BY THE ACCUSED PRIOR TO IMPOSITION OF NJP.", DELETE THE LAST TWO SENTENCES OF THIS PARAGRAPH, AND THE EXAMPLE IMMEDIATELY FOLLOWING.

O. IN PARAGRAPH 4007.2B(2) (a), PAGE 4-60, DELETE THE LAST TWO PARAGRAPHS IN ITS ENTIRETY.

P. IN PARAGRAPH 4007.2B(2) (B), PAGE 4-61, CHANGE TO READ: "(A) IF A HEARING OF NJP RESULTS IN NO PUNISHMENT IMPOSED, DO NOT RETAIN THE UNIT PUNISHMENT BOOK (5812) AS A MATTER OF RECORD. SEE PARAGRAPH 3006.5H OF THE LEGADMINMAN."

Q. IN PARAGRAPH 4007.2B(2) (C), PAGE 4-61, RELETTER PARAGRAPH TO READ "(B)" AND CHANGE TO READ: "RECORD AS A STANDARD ENTRY FROM THE SAMPLES PROVIDED IN PARAGRAPH 3006.5R(1) (C) OF THE LEGADMINMAN AND DELETE THE SAMPLE ENTRY THAT IMMEDIATELY FOLLOWS."

R. IN PARAGRAPH 4007.2B(3), PAGE 4-61, SIXTH LINE, DELETE THE SENTENCE "INCLUDE ANY KNOWN AGGRAVATING CIRCUMSTANCES IN THE ENTRIES." AND CHANGE THE REMAINDER OF THE PARAGRAPH TO READ: "IF ANY AGGRAVATING CIRCUMSTANCES ARE DECLARED BY THE MARINE AND BECOME KNOWN AFTER THE UA ENTRY, AND THE UA IS EXCUSED AS UNAVOIDABLE, DELETE THE UA ENTRY FROM THE MCTFS AND DO NOT RETAIN THE UNIT PUNISHMENT BOOK AS A MATTER OF RECORD."

S. ON PAGES 4-61 THROUGH 4-64, DELETE PARAGRAPHS 4007.2B(3) (A) THROUGH 4007.2B(3) (F).

T. IN FIGURE 5-1 ON PAGE 5-8, DELETE THE SECTION PERTAINING TO "PAGE 12."

U. IN THE INDEX SECTION, PAGE INDEX-3, UNDER DESERTION, DELETE "ADMINISTRATIVE REQUIREMENTS", "ENTRY OF MARK OF DESERTION", AND "REMOVAL OF MARKS OF DESERTION."

V. IN THE INDEX SECTION, PAGE INDEX-4, DELETE "OFFENSES AND PUNISHMENTS (NAVMC 118(12))" AND THE SIX "ENTRIES:" THAT IMMEDIATELY FOLLOW.

W. IN THE INDEX SECTION, PAGE INDEX-5, UNDER "PERSONNEL FILES (HQMC), GENERAL", CHANGE "OFFENSES AND PUNISHMENTS (NAVMC 118(12))" TO READ "UNIT PUNISHMENT BOOK (5812) (NAVMC 10132)."

X. IN THE INDEX SECTION, PAGE INDEX-6, UNDER "SERVICE RECORD BOOK (SRB):", CHANGE "OFFENSES AND PUNISHMENTS (NAVMC 118(12))" TO READ "UNIT PUNISHMENT BOOK (5812) (NAVMC 10132)."

3. EXECUTION

A. COMMANDERS INTENT. THIS MARADMIN REVISES THE METHOD TO RECORD THE RESULTS OF LEGAL MATTERS RESOLVED DURING NON-JUDICIAL PUNISHMENT.

B. CONCEPT OF OPERATIONS. THIS CHANGE WILL ASSIST THE ORIGINATOR IN THE PREPARATION OF THE UNIT PUNISHMENT BOOK AND REDUCE THE WORKLOAD.

4. ADMINISTRATION AND LOGISTICS

A. PREPARE THE NAVMC 10132 WHEN UA IS REPORTED IN THE MCTFS AND RETAINED ON FILE IN THE SRB. IF A MARINE IS DROPPED AND DECLARED A DESERTER, RECORD THE INFORMATION ON THE NAVMC 10132 AND RETAIN ON FILE IN THE SRB.

B. COMPLETE THE NAVMC 10132 AFTER THE NJP HAS CONCLUDED TO RECORD THE CHARGE(S) AND PUNISHMENT IMPOSED.

C. DISPOSITION INSTRUCTIONS OF THE NAVMC 10132 IS ANNOTATED ON THE FORM AND WILL BE INCLUDED IN THE FUTURE CHANGE TO THE LEGADMINMAN. DISPOSITION IS AS FOLLOWS:

- (1) FILE THE ORIGINAL IN THE SRB.
- (2) COPY TO OFFICIAL MILITARY PERSONNEL FILE (OMPF).
- (3) COPY TO UNIT FILES.
- (4) COPY TO MEMBER.

D. ALL PREVIOUS COMPLETED NAVMC 118(12) (PAGE 12'S) ON FILE WILL BE RETAINED IN THE SRB AND OMPF.

E. FILE THIS CHANGE IMMEDIATELY FOLLOWING THE SIGNATURE PAGE OF THE BASIC MANUAL.

F. THE NAVMC 10132 IS AVAILABLE VIA THE MCEFS WEBSITE AND AS A FILLABLE FORMFLOW FILE, THE END USER WILL BE ABLE TO DOWNLOAD (MC10132.FRL), FILL IN THE BLOCKS AND DESIGNATE UNDER "DATA" WHERE THEY WANT TO SAVE THE DATA.

5. COMMAND AND SIGNAL.

A. SIGNAL. ENSURE WIDEST DISSEMINATION OF THE CONTENTS OF THIS MSG TO ALL MSC'S ADJUTANTS AND LEGAL OFFICES.

B. COMMAND. THIS MARADMIN IS APPLICABLE TO THE MARINE CORPS TOTAL FORCE.//

BT

MCO P1070.12K
14 JUL 2000

LOCATOR SHEET

Subj: MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL
(SHORT TITLE: IRAM)

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

Enclosure (1)

IRAM

CHAPTER 1

CONTENTS OF HEADQUARTERS FILES

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IRAM

CHAPTER 1

CONTENTS OF HEADQUARTERS FILES

1000. GENERAL

1. Every Marine has an official military personnel file (OMPF) at HQMC which provides a history of the Marine's career from entrance into the Marine Corps or the Marine Corps Reserve, until severance from the Marine Corps or the Marine Corps Reserve by discharge, retirement, resignation, or death. Administrative materials or documents to support the chronology of events for the Marine's history is incorporated in the OMPF at HQMC, as well as field service records, as required. The authority for insertion of these materials into the respective records is provided by current Marine Corps directives. As needs and records management techniques change, certain forms may become obsolete and be replaced by new forms or automated recording procedures. When this occurs, documents filed as a result of the old requirement will not be removed from either the OMPF or the field service record.

2. All material forwarded to the CMC (MMSB-20) for inclusion in the OMPF must contain the grade, full name, and SSN. The SSN format prescribed for official correspondence is appropriate; however, recruit computer-generated SRB pages are produced in a different format, 123 45 67 89 vice 123 45 6789. Either format is acceptable for use in the field service records and for identification of material for inclusion in the OMPF.

3. The OMPF is structured into the following areas:

a. Service Folder (TABLE 1-1). Consists of contract information, discharge documents, reserve documents, orders to active duty, and general administrative and service documents used to compute service time for benefits, programs, or retirement.

b. Commendatory/Derogatory Folder (TABLE 1-2). This folder contains documents on civilian and military education, personal awards information, courts-martial/nonjudicial punishments, and other material reflecting significant personal achievement or adversity that is pertinent to making decisions for purposes of selection, assignment, and retention.

c. Performance Folder (TABLE 1-3). Contains fitness reports and standard addendum pages for all sergeants and above. The Performance Folder may contain memoranda originated by the CMC (MMSB) as necessary to record historical or administrative information.

d. Field Folder OQR/SRB (TABLE 1-4). Upon separation from the Marine Corps, documents contained in the Service Record Book/Officer Qualification Record (OQR/SRB) are filed in the Service Folder. If a Marine has periods of broken service, documents from previous OQR/SRBs will be contained in the Field Folder. This Table contains a partial listing of documents and standard pages suitable for inclusion in the OMPF.

e. Health Folder (TABLE 1-5). Unless a Marine had broken service which ended prior to 1994, or is presently on the Temporary Disability Retired List (TDRL), no Health Folder is maintained. Since 1994, health and dental records are sent to the Department of Veterans Affairs, Service Medical Records Center (SMRC), P.O. Box 150950, St. Louis, MO 63115 upon discharge.

4. Certain limitations exist regarding the kinds of material authorized for inclusion in the OMPF and the specific locations (data areas) within the record. The following guidelines apply in determining whether or not certain documents are placed in the OMPF.

a. Extraneous Material. The CMC (MMSB) will not file material which is not relevant to the documentation of the Marine's history of service.

b. Duplicate Material. The CMC (MMSB) will destroy material identified as duplicate of documents already in the OMPF without notifying the forwarding command or individual.

c. Adverse Matter. Any document that reflects unfavorably upon a Marine's mental, moral, or professional qualifications. Subject to the following rules, all relevant adverse material is filed in the OMPF.

(1) Fitness Reports. Article 1122, U.S. Navy Regulations, 1990, provides that adverse material shall not be placed in officer or enlisted fitness reports, or appended as an addendum, unless the Marine being reported on has had an opportunity to make either a

statement regarding the adverse material or a statement that the Marine does not choose to make a statement. In either situation, the statement shall be typewritten on a standard addendum page and signed and dated by the Marine being reported on (see MCO P1610.7). Refer adverse fitness reports to the individual reported on for comment prior to the insertion of such reports into the OMPF. Refer to MCO P1610.7 for referral and submission procedures.

(2) Other Reports, Statements, or Correspondence of a Military Nature

(a) The CMC (MMSB) will file correspondence containing adverse material that the Marine reported on has had the opportunity to contest, explain, or rebut, whether at a personal hearing or by statement, without additional referral to the individual. (See paragraph 4006.3r(a) for statement guidance.) Examples include:

- 1 Punitive letters of censure.
- 2 Medical surveys where hospitalization is due to the Marine's own misconduct.
- 3 Reports and related correspondence reflecting final approved civilian convictions.
- 4 Reports of nonjudicial punishment, courts-martial convictions, boards of inquiry, boards of review, etc.
- 5 Relevant memoranda prepared at HQMC resulting from official correspondence sent to and received by the Marine reported on, the reporting senior, or the reviewing officer.
- 6 Relevant correspondence documenting an officer's removal from a promotion selection board report or a promotion list, and other correspondence related to the promotion process.
- 7 Any other matter that bears or reflects on the character, performance, professional qualifications and fitness of the officer.

(b) The CMC (MMSB) will file documents containing adverse material of an official military nature without referral to the individual concerned, if no purpose would be served by such referral. Examples include:

1 Substandard conduct/duty proficiency marks.

2 Counseling entries by a commander, or a designated representative, when such counseling is designated to assist a Marine to overcome military deficiencies.

3 Forwarding endorsements on requests for special duty, special training, reassignment, transfer, discharge, etc., when such endorsements are derogatory or recommend disapproval.

4 Denials of requests for special duty, special training, reassignment, transfer, discharge, etc.

5 Requests by a commander for the reassignment of a Marine when such request reflects unfavorably on the individual concerned.

(c) The CMC (MMSB) will file documents containing adverse material of an official military nature without referral to the individual concerned when the Marine is unavailable for comment because of misconduct. (See subparagraph 4d below for comment guidance.) Examples include:

1 Reports of absentees and deserters, and related correspondence.

2 Reports and correspondence relating to administrative discharge action where the Marine is in an unauthorized absentee status at the time or is otherwise unavailable for statement because of the Marine's own misconduct.

(d) The CMC (MMSB) will file letters issued by the CMC (MMOA or MMEA) to an officer or enlisted member concerning failure(s) to meet Marine Corps standards of professional performance and/or conduct.

(e) The CMC (MMSB) will not file documents related to law enforcement investigations conducted by the Naval Criminal Investigative Service (NCIS), Criminal Investigation Division (CID), or by any other military or civilian law enforcement agencies. However, the CMC (MMSB) may insert summaries of substantiated misconduct/adverse information extracted from law enforcement investigations prepared by the CMC (JA). Likewise,

summaries of substantiated misconduct/adverse information extracted from non-criminal investigations by the DNIGMC may be inserted in the OMPF. Such summarized material may be entered in the OMPF only after providing the Marine an opportunity for comment and/or rebuttal.

(3) Documents Consisting of Adverse Material Matters of a Civilian Nature. As a general rule, the CMC (MMSB) will not place adverse matters of a civilian nature in the OMPF until referral of such matters to the Marine concerned for comment.

f.

Commendatory Material. Commendatory material is any document which reflects favorably upon a Marine's mental, moral, or professional qualifications, and which impacts on the mission of HQMC staff agencies or the military career of the Marine. Examples include:

(1) Copies of service award certificates (Good Conduct Medal, Selected Marine Corps Reserve Medal, etc.).

(2) Certificates of commendation (when the certificate addresses the Marine by name).

(3) Meritorious Mast.

(4) Copies of personal award recommendations.

Copies of personal award citations.

(5)

Aviation safety awards.

(6)

(7)
Certificates of scholastic achievement presented upon graduation from a formal military course of instruction. (Certificates of scholastic achievement should not be confused with formal school completion certificates. Completion of formal courses of instruction are documented in MCTFS. Copies of course completion certificates are not filed in the OMPF.)

5. The Manpower Management Information Systems Division (CMC (MI)) has the functional responsibility for policy relating to material authorized for retention in the OMPF. All material

forwarded to the **CMC (MMSB-20) 1008 Elliot Road, Quantico, VA 22134-5030** for inclusion in the OMPF must contain the grade, full name, and SSN. **Address inquiries concerning OMPF contents only** to CMC (MIFD), Headquarters, U.S. Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103. Telephone inquiries may be made by calling CMC (MIFD) at: DSN 278-9049/9050 or com1 (703) 784-9049/9050.

6. Commanders will use Tables 1-1 through 1-3 when determining whether documentation is appropriate for forwarding to the CMC (MMSB-20) for insertion in the OMPF.

7. Commanders are requested to ensure documents are properly prepared, only authorized documents are forwarded to CMC (MMSB-20); and documents are submitted under a cover letter which includes the Marine's identification information. Personal awards which individuals find missing from the OMPF should be forwarded via CMC (MMMA) for verification and filing in the OMPF.

1001. AUDIT AND CORRECTION OF THE OMPF

1. The OMPF is the primary record used by selection boards. Paragraph 1001.5 provides information on when OMPF's are automatically provided to Marines. Marines should request a copy of their OMPF for review and correction under the following circumstances:

- a. At least once every 3 years.
- b. At least 12 months prior to the convening of a selection board when it is anticipated that the Marine will be in the eligibility zone.
- c. At least 12 months prior to applying for programs such as Warrant Officer, Marine Corps Enlisted Commissioning Education Program, etc.

2. **Marines may receive a copy of their OMPF by submitting a written request to the CMC (MMSB-10).** The request need not be formatted in any particular way but must include the individual's name, grade, SSN, signature, and mailing address. The CMC (MMSB-10) will provide the OMPF in microfiche format unless another output medium is specified and justified in the request.

3. If information not pertaining to the Marine is found in the OMPF during the audit, the Marine should request removal of the documents by submitting a written request to the CMC (MMSB-10).

4. Marines may petition the Board for Correction of Naval Records (BCNR) to remove documents on file in the OMPF which they consider adverse, unjust, inaccurate, or not in compliance with Chapter 5, or the policies and procedures contained in other Marine Corps directives. Petitions to the BCNR must be initiated by the individual using DD Form 149 (Application for Correction of Military Records Under the Provisions of Title 10 U.S. Code, Section 1552). Completion of the form is self-explanatory; however, the petition must include all supporting documentary evidence pertaining to the inaccuracy or injustice.

5. MCO P1610.7 and MCO 1610.11 provide procedures for correcting or appealing performance evaluations (fitness reports) appearing on the OMPF.

6. Fitness Report Audit Program (FRAP). MCO P1610.7 establishes policy and procedures for the FRAP and provides administrative instructions for the audit and correction of individual performance records. Annually, sergeants and above are mailed their Master Brief Sheet (MBS) based on the last digit of their SSN.

1002. USE OF MICROFICHE IN LEGAL FORUMS

1. 28 U.S.C. 1732 authorizes the use of the microfiche OMPF at all courts of the United States provided it is produced in the ordinary course of business. There is no legal objection to the use of microfiche at a court-martial. However, several practical considerations must be addressed. If the microfiche is admitted into evidence without objection, the finder of fact, be it military judge or members, must have a microfiche reader to consider such evidence in deliberating on the sentence. Much of the information contained on the microfiche could be stipulated to by counsel, but neither side is under obligation to do so. If there is objection to information contained in the OMPF, the military judge and counsel require the capability to simultaneously view the microfiche. Then, upon sustaining an objection, the military judge would be required to mask either the entire document or a single entry on a certain page before this evidence could be presented to a court consisting of members. The post-trial review process also would require microfiche readers if only the microfiche is attached to the trial record. Applicable regulations require three copies of the record of trial for a special court-martial and five copies

for a general court-martial. To satisfy this requirement, identify the required total number of microfiche copies upon initial request of the OMPF from the CMC (MMSB-10).

2. The practicalities of the military justice system suggest microfiche cannot take the place of paper documents in every case. In light of this, a reproduction capability must be available to field commands. As a minimum, major field commands, possibly at the general court-martial convening authority level, should maintain a viewer/printer for reproduction capability. The reconversion to paper should be strictly limited to only those documents that require a paper copy as determined by counsel, military judge, staff judge advocate, or other competent authority.

3. In view of the above, commands requesting OMPF documents/information for military justice purposes will indicate whether they need paper documents or can accept/utilize microfiche copies. Isolated, detached, and deployed commands with the ability to convene and conduct courts-martial, but lacking microfiche-to-paper conversion facilities, will specify paper documents. In those instances where paper copy is requested, only one copy of each document/record requested will be generated. Additional copies are the responsibility of the requesting command.

IRAM

TABLE 1-1

<u>SERVICE FOLDER</u>				
<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>	<u>AUTHORITY</u>	<u>CMC CODE</u>
CNET	1533/38	NROTC SCHOLARSHIP SERVICE AGREEMENT	POLICY	MCRC
DD FORM	4	ENLISTMENT CONTRACT	MCO P1100.72 MCRB, MMSB, MCO P1070.12 MMEA	
DD FORM	4/1	ENLISTMENT/REENLISTMENT DOCUMENT	MCO P1100.72 MCRB, MMSB, MCO P1070.12	
DD FORM	4/2	PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS	MCO P1100.72 MCRB, MMSB, MCO P1070.12 MMEA	
DD FORM	4/3	PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS	MCO P1100.72 MCRB, MMSB, MCO P1070.12 MMEA	
DD FORM	4/4	CONFIRMATION OF ENLISTMENT OR REENLISTMENT	MCO P1100.72 MCRB, MMSB, MCO P1070.12 MMEA	
DD FORM	4C	ENLISTMENT OR REENLISTMENT AGREEMENT CONTINUATION SHEET	MCO P1100.72 MCRB, MMSB, MCO P1020.12 MMEA	
DD FORM	13	STATEMENT OF SERVICE	POLICY	MMSR
DD FORM	173/3	EXTENSION OF ACTIVE DUTY (RESERVE OFFICERS)	MCO P1001R.1 MMOA-3 MCO 1900.1	
DD FORM	173/3	VERIFICATION OF END OF ACTIVE SERVICE (RESERVE OFFICERS)	MCO P1001R.1 MMOA-3 MCO 1900.1	
DD FORM	173/3	RELEASE ORDERS (RESERVE OFFICERS)	MCO P1001R.1 MMOA-3 MCO P1900.1	
DD FORM	173/3	PERSONNEL CASUALTY REPORT	MCO P3040.4	MR
DD FORM	173/3	REENLISTMENT REQUEST	MCO P1040.31	
DD FORM	173/3	EXTENSION OF ENLISTMENT REQUEST	MCO P1040.31	MMEA
DD FORM	173/3	REENLISTMENT AUTHORIZATION MESSAGE	POLICY	MMEA
DD FORM	173/3	EXTENSION OF ENLISTMENT AUTHORIZATION MESSAGE	POLICY	MMEA
DD FORM	214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	MCO P1900.16	MCRB, MMSB, MMEA
DD FORM	215	CORRECTION TO CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	MCO P1900.16	MCRB, MMSB, MMEA
DD FORM	1584	NATIONAL AGENCY CHECK	MCO P1100.72	MCRB

IRAM

TABLE 1-1 (CONTINUED)

<u>SERVICE FOLDER (CONTINUED)</u>				
<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>	<u>AUTHORITY</u>	<u>CMC CODE</u>
DD FORM	368	REQUEST FOR DISCHARGE FROM THE RESERVE COMPONENT	MCO P1100.72	MCRC, MMSB
DD FORM	398-2	STATEMENT OF PERSONAL HISTORY	OPNAVINST 5510.1	MMSB, MMEA MMOA, MCRC
DD FORM	538	PROOF OF CITIZENSHIP	POLICY	MCRC
DD FORM	1300	REPORT OF CASUALTY	10 U.S.C., SEC. 2771 DODINST 1300.9 MCO P1741.8	MR
DD FORM	1966	APPLICATION FOR ENLISTMENT (REV. OCT66)	MCO P1100.72	MCRC, MMSB
DD FORM	1966	RECORD OF MILITARY PROCESSING (REV. OCT66)	MCO P1100.72	MCRC, MMSB
MMRB	23-86	COMPUTATION OF SERVICE TO ESTABLISH AFADBD	POLICY	MMSB
MMRB	2	STATEMENT OF SERVICE	POLICY	MMSB
NAVMC	426	CERTIFICATE OF MILITARY NAVAL	POLICY	MMSB
NAVMC	118 (3)	CHRONOLOGICAL RECORD (UPON REENL)	MCO P1070.12	MMSB
NAVMC	118 (6)	WEAPONS FIRING RECORD, COMPETITIVE MARKSMANSHIP RECORD	MCO P1070.12	MMSB
NAVMC	118 (8a)	MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES, EDUCATION COURSES; TRAINING TEST COMPLETED (UPON REENL)	MCO P1070.12	MMSB
NAVMC	118 (9)	COMBAT HISTORY-EXPEDITION-AWARDS RECORD (UPON REENL)	MCO P1070.12	MMSB
NAVMC	118 (11)	ADMINISTRATIVE REMARKS (UPON REENL)	MCO P1070.12	MMSB
NAVMC	118 (12)	OFFENSES AND PUNISHMENTS (UPON REENL)	MCO P1070.12	JA, MMSB
NAVMC	118 (13)	RECORD OF CONVICTION BY COURT-MARTIAL (UPON REENL)	MCO P1070.12	JA, MMSB

IRAM

TABLE 1-1 (CONTINUED)

<u>SERVICE FOLDER (CONTINUED)</u>				
<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>	<u>AUTHORITY</u>	<u>CMC CODE</u>
NAVMC	10132	UNIT PUNISHMENT BOOK (5812) (FORM FLOW HQMC/ARDE, APR 2002)	MCO P1070.12	MI, JA
NAVMC	118 (13a)	SUPPLEMENTARY RECORD OF CONVICTION BY COURT-MARTIAL (UPON REENL)	MCO P1070.12	JA, MMSB
NAVMC	321A	AGREEMENT TO EXTEND ENLISTMENT	MCO P1040.1	MMEA
NAVMC	538	CERT OF PROOF FOREIGN BORN APPLICATION FOR ENLISTMENT	POLICY	MCRC
NAVMC	763	APPOINTMENT ACCEPTANCE AND RECORD	MCO P1100.73	MCRC, MMSB
NAVMC	798	RESERVE RETIREMENT CREDIT REPORT	NAVMC 2689	MMSB
NAVMC	907A	INDIVIDUAL DRILL ATTENDANCE AND	MCO P1001R.1	MMSB
NAVMC	10274	OBLIGATED SERVICE FOR TRANSITION/ CONVERSION TRAINING OF MARINE NAVAL AVIATORS AND NAVAL FLIGHT OFFICERS	MCO 1331.2	ASM
NAVMC	10460	PLC SERVICE AGREEMENT	POLICY	MCRC
NAVMC	10842	REENLISTMENT-EXTENSION-LATERAL	MCO 1040.31	MMEA
NAVMC	11024	RESERVE ACTIVE DUTY ORDERS	POLICY	MMSB
NAVMC HQ	335	HQMC ROUTING SHEET W/COMPUTATION	POLICY	MMSB
NAVMC HQ	365	COMPUTATION OF SERVICE	POLICY	MMSB
NAVMC HQ	394	STATEMENT OF SERVICE	POLICY	MMSB
NAVMC HQ	538	ORDERS: STD UNDERGRAD MARINE OFFICER CANDIDATE	POLICY	MMSB
NAVMC HQ	509PD	RESERVE RETIREMENT CONTROL CARD	POLICY	MMSB
NAVMC HQ	550	EXTENDED ACTIVE DUTY ORDERS	POLICY	MMSB
NAVPERS	1110/24	NROTC SCHOLARSHIP SERVICE	POLICY	MCRC
NO FORM #		CAREER PLANNING MANAGEMENT SYSTEM	POLICY	MMEA
NO FORM #		CAREER PLANNING MANAGEMENT SYSTEM RELM AUTHORIZATION MESSAGE	POLICY	MMEA

IRAM

TABLE 1-1 (CONTINUED)

<u>SERVICE FOLDER (CONTINUED)</u>				
<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>	<u>AUTHORITY</u>	<u>CMC CODE</u>
NO FORM #		CMC LETTER OF DISENROLLMENT/ DISCHARGE FROM PLC PROGRAM	MCO P1100.73	MCRC
NO FORM #		CMC LETTER: SPECIAL AUTHORIZATION POLICY FOR APPOINTMENT, ENLISTMENT, REENLISTMENT OR EXTENSION	POLICY	MMSB
NO FORM #		CMC LETTER: TO DISCHARGE CERTAIN OFFICERS	POLICY	MMSB
NO FORM #		CMC LETTER: TO DISCHARGE FROM THE USMCR	POLICY	MMSB
NO FORM #		CMC LETTER: TO RELEASE FROM ACTIVE DUTY (AR PROGRAM)	MCO 1001.52	RA
NO FORM #		CMC LETTER: STATEMENT OF ENLISTED SERVICE	POLICY	MMSB
NO FORM #		CMC LETTER: REVERSION FROM TEMPORARY OFFICER GRADE	POLICY	MMSB
NO FORM #		CMC LETTER: ACCEPTANCE FOR ASSIGNMENT TO AR PROGRAM	MCO 1001.52	RA
NO FORM #		CMC ORDERS: ADT - ACTIVE DUTY TRAINING	POLICY	MMSB
NO FORM #		CMC ORDERS: ASSIGNMENT TO AR PROGRAM	POLICY	RA
NO FORM #		CMC LETTER: ASSIGNMENT TO/REMOVAL FROM INACTIVE STATUS LIST (ISL)	POLICY	MMSR
NO FORM #		CMC ORDERS: ASSIGNMENT TO ACTIVE DUTY (ALL USMCR)	POLICY	MR
NO FORM #		CMC ORDERS: INVOLUNTARY DISCHARGE - FAILURE OF PROMOTION	POLICY	MMSR
NO FORM #		CMC ORDERS: RELACDU - RELEASE FROM ACTIVE DUTY	POLICY	MMSB
NO FORM #		CMC ORDERS: RETIREMENT/RESIGNATION	POLICY	MMSB
NO FORM #		CMC ORDERS: TRANSFER TO FLEET MARINE CORPS RESERVE (FMCR)	POLICY	MMSB
NO FORM #		CMC ORDERS: TRANSFER TO TEMPORARY DISABILITY RETIRED LIST (TDRL)	POLICY	MMSR

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TABLE 1-1 (CONTINUED)

<u>SERVICE FOLDER (CONTINUED)</u>				
<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>	<u>AUTHORITY</u>	<u>CMC CODE</u>
NO FORM #		LETTER: PHYSICAL EVALUATION BOARD (PEB) STATUS NOTIFICATION	POLICY	MMSB
NO FORM #		PRIOR SERVICE REENLISTMENT APPROVAL	MCO 1130.58	MCRC
NO FORM #		PROOF OF DEGREE/COLLEGE TRANSCRIPT (OFFICER APPOINTMENTS)	POLICY	MCRC
NO FORM #		STATEMENT OF SERVICE - OTHER ARMED FORCES	POLICY	MMSB
NO FORM #		STATEMENT OF UNDERSTANDING (ALL)	MCO P1100.72	MCRC
NO FORM #		WORKSHEET FOR COMPUTING TIME IN GRADE (BROKEN/CONTINUOUS REENLISTMENT ONLY)	POLICY	MCRC
DD FORM	137-3	PARENT'S DEPENDENCY AFFIDAVIT	MCO P1751.3	MR
DD FORM	173/3	LATERAL MOVE AUTHORIZATION MESSAGE	POLICY	MMEA
DD FORM	397	CLAIM/CERTIFICATE/VOUCHER FOR DEATH GRATUITY SEC, 1475	10 U.S.C.	MR
DD FORM	2057	STATEMENT OF UNDERSTANDING - CONTRIBUTORY EDUCATIONAL ASSISTANCE	MCO 1560.28	MMSB
DD FORM	2257	POSTAL CLERK DESIGNATION/TERMINATION VOL 1	DOD 4525.6M	MR
NAVMC	523	TEMPORARY APPOINTMENT CERTIFICATE	POLICY	MMSB
NAVMC	10274	TOP LEVEL SCHOOL DECLINATION (OTHER THAN DUTY STATION PREFERENCE) UPON COMPLETION OF HQMC ACTION	POLICY	MMEA
NAVMC	10418-1	APPLICATION FOR OFFICER PROGRAM (OCC, PLC, NROTC)	POLICY	MCRC
NAVMC	10883	REQUEST FOR TUITION ASSISTANCE OFF-DUTY EDUCATION PROGRAM (1560) (COMMISSIONED OFFICERS ONLY)	MCO 1560.26	TE, MR, MMSR
NAVMC	10922	APPLICATION FOR DEPENDENT'S ALLOWANCE	MCO P1751.3	MR

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TABLE 1-1 (CONTINUED)

<u>SERVICE FOLDER (CONTINUED)</u>				
<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>	<u>AUTHORITY</u>	<u>CMC CODE</u>
NAVPERS	5510/3	MILITARY RELIABILITY SCREENING CERTIFICATE	SECNAVINST	MP
OPNAV	5520/20	CERTIFICATE OF PERSONNEL SECURITY INVESTIGATION CLEARANCE AND ACCESS (RESERVE ONLY)	MCO 5521.3	INT
OPNAV	5521	CERTIFICATE OF CLEARANCE RECOMMENDATION	MCO 5521.3	INT
OPNAV	5511-14	SECURITY TERMINATION STATEMENT	MCO 5521.3	INT
OPNAV	5521-429	CERTIFICATE OF CLEARANCE	MCO 5521.3	INT
SF	88	REPORT OF MEDICAL EXAMINATION (ON APPT/ENLISTMENT)	MCO P1100.72	MCRC
SF	89	REPORT OF MEDICAL HISTORY (ON APP/ENLISTMENT MCO P1100.73)	MCO P1100.72	MCRC
SF	93	REPORT OF MEDICAL HISTORY (ON REENLISTMENT)	MCO P1100.72 MCO P1100.73	MCRC
SF	1174	CLAIM FOR UNPAID COMPENSATION OF DECEASED MEMBER OF THE UNIFORMED SERVICES	10 U.S.C. SEC. 2771	MR
SF	1176-A	PUBLIC VOUCHER FOR UNPAID PAY AND ALLOWANCES DUE A DECEASED MEMBER OF THE ARMED FORCES	10 U.S.C. SEC. 2771	MR
NO FORM #		APPLICATION FOR OFFICER PROGRAMS (SELECTEES FOR WO, LDO, AUG, ECP, MECEP)	POLICY	MCRC
NO FORM #		APPROVED RELIEF FOR CAUSE OR GOOD OF THE SERVICE PACKAGES	POLICY	MMEA
NO FORM #		APPROVED VOIDANCE OF PMOS/AMOS DOCUMENTS	POLICY	MMEA
NO FORM #		CHILD'S DEPENDENCY AFFIDAVIT	MCO P1751.3	MR
NO FORM #		COMPLETED HUMANITARIAN PACKAGES	POLICY	MMEA, MMOA
NO FORM #		FINANCIAL ASSISTANCE AGREEMENT	POLICY	MCRC

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TABLE 1-1 (CONTINUED)

<u>SERVICE FOLDER (CONTINUED)</u>				
<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>	<u>AUTHORITY</u>	<u>CMC CODE</u>
NO FORM #		JOINT SPECIALTY OFFICER (JSO)	DOD POLICY	MMOA-3
NO FORM #		PENSION CERTIFICATE (RESERVE OFFICERS ONLY)	POLICY	MMSB
NO FORM #		RECORD OF SERVICE (ROS) (COMPUTER GENERATED (UPON REENL)	MCO P1070.12	MMSB
NO FORM #		RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP) OPTION ELECTION CERTIFICATE	MCO P1001R.1	MMSR
NO FORM #		SECNAV LETTER: ADVANCEMENT TO HIGHEST GRAD HELD	POLICY	MMSB
NO FORM #		SOCIAL SECURITY CARD (COPY ON INITIAL ENLISTMENT)	MCO P1100.72	MCRC
NO FORM #		VERIFICATION OF ENROLLMENT IN EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)	POLICY	MMEA, MMOA
NO FORM #		SENAV TERMINATION LETTER	POLICY	JA

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TABLE 1-2

<u>COMMENDATORY/DETRGATORY FOLDER</u>				
<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>	<u>AUTHORITY</u>	<u>CMC CODE</u>
NAVMC	71	CERTIFICATE OF GOOD CONDUCT	MCO 1650.19	MMMA
NAVMC	10952	SMCR MEDAL CERTIFICATE	MCO 1650.19	MMMA
NAVMC	10631A	CERTIFICATE OF COMMENDATION	MCO 1650.19	MMMA
NAVMC	10935	MERITORIOUS MAST	MCO 1650.19	MMMA
NAVMC	737-1	AVIATION SAFETY AWARD (AWARD FOR MISHAP-FREE FLIGHT TIME)	MCO 1650.19	A
OPNAV	1650/3	AWARD RECOMMENDATION	MCO 1650.19	MMMA
NO FORM #		CMC LETTER: TERMINATION OF FLIGHT STATUS (RESULTS OF FLIGHT STATUS SELECTION BOARD)	MCO P1000.6	A
NO FORM #		COMMENDATORY, ADVERSE AND DISCIPLINARY CORRESPONDENCE	POLICY	MMSB
NO FORM #		DECISIONS: COURT OF MILITARY APPEALS	POLICY	JA
NO FORM#		DECISIONS: NAVY-MARINE CORPS COURT OF MILITARY REVIEW	POLICY	JA
NO FORM #		DECISIONS: WITHHOLDING OF SNCO PROMOTION CERTIFICATE	POLICY	MMPR
NO FORM #		DECISIONS: REVOCATION OF SNCO PROMOTION CERTIFICATE	POLICY	MMPR
NO FORM #		REISSUANCE OF SNCO PROMOTION CERTIFICATE	POLICY	MMPR
NO FORM #		DECISION: FROCKING AUTHORITY FOR SNCO'S	POLICY	MMPR
NO FORM #		DECISIONS: REMEDIAL PROMOTION CONSIDERATION (ENL)	POLICY	MMPR
NO FORM #		DECISIONS: REMOVAL FROM A PROMO- MOTION REPORT OR PROMOTION LIST	POLICY	MMPR
NO FORM #		DOCUMENTS: CLEMENCY/PARDON/PAROLE	POLICY	JA

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TABLE 1-2 (CONTINUED)

COMMENDATORY/DEROGATORY FOLDER (CONTINUED)

<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>	<u>AUTHORITY</u>	<u>CMC CODE</u>
NO FORM #		DOCUMENTS: COURTS-MARTIAL ORDERS	POLICY	JA
NO FORM #		DOCUMENTS: NON JUDICIAL PUNISHMENT (OFFICERS)	POLICY	JA
NO FORM #		DOCUMENTS: SUPPLEMENTARY COURT- MARTIAL PROCEEDINGS	POLICY	JA
NO FORM #		INVESTIGATION SUMMARY	MCO P1070.12	MM
NO FORM #		PERSONNEL RELIABILITY PROGRAM (PRP), PERMANENT DECERTIFICATION NOTIFICATION	SECNAVINST 5510.35	MPP
NO FORM #		REPORT OF CIVIL CONVICTION (IF APPROVED BY JAD)	POLICY	JA
NO FORM #		REPORTS: BOARD OF OFFICERS	POLICY	JA
NO FORM #		REPORTS: BOARDS OF INQUIRY	POLICY	JA
NO FORM #		REPORTS: BOARDS OF REVIEW	POLICY	JA
NO FORM #		REPORTS: COMPETENCY REVIEW BOARDS	MCO P1400.32	MMPR
NO FORM #		SUBSTANTIATED CASES OF NONSUPPORT	MCO P1070.12 MCO 5800.16	MR

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TABLE 1-3

PERFORMANCE FOLDER (CONTINUED)

<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>	<u>AUTHORITY</u>	<u>CMC CODE</u>
NAVMC	10233	FITNESS REPORT	POLICY	MMSB
NAVMC	10835A	FITNESS REPORT (REV. 1-99) (EF)	POLICY	MMSB
NAVMC	10835	FITNESS REPORT STANDARD ADDENDUM PAGE(S)	MCO P1610.7	MMSB
NAVMC	11297	USMC FITNESS REPORT (1610) ADDENDUM PAGE (REV. 1-99) (EF)	MCO P1610.7	MMSB
NO FORM #		MEMORANDUM FOR THE RECORD (MMSB)	MCO P1610.7	MMSB
NO FORM #		MEMORANDUM CONCERNING REMOVAL OF PERFORMANCE EVALUATION RECORDS	POLICY	MMSB

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TABLE 1-4

FIELD FOLDER OQR/SRB

The OQR/SRB becomes a part of the OMPF upon a Marine's discharge, retirement, or death. Personnel currently on active duty with no prior service (e.g., broken reenlistment) will not have a Field Folder in their OMPF until they are separated/discharged. Standard pages and documents found in the field service record, less copies of specific MCTFS remarks screens will be filed to the Field Folder upon separation from military service. The following is a listing of standard pages and documents which are suitable for inclusion in the OMPF Field Folder. Although the following listing is divided into three sections, the Field Folder in the OMPF will not differentiate distinct areas.

STANDARD PAGES FROM THE FIELD SERVICE RECORD

<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>
**NAVMC	321a	Agreement to Extend Enlistment (if applicable)
**DD	4/1	Enlistment/Reenlistment Document
**DD	4/2	Partial Statement of Existing United States Laws
**DD	4/3	Partial Statement of Existing United States Laws
**DD	4/4	Confirmation of Enlistment or Reenlistment
**DD	4C	Enlistment or Reenlist Agreement Continuation Sheet
**NAVMC	763PD	Appointment Acceptance and Record (OQR)
NAVMC	118 (3)	Chronological Record
**NAVMC	118 (5)	Record of Time Lost, Promotion, Reduction, Promotion Status on Transfer (Historical copies from policy prior to 17Sep98)
**NAVMC	118 (6)	Weapons Firing Record, Competitive Marksmanship (Historical copies for data prior to 17Sep98)
NAVMC	118 (8)	Classification and Assignment Test Results (Historical copies for data prior to 17Sep98)
NAVMC	118 (8A)	Military and Civilian Occupational Specialties, Education Courses; Training and Tests Completed (Historical copies for data prior to 20Oct99)
NAVMC	118 (9)	Combat History-Expeditions-Awards Record (Historical copies for data prior to 20Oct99)
NAVMC	118 (11)	Administrative Remarks
**NAVMC	118 (12)	Offenses and Punishments (enlisted records only)
**NAVMC	118 (13)	Record of Conviction by Court-Martial (if applicable)
**NAVMC	118 (13a)	Supplemental Record of Conviction by Court-Martial (if applicable)
RED	No Form #	Record of Emergency Data (RED) (Computer-generated)
VA	SGVL 8285	Request For Insurance (SGLI)
VA	SGLV 8286	Servicemember's Group Life Insurance Election and Certificate (SGLI)

** These documents may also appear on the document side of the field service record for Marines with prior commissioned or enlisted service.

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TABLE 1-4 (CONTINUED)

FIELD FOLDER OQR/SRB (CONTINUED)

DOCUMENT SIDE OF THE FIELD SERVICE RECORD

<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>
NAVPERS	5510/1	Record of Personnel Reliability Program
NAVPERS	5510/3	Personnel Reliability Program Screening and Evaluation Record
BIR/BTR	No Form #	Basic Individual Record/Basic Training Record
DD	2058/2058-1	State Tax Declaration Form
DD	1172	Application for Uniform Services Identification Card-DEERS Enrollment (Historical copies from policy prior to 17Sep98)
**OPNAV	1326/2	Permanent Record of Enlisted Flight Time (if applicable) (Historical copies for data prior to 17Sep98)
DD	1407	Dependent Medical Care and DD Form 1173 Statement (prepared upon separation or retirement)
DD	2057	Contributory Education Assistance Program - Statement of Understanding
DD	2384	Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility (Reserve Marines only)
DD	2366	Veteran's Educational Assistance Act of 1984 (GI Bill) Statement of Understanding
DD	2684	Preseparation Counseling Checklist
OPNAV	1780/1	Statement of Understanding for Reserve GI Bill Benefits (Reserve Marines only)
VA	29-8951	Benefits/Waiver Certification (Reserve Marines only)
DD	802	Request for, and Certificate of Eligibility (FHA) Loan
DD	1966	Application for Enlistment - Armed Forces of the United States
DD	4	Enlistment Contract (from previous enlistment(s))
NAVMC	321A	Agreement to Extend Enlistment (if applicable)
DD	214	Certificate of Release or Discharge from Active Duty
OPNAV	5520/20	Certificate of Personnel Security Investigation, Clearance and Access (Reserve Marines only)
NAVMC	538	Certificate of Proof of Citizenship of a Foreign Born Applicant for Enlistment
NAVMC	398	Personnel History Statement
DD	5511/4	Security Termination Statement
	No Form #	Written Agreement for Reserve/Extension Bonus and Affiliation Bonus for the Selected Reserve Incentive Program
	No Form #	Standard Written Agreement (SWAG) (Reserve Marines only)
NAVMC	798	Reserve Retirement Credit Report (Manual)
	No Form #	Reserve Retirement Credit Report (Computer-generated)

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TABLE 1-4 (CONTINUED)

FIELD FOLDER OQR/SRB (CONTINUED)

DOCUMENT SIDE OF THE FIELD SERVICE RECORD - Continued

NAVMC	907A	Individual Drill Attendance and Retirement Transaction Card
	No Form #	Release from Active Duty Orders
	No Form #	CMC letter(s) which directs transfer to the Inactive Status List (Reserve Marines only)
	No Form #	Written explanation of the eligibility requirement for VA dental treatment (prepared upon separation or retirement)
DD	2642	Preseparation Counseling Checklist
	No Form #	Written Rebuttal Statements made by the Marine Concerning Derogatory Administrative Remarks (page 11) Entries
ROS	No Form #	Record of Service (ROS) (Computer-generated) (Final for Promotion to Sergeant only)
NAVMC	118(23)	Marking Page (if applicable)
DD		Designation/Termination MPC-FPC-COPE-PFO
NAVMC	631/631A	Individual Clothing Record
OPNAV	5211/9	Record of Disclosure - Privacy Act 1974
NAVMC	11000	Privacy Act Statement for Marine Corps Personnel and Pay Records
	No Form #	CMC ltr - Subj: Restoration of Leave in Excess of XX Days
	No Form #	Notice of Eligibility (Reserve Marines only)

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TABLE 1-4 (CONTINUED)

FIELD FOLDER OQR/SRB (CONTINUED)

MCTFS INFORMATION

The following items are extracted and printed from the Marine Corps Total Force System, and placed on the document side of the field service record prior to mailing upon the occasions of discharge, TDRL, PDRL, and death of a Marine.

Basic Individual Record/Basic Training Record (BIR/BTR)
Hard copy of Individual Deployment Record (IDR)
Hard copy of Marine Corps Institute (MCI) Courses
Hard copy of Off Duty Education
Composite Score
Pay Grade (Enlisted only)
Time Lost
Career Sea Duty History
Combat History and Expeditions
Awards

IRAM

TABLE 1-5

HEALTH FOLDER

The Health Folder is a part of the OMPF only for Marines who have been discharged, retired, or died prior to 1994. Personnel presently on active duty with no prior service (e.g. broken reenlistment), will not have a Health Folder in the OMPF. Upon discharge, retirement, or death, the health files containing medical/dental information that were maintained in the field are forwarded to the Department of Veterans Affairs, Service Medical Records Center, St. Louis, MO. Health files for Marines released from active duty with remaining Military Service Obligation time will be maintained at the Marine Corps Reserve Support Center (MCRSC) until the Marine is discharged.

FORMS CONTAINED HEALTH FOLDER

<u>FORM NAME</u>	<u>FORM NUMBER</u>	<u>ENGLISH DESCRIPTION</u>
DD	2005	Privacy Act Statement for Health Care
NAVMED	6150/4	Abstract of Service and Medical History
NAVMED	6150/2	Special Duty Medical Abstract (Front and Back)
SF	88	Report of Medical Examination (Front and Back)
SF	88	Report of Aviation Candidate Medical Examination (Front and Back)
SF	88	Report of Aviation Annual Medical Examination (Front and Back)
SF	93	Report of Medical History (Front and Back)
SF	539	Abbreviated Medical History
SF	600	Chronological Record of Medical Care (Front and Back)
SF	600	Special-Blood Grouping and Typing Record
SF	601	Immunization Record (Front and Back)
SF	602	Syphilis Record (Front and Back)
SF	603	Health Record Dental
SF	603-A	Health Record Dental--Continuation

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CHAPTER 2

PERSONNEL IDENTIFICATION INFORMATION AND GENERAL
INSTRUCTIONS ON THE CARE AND MAINTENANCE OF THE OFFICER'S
QUALIFICATION RECORD (OQR)/SERVICE RECORD BOOK (SRB)

	<u>PARAGRAPH</u>	<u>PAGE</u>
NAME	2000	2-3
IDENTIFICATION NUMBER.	2001	2-4
PHOTOGRAPHS.	2002	2-5
OQR AND SRB INTRODUCTION	2003	2-8
GENERAL INSTRUCTIONS ON THE CARE AND MAINTENANCE OF THE OQR AND SRB	2004	2-9
SPECIAL INSTRUCTIONS	2005	2-15
LOST OR MISSING OQR AND SRB.	2006	2-16
CLOSING AND DISTRIBUTION OF OQR/SRB AND HEALTH AND DENTAL RECORDS	2007	2-18

TABLE

2-1 INSTRUCTIONS FOR TRANSFER OF RECORDS	2-25
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CHAPTER 2

PERSONNEL IDENTIFICATION INFORMATION

2000. NAME

1. A Marine's name is the first and most commonly used method of identification. It is recorded on all the Marine's identification and service records, and on all correspondence regarding the Marine. Extreme care must be taken to ensure that the name and signature are correctly placed on all records.
2. For purposes of name and signature entries in official records, a name is comprised of a first name, middle name or initial (if the Marine has one), and a surname (last name). The word "junior" or "senior," or Roman numerals I, II, III, etc., are as much a part of the Marine's name as are the first or last name. For example: if the format for the name is first name, middle initial, last name, enter "John A. Marine Jr."; if the format for the name is last name first, enter "Marine, Mary S."
 - a. When the first name consists of a single letter only, and the first name is required in the entry, follow the initial with a period.
 - b. When the middle name consists of a single letter only, and a full middle name is required in the entry, follow the initial with a period.
 - c. If the document requires only a first and/or middle initial, always follow the initial(s) with a period.
 - d. When the Marine has more than one middle name, or a middle initial reflected on the enlistment/reenlistment document or appointment acceptance and record, and the entry requires inclusion of middle name(s) or initial(s), enter all middle names and/or initials.
 - e. When there is no middle name or initial, make no entry.
3. Use the following instructions to change/correct a name or name suffix on official records after it has been officially recorded:

a. The source document for verification of name (and name suffix, if applicable) is the enlistment/reenlistment document, record of induction, or appointment acceptance and record. When it has been determined from one of these documents that a Marine's name/name suffix has been erroneously recorded on records, the reporting unit must report a correction by unit diary entry per MCO P1080.40, MCTFSPRIM.

b. An official change of name is considered only at the request of the Marine concerned. The request should be submitted to the commanding officer with supporting documentation, e.g. a court order, marriage certificate, divorce decree, or birth certificate (in the case of a Marine who names a child "junior"), or other evidence which is accepted as authority for legal change. The name change must be reported by unit diary entry and successfully posted in MCTFS.

(1) Upon marriage, a female Marine may have her surname changed by submitting a copy of the marriage document as supporting evidence. In this regard, a woman has the option of using her maiden name as a middle name when requesting an official change of name. Upon divorce, a woman Marine may resume her maiden name as her official name only if the divorce decree so stipulates. The divorce laws of each state require this stipulation as part of the decree.

(2) To effect a change of name, male Marines must petition a court of competent jurisdiction to obtain the necessary court documents. Once obtained, the Marine may request that the official service records be changed accordingly. Use the procedure described above when making requests. Ensure that each Marine concerned executes the Social Security Administration Form SS-5 whenever a change of name or date of birth occurs.

c. Except in cases where official records do not reflect the Marine's true name during the period of military service, the records of Marines who have been completely separated from the Marine Corps and/or Marine Corps Reserve will not be modified to reflect an official change of name.

2001. IDENTIFICATION NUMBER

1. On 1 January 1972, the Marine Corps began using the SSN as the official identification number. This identification number is recorded on all forms, correspondence, documents, and official records which previously required a military service number.

2. Since the SSN is essential for personnel identification in the Marine Corps Total Force System (MCTFS), an applicant must have a SSN prior to being accepted for commission or enlistment in the Marine Corps or Marine Corps Reserve.

3. When an individual claims prior Marine Corps service, but possesses no documentary proof, request verification from the CMC (MMSB-10). Include in the request the individual Marine's full name, SSN, date and place of birth, date and place of last enlistment/commission, and date and place of last discharge. If the commencement of prior service occurred before 1 January 1972, include the individual's military service number.

2002. PHOTOGRAPHS

1. Official photographs are a command responsibility and are required of Marines per the following matrix:

Requirements	BGen	Col	Lt Col	Maj	Capt	CW02 thru CW05	2ndLt & WO	SgtMaj MGySgt	1stSgt MSgt	GySgt	SSgt
1 While in a student status at BS or WOBC							X				
2 Photographs must be taken within 6 months of the concening date of each promotion board in which the Marine is eligible for promotion consideration to these grades	X	X	X	X	X	X		X	X	X	X

a. It is imperative that required photographs be forwarded to the CMC (MMPR) in sufficient time to arrive not later than the convening date of the selection board by which the Marine is being considered.

b. For Marines in a combat area or designated hostile fire zone, the photograph requirement is waived.

2. The uniform for official photographs is listed below:

a. Male Officer and Enlisted Personnel

Uniform	Shirt	Trousers	Ribbons
Service "C"	Khaki with	Green	Yes
without	short	Poly/Wool	
cover	sleeve *		

* Wearing of an undershirt (T-shirt is at the individual's option per current uniform regulations.

b. Female Officer and Enlisted Personnel

Uniform	Shirt	Skirt	Ribbons
Service "C"	Khaki with	Green	Yes
without	short	Poly/Wool	
cover	sleeve *		

Pregnant Marines have the option of wearing the Service "C" or maternity uniform.

c. The wearing of an inconspicuous wrist watch and/or ring(s) is authorized. Eyeglasses, when worn, will be conservative in appearance. The wearing of earrings by female Marines is at the individual's option per current uniform regulations.

3. Photograph specifications:

a. Prepare one Polaroid-type picture (Type 107 or equivalent) or digital, three-quarter view, displaying the standing individual in the prescribed uniform, with left shoulder forward. The image of the Marine will measure between 3-1/4" and 3-1/2" in length.

b. The photographer must use plain, light-colored background. Do not use curtains and/or carpets as background in the finished print.

c. Arrange lighting to avoid background shadows and to produce a light gray to white background in the finished print.

d. Create a title board (2-inch high letters, if available), containing the Marine's last name, first name and middle initial(s), name suffix, rank, primary MOS, complete SSN, height (inches)/weight and date photograph was taken (in year, month and day sequence). Place at or near the Marine's feet so that it is legible in the photograph. Those Marines who exceed their height and weight standards, must annotate their body fat percentage on the photograph. Ensure the identifying data is clearly readable in the finished print. Examples:

<u>STANDARD FORMAT</u>	<u>PREGNANT MARINES</u>	<u>BODY FAT FORMAT</u>
LEATHERNECK J P	LEATHERNECK J P	LEATHERNECK J P
SSGT 0193	SSGT 0193	SSGT 0193
123 45 9876	123 45 9876	123 45 9876
73 182	73 PREG/210	73/219 BF 17%
960601	960601	960601

e. Securely mount the photograph on an 8 1/2 x 11-inch sheet of white bond paper. Type the following information below the photograph: Unit assignment (i.e., HQSvcBn, 2dFSSG or I-I STF Co B 4thTKBn) and current DSN or commercial telephone number, component designation; i.e., USMC, USMCR (SMCR or IRR (as applicable)), or for USMCR on active duty with Active Reserve (AR) program (USMCR-AR). For those Marines who require display of body fat percentage, certification by the senior leadership (officer or enlisted) of the command is required. Example:

008/54026	MCC/04801	012/30002
DSN 224-1971	(301) 981-5829	(703) 784-1775
USMC UNR	USMCR-SMCR/IRR/AR	USMC BF 17%

CERTIFICATION: _____ //s//
I. M. SGTMAJ

f. When a command training and audiovisual support facility (TAVSF) or an alternate photographic support facility is available, use those facilities to the maximum extent possible to produce official photographs which comply with the requirements specified above.

g. Digital Photographs. Marines stationed at installations that only provide digital photographs with a blue-gray background are authorized to submit this type of promotion photograph subject to the specifications provided in paragraphs 2002.3a through 2002.3g above.

h. A written description of the Marine's personal appearance will be submitted when an official photograph cannot be produced. The commander will include in this description, remarks concerning height and weight (body fat percentage if exceeds height/weight standards), posture, grooming and appearance in uniform. Include all identifying data normally required for official photographs per subparagraph 2002.3g above. For officer promotion selection boards, only the officer may submit documentation regarding their height and weight. Commanders may still submit documentation of the height and weight, but it must be submitted via the eligible officer for their endorsement per current laws and regulations.

i. Individual Marines have a personal responsibility to ensure their photograph is submitted and received by CMC (MMPR). Officers can verify if CMC (MMPR) has received a photograph by visiting the web site at: (www.usmc.mil), then select "Information." Enlisted Marine can verify receipt of photographs by visiting the web site at: (www.usmc.mil), then "Information for and About Marines", and "Research".

4. Mail photographs without a letter of transmittal to the CMC at the following address: President, (SPECIFIC BOARD), Headquarters, U.S. Marine Corps, Harry Lee Hall (MMPR-2), 17 Lejeune Road, Quantico, VA 22134-5104. Where possible, use bulk mail procedures in forwarding photographs or written descriptions. Label envelopes or containers as "PHOTOGRAPHS-DO NOT BEND".

2003. OQR AND SRB INTRODUCTION

1. Every officer, Regular and Reserve, will have an OQR. Properly maintained, the record presents a cumulative and concise summary of basic events in the officer's career from the time of acceptance of appointment to separation. The OQR also serves as the basis for

reporting information into the MCTFS and provides commanders with background information to assist them in officer personnel planning and assignment.

2.

The SRB is designed for recording specified information about a Marine at the time of enlistment, changes in status, and pertinent events which affect the Marine's military service. The SRB is used in determining duty assignments, promotion data, eligibility for overseas service, etc., and serves as the basis for reporting information into the MCTFS.

3.

The OQR and SRB is considered confidential in nature. Therefore, divulge no information from it, except to persons properly and directly concerned in the performance of their assigned duties. Chapter 12 of MCO P5211.2 provides guidelines for release of personal information. Refer questionable requests to the commander for decision. To ensure accountability, the OQR and SRB must be returned to the personnel office or sufficiently safeguarded at the end of each workday.

4. Custody. Grant access only to the Marine or those persons officially working with the OQR/SRB. When Marines desire to examine their SRB, they may do so, but only in the presence of the custodian. Officers may examine their OQR whenever they desire to do so.

2004. GENERAL INSTRUCTIONS ON THE CARE AND MAINTENANCE OF THE OQR AND SRB

1.

Responsibility. Responsibility for the care and maintenance, including opening and assembly, custody, timely forwarding, making entries, closing, etc., rests with the commander. Although the commander may appoint a custodian to perform these functions, the commander cannot delegate the responsibility. Responsibility for making entries includes entries concerning desertion and unauthorized absence, even though such entries reflect events which may have occurred before the Marine was joined by the current organization. (See paragraph 4007 regarding unauthorized absence and desertion entries.) As provided in the Uniform Code of Military Justice, Article 43, and Manual for Courts-Martial, United States 1995, paragraph 403(a), the responsibility for receipt of sworn charges and specifications sufficient to terminate the running of the statute of limitations rests with an officer exercising summary court-martial jurisdiction over the command.

The latter is significant in connection with dropping a Marine from the rolls. Once that action is taken, an officer exercising summary court-martial jurisdiction over the Marine's command is no longer empowered to terminate the running of the statute of limitations by the receipt of sworn charges and specifications preferred against the Marine. The following general instructions apply to the care and maintenance of the OQR and SRB.

2. Assembly and Recording of the OQR and SRB

a. General. The OQR and SRB is composed of a cover, standard pages, and pertinent documents. When space on a standard page or any of its sections is exhausted, note at the bottom of the page "Continued on supplemental page." You may abbreviate this annotation; e.g., "Cont'd on Supp Pg." Line out the unused portions of the page to preclude further entries after opening the supplemental page. Insert an additional page and label it with an alpha-numeric page number at the bottom center; e.g., "3(a)", "11(a)", etc., as supplemental. Enter the alpha-numeric notation on additional (supplemental) pages in either upper or lower case letters. Place the supplemental page(s) behind the closed-out pages in the appropriate sequence. Enter the last name, first name, and middle initial(s) at the bottom of each page. Enter the name using one of the following options: 1) natural capitalization; 2) last name only all upper case; or, 3) entire name in upper case. Enter the SSN in the space provided for service number. The SSN format prescribed for official correspondence is appropriate; e.g., 123 45 6789, however, computer-generated pages may contain the full name in capital letters and the SSN in the space provided in a different format, 123 45 67 89 vice 123 45 6789. Either format is acceptable for use in the field service record.

b. Assembly. An OQR and SRB is opened and assembled for each applicant who is commissioned and enlisted or inducted into the Marine Corps or Marine Corps Reserve. For all applicants the recruiting organization will prepare the prescribed documents. Those applicants who are commissioned, OCS will prepare the remainder of the OQR and for applicants who are enlisted and subsequently sent to recruit depots, recruit depots will prepare the remainder of the SRB. An OQR and SRB consists of a cover, standard pages, and documents. Assemble the OQR and SRB as indicated in the following subparagraphs.

(1) Cover. The cover is a manila folder-type book designed to hold documents on the left side and standard pages on the right side. Prepare the cover per paragraph 3002 or 4002.

(2) OOR Standard Pages. Prepare and insert the following standard pages on the right side of the OOR:

(a) [NAVMC 763](#), Appointment, Acceptance and Record.

(b) [NAVMC 118\(3\)](#) (Rev. 5-74), Chronological Record.

(c) [NAVMC 118\(11\)](#) (Rev. 3-82), Administrative Remarks.

(d) Computer-generated Record of Emergency Data (RED) (NAVMC 10526/[DD Form 93](#) or locally produced form (Reserve or officer candidates) are acceptable until accession into MCTFS.).

(e) [SGLV-8286](#), Servicemember's Group Life Insurance Election and Certificate.

(3) SRB Standard pages. Prepare and insert the following standard pages on the right side of the SRB:

(a) [DD Form 4](#), Enlistment/Reenlistment Document and signed statements of understanding which are stapled to the service record copy of the form.

(b) [NAVMC 118\(3\)](#) (Rev. 3-82), Chronological Record.

(c) [NAVMC 118\(11\)](#) (Rev. 3-82), Administrative Remarks.

(d) Computer-generated Record of Emergency Data (RED) (NAVMC 10526/[DD Form 93](#) or locally produced form (Reserve) are acceptable until accession into the MCTFS.).

(e) [SGLV-8286](#), Servicemember's Group Life Insurance Election and Certificate.

(f) [NAVMC 10132](#), Unit Punishment Book (5812) is prepared when required.

(g) [NAVMC 118\(13\)](#) and [\(13A\)](#) are prepared and inserted when required.

(h) File any [NAVMC 321a](#), Agreement to Extend Enlistment, when executed, on top of the enlistment/reenlistment document which it extends.

(4) OQR and SRB Document Side. Maintain documents prescribed for retention in the OQR and SRB on the document side. Refer to MCO P1080.40, MCTFSPRIM, for printing, auditing and filing requirements for the BIR/BTR. Upon immediate reenlistment, transfer the expired **DD Form 4**, plus any extensions thereto, to the document side of the record. Remove documents supporting payments of SRBP and the ATOP agreement statement of understanding from the old reenlistment contract prior to transfer to the document side. Give these documents to the Marine, if requested. (See table 4-2, column B for instructions on forwarding reproduced copies of pages 3, 11, and 12 to the CMC (MMSB-20) with the original of the **DD Form 4** upon immediate reenlistment.)

3. Reassembly of Records - Special Occasions

a. When an officer undergoes a change in status which does not result in a permanent severance from the Marine Corps, the following will apply:

(1) When an officer of the Regular Marine Corps resigns and immediately accepts a commission in the Marine Corps Reserve and is released to Inactive Duty, move the old **NAVMC 763** to the document side of the record, and place the new **NAVMC 763** (Copy 1 (OQR)) as the top document on the standard side. Distribute the remaining copies of the new **NAVMC 763** per paragraph 3003. The commander will then forward the OQR to the CG, MCRSC and the health record(s) to the DVA, SMRC.

(2) When an officer reverts to enlisted status, dismantle the OQR. Extract and file all documents applicable to the enlisted record (see paragraph 4001.2) on the left side of the newly created SRB. Deliver to the Marine those documents not requiring transfer. Prepare and file standard pages that are required in the SRB. Certain standard pages of the OQR are extracted and transferred to the right side of the new SRB to become a part of the continuing enlisted record. Extract and transfer or dispose of the standard pages of the OQR as shown below:

(a) (NAVMC 123a) Cover - destroy.

(b) (**NAVMC 763**) Appointment Acceptance and Record - file on the document side of the SRB.

(c) (**NAVMC 118(3)**) Chronological Record - file as page 3 of the new SRB. Place any **NAVMC 123(2)** which has a previously recorded entry on top of the **NAVMC 118 (3)**.

(d) (NAVMC 118(11)) Administrative Remarks - file as page 11 of the new SRB.

(e) Record of Emergency Data - file on the right side of the SRB. If information on the form is changed, report corrections per MCO P1080.40, MCTFSPRIM, as appropriate.

(f) (SGLV - 8286) Servicemember's Group Life Insurance Election and Certificate (2d page) - transfer to the new SRB, unless Marine opts to change beneficiaries. If a new form is created, distribute copies per MCO P1741.8.

(3) When a permanent Warrant Officer accepts a temporary commission or a Reserve officer accepts a permanent appointment in the Regular Marine Corps, retain the OQR. Move the old NAVMC 763 to the document side of the record. Place the new NAVMC 763 as the top document on the standard side.

b. Upon change from enlisted to officer status, dismantle the SRB. Extract all documents pertinent to the OQR (see paragraph 3001.3) and file them on the left side of the newly created OQR. Deliver those documents, including the ROS, which need not be transferred to the new OQR to the Marine. Dispose of standard pages as follows: Insert the Enlistment/Reenlistment Document and any extensions thereto, pages 12, 13, 13A, and OPNAV Form 1326/2 on the document side of the OQR; transfer pages 3, 11, the final computer-generated RED (Sergeant and above), and SGLI Election Form to the standard side of the OQR. Destroy the SRB cover.

4. Making Entries (General). Make all entries with a typewriter or word processor, if possible. Use of the self-correcting typewriter is permitted in making OQR and SRB entries provided the finished entry is clear, neat, and does not appear as an unauthorized/indistinct entry alteration. If not possible to use a typewriter, print entries neatly in black ink.

a. Use black ribbon for all typewritten entries and black ink for all rubber stamp and handwritten entries. Signatures must be made in the Marine's handwriting and not printed.

b. Rubber stamps may be used.

c. Erasures, strike overs, and/or any type of correction fluids or ink eradicators are prohibited.

d. Use of labels for certain NAVMC 118(11), Administrative Remarks entries. To expedite administrative processing for periodic page 11 matters which require the Marine's signature and commander's counseling, the use of four inch, white, self adhesive labels is authorized. The use of labels is optional, but those units which desire to institute this practice must include the following procedures in their desktop procedures:

(1) The page 11 format should be consistent with the requirements of paragraph 3005 or 4006, as applicable, with the exception that labels must include the name and SSN of the Marine counseled at the bottom of the label to ensure entry is in the proper OQR or SRB.

(2) Labels used to complete page 11 entries must be of sufficient adhesive quality to destroy the NAVMC Form 118(11) if attempted to be removed from the page.

(3) Labels must be neatly and firmly affixed to ensure that the label does not fold or peel at the corners.

(4) Labels which are affixed to the wrong OQR or SRB will require the reconstruction of the entire page on which it was erroneously affixed.

(5) Labels will not be used for adverse or derogatory entries prepared per paragraph 6105 of MCO P1900.16.

5. Methods of Correction. Unless specific instructions state otherwise, make authorized changes and corrections per the appropriate method shown below. See paragraph 5000.7 for other administrative action required whenever errors are discovered during periodic audits. Initial or sign changes/corrections as provided in paragraph 5007.

a. By Pen Change. Draw a thin inked line (using black ink) through the character(s)/numeral(s)/word(s) to be changed or corrected, and enter the change or correction directly above or below the original information.

b. By Counterentry. This type of correction is used to delete an entire entry as erroneous. Draw a thin inked line through the entry to be deleted.

c. By Modifying Entry. In this case, reference the previous entry(ies) being modified. (Example: "Refer to 3d entry this

page.") Make this entry in the same general form as the original but include the corrections, additions, or modifications necessary to record the true facts. Draw a thin-inked line through the original entry before the modification is made.

2005. SPECIAL INSTRUCTIONS

1. Use authorized abbreviations/acronyms whenever practical.

2.

Unless specific instructions state otherwise, enter dates in numerical form by year, month, day. Each component of the date will consist of two digits. Prefix single digits with a zero; e.g., enter 9 June 1968 as 680609, 15 January 2000 as 20000115. When only year and month are known, record 680600, 20000100. If only the year is known record 680000, 20000000.

3. Late Entries. See paragraph 5000.8.

4. Signatures. Unless instructions for individual entries state otherwise, authenticate entries per the following:

a. A facsimile signature of the CG, MCRSC or an officer duly designated may be used to authenticate entries made for the IRR, provided the entries are of recordkeeping nature and do not require an opinion or decision by the commander regarding the content of the entries.

b. Regular and SMCR units are authorized to use a facsimile signature to authenticate entries of a recordkeeping nature. For purposes of clarity, recordkeeping entries do not include entries that require an opinion or judgment of the commander, or any other entries, documents, forms, or entries specifically requiring the signature of the commander. Facsimile authorizations for commissioned and warrant officers must be designated in writing by the commanding officer and must include any limits imposed.

c. Facsimile signatures shall be validated by the handwritten initials of the designated officer. Facsimile stamps must be properly safeguarded and used only for the purpose for which authorized. (See MCO P5000.14)

d. A civil service employee whose position description states record keeping/maintenance responsibilities may authenticate OQR and SRB entries if designated in writing.

e. Except as authorized above, the commander, the acting commander (in the commander's absence), or a commissioned officer, warrant officer, or SNCO designated in writing will authenticate entries. (Names in examples are typed for clarity only. Typing the name of the signer is not required.)

- A. B. SEE, CO
- D. E. FOX, OIC (for separate detachments)
- C. H. INDIA, Acting
- K. L. MIKE, Bydir
- H. R. MARK, I-I (For I-I Staff and administratively attached personnel only. See paragraph 4001.4(h)(6).)

f. At their discretion, SMCR commanders may grant the Inspector-Instructor of an SMCR unit or Active Duty commanding officer, in the case of 4th MAW SMCR units, by direction authority to sign OQR entries of a record keeping nature on members of the SMCR unit. By direction authority should not include entries which require the opinion or decision of the SMCR commander or entries specifically requiring the SMCR commander's signature. Indicate signature entries by the Inspector-Instructor or Active Duty commander as "By dir" rather than "I-I" or "CO."

g. When two or more successive entries requiring a signature are made at one time, the signature may be placed opposite the last entry and the remaining signature space crossed out by a diagonal line.

2006. LOST OR MISSING OQR AND SRB. In cases where an OQR/SRB is lost or missing, the commander will accomplish the following:

1. Prepare a temporary OQR/SRB as soon as needed but no later than 30 days after the loss is discovered. Insert those pages needed to record the standard identifying data (name, grade, SSN, MOS, Component), present duties, and other entries concerning changes which are normally recorded. Place the word "Temporary" on the cover and at the bottom of each page.

2.

If a BIR/BTR is not available, print one from the MCTFS to assist in establishing the temporary record.

3. Make every effort to find the original OQR/SRB. If the Marine was joined without an OQR/SRB, check the command from which transferred and all commands to which the Marine reported enroute.

In the case of Marines transferred from a combat zone, follow the procedures contained in paragraph 2007.11.

4. When the OQR/SRB has been missing for more than 90 days, or the steps described above have been unsuccessful, request a skeleton OQR/SRB from the CMC (MMSB-10). In the request, state where and when the original OQR/SRB was last seen, specific steps taken to recover the original OQR/SRB and results. The CMC (MMSB-10) will provide a positive polarity microfiche. Conversion of the microfiche to paper is the responsibility of the requesting command. After reconstructing the OQR/SRB, file the microfiche on the document side of the field service record.

5. If the missing OQR/SRB is found, transfer any current additional pages or information from the temporary record to the original OQR/SRB and destroy the remainder of the temporary OQR/SRB. When pages are transferred, line out the word "Temporary."

6. If the original OQR/SRB is found after the skeleton is received, destroy the skeleton cover and enter the pages from the skeleton in the original as set forth above.

7. If the original OQR/SRB is found after a skeleton OQR/SRB is requested but before it is received, inform the CMC (MMSB-10) immediately that the missing record has been found. Then, if the skeleton OQR/SRB is received, follow procedures set forth in paragraph 2006.5 above.

8. When a Marine is to be separated in the immediate future and the OQR/SRB is missing or incomplete, contact the CMC (MMSB-10) for separation information. Give the Marine's name, grade, and SSN.

a. The CMC (MMSB-10) will provide the following information:

- (1) Date and place of birth.
- (2) Date reported for active duty and active duty tour length. (Reserve personnel only.)
- (3) Date of enlistment.
- (4) Term of enlistment.

- (5) Total active and inactive service for pay purposes.
- (6) Character of discharge or separation to be issued.
- (7) U.S. citizenship (yes or no)

b. When the reply is received, enter the information in the OQR/SRB, or if the OQR/SRB is lost, open a temporary OQR/SRB. After obtaining other necessary information from the MCTFS or the Marine, discharge or release the Marine to inactive duty.

c. When a Reserve activity joins a Marine who was released to inactive duty without a permanent OQR/SRB, a search for the original book is required per paragraph 2006.3.

d. When a Marine dies and the original OQR/SRB is missing, open a temporary OQR/SRB and use it in closing out the record.

e. When a Marine violates parole and is returned to military control for confinement, prepare a temporary OQR/SRB as soon as needed. Prepare only a cover and the pages necessary to record the joining and subsequent events until the OQR/SRB is received. Place the word "Temporary" on the cover and at the bottom of each page prepared. Request the original OQR/SRB from the CMC (POS-40).

2007. CLOSING AND DISTRIBUTION OF OQR/SRB AND HEALTH AND DENTAL RECORDS

1. Marines may deliver their own service records and health/dental records to the designated duty station when ordered to that duty station on PCS or for TDY or TAD of 30 days or more. As part of the check-in process, the medical and dental records are delivered to the nearest medical and dental facility responsible for providing treatment to their unit. Medical and dental records shall be held and maintained by the medical and dental facilities. When a dental facility is not in the geographic area of the Marine's unit, the dental records shall be held and maintained as part of the medical record. In case it is not practical for the Marine to make delivery, forward the OQR/SRB by mail so that it will arrive at the designated duty station about the same time as the Marine (see paragraph 4001.5 for mailing instructions). Upon completion of TDY or TAD, Marines will personally return their

records to their permanent duty station. **Exception:** The records of a Marine carried on the rolls of the Marine Security Guard Battalion, who is assigned duty with the State Department, National Security Agency, or similar activities will not be forwarded to the designated duty station to which the Marine is ordered for TAD for 30 days or more. See table 4-1, note 3.

2. When a Marine is discharged, dismissed, retired, or resigns from the service, close out the OQR/SRB by making appropriate entries on the "Chronological Record." Forward the closed-out OQR/SRB to the CMC (MMSB-20), Suite 114, 2008 Elliot Road, Quantico, VA 22134-5030 and health record (along with a reproduced copy of Copy #2 of the DD 214) to DVA, SMRC, P.O. Box 150950, St. Louis, MO 63115-8960.

3. When a Marine is discovered to be missing, the unit has ten days in which to conduct an investigation into the circumstances of the disappearance. Per MCO P3040.4 (MARCORCASPROC MAN), the Duty Status Whereabouts Unknown (DUSTWUN) casualty status applies during this period. Upon recommendation of the Missing, Missing in Action, or Captured casualty status, transfer the Marine by service record to HQMC, Quantico, VA (MCC 010, RUC 54003), and forward the OQR and health/dental records to the CMC (MRC), Headquarters, U.S. Marine Corps, 3280 Russell Rd, Quantico, VA 22134-5103 by the most expeditious and traceable means possible.

4. When a Marine dies, immediately FAX a copy of the most recent SGLI election form to the CMC (MRC) at commercial (703) 784-9823 or DSN: 278-9823. Within 48 hours, close out the service record and mail to the CMC (MRC). Clearly mark "DECEDENT RECORDS FOR CMC (MRC)." (When the death occurs outside CONUS or onboard ship, the service records will be placed in the transfer case with the remains to ensure timely arrival in CONUS.) Service record close-out procedures include:

a. Reproducing a copy of the service record to facilitate casualty processing at the Marine's unit.

b. Making page 3 entries per paragraph 3004 and 4004.

c. Printing a copy of the most current BIR/BTR, IDR, and EDU from the Individual Records Menu and placing them on the document side of the service record prior to forwarding.

d. Printing a copy of the most current MCTFS remarks screens listed below and placing them on the document side of the service record prior to forwarding:

- (1) 142-Combat History/Expeditions
- (2) 143-Awards
- (3) 702-Pay Grade (enlisted only);
- (4) 905-Time Lost (if applicable);
- (5) 963-Career Sea Duty History; and,
- (6) 123-Composite Score remark screen (sergeant and below).

5. Upon death, discharge, or retirement from the Marine Corps Reserve or when a reservist enlists/reenlists in the Regular Marine Corps, print a copy of the BIR/BTR, ARCR, CRCR, and REDU from the individual Records Menu and MCTFS remarks screens 142-Combat History/Expeditions, 143-Awards, 702-Pay Grade (enlisted only), 905-Time Lost (if applicable), and 963-Career Sea Duty History and place them on the document side of the service record prior to forwarding the record.

6. Reproduce a copy of the #2 copy (Service-2) of the DD-214 and securely place in the health record. When preparation of the DD-214 is not required per instructions contained in MARCORSEPMAN and the Marine will continue to maintain a Reserve status, a simple memo should be placed in the health record that identifies the length of Reserve obligation and a statement that the health record should be returned to MCRSC by the DVA, SMRC. An example of a memo follows:

From: (Field Command holding Health Record)
To: DVA, SMRC, P0 Box 150950, St Louis, MO 63115-8950.

Subj: HEALTH RECORD OF (RANK/NAME/SSN/RELAD DATE)

1. Forwarding of Health Record to CG, MCRSC, 15303 Andrew Road, Kansas City, MO 64147-1207. Individual's expiration of Reserve obligation is (for enlisted personnel insert expiration of current contract (ECC), Date for Reserve officers insert indefinite).

NOTE: All health records will include a transmittal form (NAVMC 941) that includes name, SSN, and release date.

7. CMC (MR) or CO, NAMALA, will close out SRB/OQRs and health records per applicable rules in table 2-1 upon conclusion of necessary actions by the respective offices.

8. When a Reserve Marine is released from Active Duty, the commander shall forward the OQR/SRB to CG, MCRSC and the health record to DVA, SMRC.

9. In closing the OQR and SRB the following information is furnished:

a. Every individual joining the Marine Corps Reserve incurs a minimum service obligation for 8 years under the terms of the Military Selective Service Act. This obligation may be fulfilled by serving on active duty only, or a combination of active and inactive duty with the Marine Corps Reserve.

b. Marines completing a period of active service of less than 8 years or Marines being transferred to the FMCR are transferred from an active duty status to a Marine Corps Reserve Status and are not discharged. Discharge occurs when the Marine completes the required 8-year obligation or when the FMCR member completes the required 30 years of service for retirement (20 or more years of active service and the remainder in the FMCR). Field commands will close out the service record and mail to CMC (MMSB) per Table 4-1. CMC (MMSR) will effect discharge or retirement of FMCR Marines at 30 years.

c. Marines assigned to the TDRL can remain in that status for a maximum of 5 years. Before the end of the 5-year period, a determination is made by the SecNav either to place the Marine on the Permanent Disability Retired List, discharge the Marine with severance pay, or to restore the Marine to a duty status. Forward the OQR and SRB and medical records of Marines assigned to the TDRL to the CMC (MMSB-16) pending final determination of status and disposition of Records (see table 4-1, part I, rule 19). Commands to which personnel are assigned after being restored to active duty status should request the SRB and medical record from the CMC (MMSB-10), HQMC, 2008 Elliot Rd, Suite 215, Quantico, VA 22134-5030.

d. Instructions for the transfer of records in specific cases is provided in table 2-1. Ensure records are transmitted in a

timely fashion, and are properly packaged and addressed per the applicable notes for table 2-1.

e. For deceased Marines, immediately FAX a copy of the SGLV election form and RED to the CMC (MRC) at commercial (703) 784-9823 or DSN: 278-9823. Within 48 hours of the death, close out and forward the OQR/SRB per instructions contained in table 4-1. Forward the records via certified/traceable mail, i.e., Federal Express, United States Postal Service Priority Mail, Overnight Mail, etc. **DO NOT** use consolidated mail or mail via the regular mail system. Clearly mark the shipping document or label "DECEDENT RECORDS FOR THE CMC (MRC) - - PRIORITY". The CMC (MRC) must have these records to certify benefit payments such as SGLI and arrears of pay. **DO NOT** retain records for an investigation or any other purpose. Make certified copies of the relevant documents and forward the OQR/SRB, within the 48-hour time frame. Health and dental records will be forwarded to the CMC (MRC) in the same manner as the OQR/SRB. If possible, close out and forward the health and dental records with the OQR/SRB to the CMC (MRC).

10. Use the OQR/SRB initially established for the Marine until the individual's service is terminated by discharge, retirement, resignation, or death, and closing of the Marine's service record is accomplished. Whenever a Marine Corps reservist or a former Marine is reappointed or enlisted for active duty in the Marine Corps, retrieve and forward the SRB initially established to the Marine's joining command as follows:

a. For Marine Corps reservists reenlisted while still under the initial 8-year obligation, the CG, MCRSC will transmit the SRB.

b. Upon reenlistment of a former Marine, the joining command should request the OQR or SRB from the CMC (MMSB-10). In the request, provide name, grade, and SSN of the Marine, dates of previous service, date released from active service/discharge, and last command and new command address to which the Marine is joined. The CMC (MMSB-10) will notify the new command in cases where delay in excess of 60 days is anticipated.

11. Service Records of Marines Evacuated from Combat Areas

a. When Marines are engaged in combat, the CMC may designate one or more activities to act as clearing agencies for service records of Marines who cannot be located after evacuation from the

combat area. When an activity is designated, use existing procedures to get the service record to the organization to which the Marine is joined.

b. Overseas activities will transfer evacuees by service record to the appropriate casualty administrator as set forth in the current directive that designates clearing agencies and casualty administrators. Cite authority for transfer in each case.

c. The casualty organization which first receives the service record of an unlocated evacuee will try to locate the Marine and forward the service record to the parent organization. If the Marine has not been located after 30 days following transfer from the combat unit, transfer the Marine by service record to the designated clearing agency. In those instances where the casualty administrator and the clearing agency are the same activity, the joining and transferring of Marines at the end of the 30 day period will not apply.

d. When the clearing agency receives the service record, it will start action to locate the Marine. If the Marine is not found within 30 days, the clearing agency will hold the service record and ask for locator service from the CMC (MMSB-10). When the Marine is located, forward the service record to that organization.

e. Commanders in CONUS will use the designated clearing agency to locate service records of evacuees with the casualty administrator listed as an information addressee. Include in the request, the itinerary given by the Marine or taken from any service records which are available. Place a copy of the request in the Marine's temporary service record. If the clearing agency does not locate the service record within 30 days, it will endorse and return the request with any information that may assist the commander concerned.

f. If a request for service records has been sent to a clearing agency and the service record is received from some other organization, notify the clearing agency and cancel the request. The clearing agency will in turn notify, by message, any other organization to which the request may have been forwarded.

g. When a request is returned indicating that the clearing agency cannot locate the original service record, the commander of the organization to which the Marine is joined will request a

skeleton service record from the CMC (MMSB-10), per paragraph 2006.4. Do not request a skeleton service record before the tracer action is completed. When an emergency exists, such as discharge or release from active duty in the immediate future, comply with paragraph 2006.8.

12. Instructions for the transfer of records in each case are provided in table 2-1. Ensure that records are transmitted in a timely fashion, and are properly packaged and addressed per the applicable notes from table 2-1.

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TABLE 2-1
 INSTRUCTIONS FOR TRANSFER OF RECORDS
 PART I - COMBINED OQR/SRB/HEALTH/DENTAL RECORD

R U L E	A IF A MARINE OF ANY GRADE	B THE COMBINED OQR/ SRB HEALTH/DENTAL RECORDS WILL BE	C FOR DELIVERY TO
1	is transferred to CONUS for release from active duty/transfer to Reserve status	hand-carried by the Marine (see notes 1 and 2)	the respective duty station for separation
2	is transferred to CONUS for honorable/under honorable conditions discharge		
3	is transferred to CONUS for administrative or punitive discharge	hand-carried by an officer or responsible NCO who will accompany the Marine (see note 1 and 2)	the respective separation activity
4	is transferred (while in CONUS) directly to new duty station in CONUS (includes reservists assigned involuntarily to active duty/initial active duty for training)	hand-carried by the Marine (see notes 1 and 2)	the new duty station
5	is transferred directly to new duty station in CONUS from overseas (o/s) duty		
6	is transferred directly from CONUS to o/s duty via direct portcall		
7	is transferred (while o/s) to duty at another o/s duty station		
8	is transferred (while in CONUS) via temporary duty station		
9	is transferred to CONUS from o/s duty via temporary duty station		the temporary duty station
10	is transferred from CONUS to o/s duty via temporary duty station		

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TABLE 2-1			
INSTRUCTIONS FOR TRANSFER OF RECORDS			
PART I (CONTINUED) - COMBINED OQR/SRB/ HEALTH/DENTAL RECORD			
R U L E	A IF A MARINE OF ANY GRADE	B THE COMBINED OQR/SRB HEALTH/DENTAL RECORD WILL BE	C FOR DELIVERY TO
11	is transferred by group travel orders regardless of point of departure or destination	hand-carried by the senior Marine in charge of the detail, or such Marine as designated by proper authority (see notes 1 and 2)	the new duty station
12	is a reservist and assigned to active duty/initial active duty for training, voluntarily	hand-carried by the Marine (see notes 1 and 2)	the new or intermediate duty station
13	in the IRR is transferred to SMCR	mailed (see note 1)	new SMCR unit
14	in the SMCR is transferred to another SMCR unit	Mailed	new SMCR unit
15	is released/transferred from the Regular Establishment to SMCR (see note 6)		the designated duty station
16	is assigned to or returns from TAD of 30 days or more, except for members of the IRR		hand-carried by the Marine (see notes 1 and 2)
17	enlisted in the Regular Marine Corps while a member of the SMCR (see note 8)		
18	enlisted in the Regular Marine Corps while a member of the IRR	mailed (see notes 1, 2, 3, and 8)	
19	is transferred to the TDRL (see note 6)	mailed (see notes 1 and 3)	the CMC (MMSB-16), HQMC 2008 Elliot Rd., Suite 215, Quantico, VA 22134-5030
20	dies	closed out and mailed (see notes 1, 7, 8, and 10)	the CMC (MHP-10), HQMC, 3280 Russell Rd., Quantico, VA 22134-5103
21	is missing in action or captured	mailed (see notes 1, 3 and 10)	
22	has been in a state of UA for 90 days and declared a deserter	mailed on the 91st day of absence (see notes 1, 3, 4, and 10)	the CMC (MHC), HQMC, 2 Navy Annex, Washington, DC 20380-1775
23	is an officer candidate who is dropped from an officer candidate program	Mailed (see noted 1 and 5)	the CMC (MMSB-20), HQMC, 2008 Elliot Rd., Suite 114, Quantico, VA 22134-5030

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TABLE 2-1			
INSTRUCTIONS FOR TRANSFER OF RECORDS			
PART I (CONTINUED) - COMBINED OQR/SRB/ HEALTH/DENTAL RECORD			
R U L E	A	B	C
	IF A MARINE OF ANY GRADE	THE COMBINED OQR/SRB HEALTH/DENTAL RECORDS WILL BE	FOR DELIVERY TO
24	is transferred to the Federal Bureau of Prisons (FBOP)	mailed (see note 10)	the CMC (MHC), HQMC, 2 Navy Annex Washington, DC 20380- 1775
25	is transferred to parole	mailed along with all pertinent documentation releasing the Marine to a parole status (see note 10)	
26	is transferred to involuntary appellate leave status	mailed (ensure copy of CA's CM Action is inserted in SRB/OQR) (see note 10)	CO Navy and Marine Corps Appellate Leave Activity (NAMALA), Washington NAVY Yard, Bldg 36, 901 M Street, S.E., Washington, D.C. 20374-5083

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TABLE 2-1			
INSTRUCTIONS FOR TRANSFER OF RECORDS			
R U L E	PART II - OQR/SRB (HEALTH/DENTAL RECORD WILL BE MAILED TO: DEPARTMENT OF VETERANS AFFAIRS, SERVICE MEDICAL RECORDS CENTER (SMRC) P.O. BOX 150950, ST. LOUIS, MO 63115-8950		
	A	B	C
	IF A MARINE OF ANY GRADE	OQR/SRB WILL BE	FOR DELIVERY TO
1	in the SMCR is transferred IRR status	mailed (see notes 1, 3, and 9)	the CG MCRSC, 15303 Andrew Rd., Kansas City, MO 64147-1207
2	is released/transferred from the Regular Establishment to IRR (see note 6)		
3	is discharged prior to completion of recruit training (see note 6)		
4	resigns from the Regular Establishment (see note 6)		
5	is discharged from SMCR (see note 8)		
6	is retired from SMCR (see note 8)		
7	is retired from the Regular Establishment (see note 6)		
8	is discharged from the Regular Establishment (see note 6)		
9	is transferred to the FMCR(see note 6)		
10	is discharged from the IRR (see note 8)	mailed from MCRSC. The computer tapes and printout of these records are mailed under separate cover (see note 9)	CMC (MMSB-20), 2008 Elliot Rd., Suite 114, Quantico, VA 22134-5030
11	is retired from the IRR (see note 8)		
12	resign from the Reserve Establishment (SMCR) (IRR) (see note 8)		
13	is an officer candidate (except MECEP, ECP or SMCR PLC) who is dropped or discharged from an officer candidate program	mailed (see notes 1, 5 and 9)	
14	is discharged by reason of medical conditions existed prior to entry into service (EPTS)	mailed (see notes 1, 3 and 9) copies of MedDis summaries, MedExam and SF 88 and 89 to Cdr, USMEPCOM (IC-45), 2500 Green Bay Rd., North Chicago, IL 60064-3094)	

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TABLE 2-1 (INSTRUCTIONS FOR TRANSFER OF RECORDS) NOTES:

1. Before a transfer of records occurs, the closing command must accomplish all those administrative actions associated with recordkeeping; e.g., recording routine entries, making any required closing entries in the service records. For purposes of this instruction, service records include the combined OQR or SRB, health and dental records, out-patient records, to include all SF 600, sick call treatment forms.

2. The detaching commander will determine if a Marine should not hand-carry the records and may, at the commander's discretion, forward such records by mail. When service records are hand-carried by a Marine, place the records in a sealed envelope. The losing command will endorse the travel orders to show that the service records are being hand-carried. If orders indicate that a Marine is hand-carrying service records and they are not in the Marine's possession when reporting, proceed per the special instructions contained in paragraph 2006.1.

3. When service records are mailed, the following applies:

a. Forward the service records by mail on the day the Marine concerned is detached. Additionally, forward a separate copy of the transfer orders with the service records to the gaining command no later than the date of detachment. On the date of detachment, forward a copy of the transfer orders with the service records to the gaining command. If the service records have not been received by the new command 7 days after the date of transfer, the joining command will query the losing command to verify that the service records were forwarded. If service records are not located within 30 days, refer to paragraph 2006.4.

b. Prepare a combined invoice and receipt (NAVMC 941, Transmittal of Service Records/Pay Documents), place the original in the package or envelope, and attach a copy of the Marine's travel orders. If the receipt is not signed and returned within 2 weeks from the date of mailing, initiate tracer orders.

c. As an exception, if a Marine's records are to be administered by the Marine Security Guard Battalion, Quantico, Virginia, mail the records to the following address though the Marine is stationed elsewhere:

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TABLE 2-1 NOTES--CONTINUED

Commanding Officer
Marine Security Guard Battalion
2007 Elliot Road
MCCDC, Quantico, VA 22134-5000

d. For Marines who receive a hardship discharge, ensure a complete copy of the hardship discharge package (to include approval) is filed on the document side of the service record prior to mailing.

4. In the event the organization is being disbanded or an FMF unit is deploying prior to the 91st day of absence, forward the deserter's service, health, and dental records to the CMC (POS-40) with an explanation why they are being forwarded prior to the 91st day of absence. Marine Air Training Support Group-90, Marine barracks, Marine Corps security forces companies, Marine detachments, formal interservice schools, and separate Marine commands which do not have general court-martial authority will forward service record, health, and dental records on the day a Marine is declared a deserter, provided all administrative action is completed. WESTPAC commands will comply with the instructions contained in MCO P5800.16, LEGADMINMAN.

5. The Commanding Officer, Officer Candidate School will forward the service record, to include health record and all SF 600 sick call treatment forms (dental records are not prepared for officer candidates), to the CG, MCRSC for processing and determination of any unfilled service obligation. The service record becomes the candidate's OMPF. It will, at a minimum, consist of the original DD Form 4 (if not previously forwarded to the CMC (MMSB-20)), pages 3, 11, (NAVMC 10132, 13 and 13A, if applicable), the RED, SGLI Election Form, and any documents pertinent to the candidates period of service. MECEP, ECP and SMCR PLC drops will hand-carry their service records upon return to the SMCR unit or upon transfer/return to a designated duty station. Forward service records for MECEP, ECP and SMCR PLC who are discharged to the CG, MCRSC.

6. Upon discharge or retirement from the Regular Establishment, release from active duty, and transfer to the SMCR/IRR (excluding release from a period of IADT, EAD, or AR - this exclusion does not apply to Reserve personnel on EAD due to presidential call up/mobilization), and transfer to the FMCR, TDRL, or PDRL, print a

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TABLE 4-1 NOTES--CONTINUED:

copy of the most current BIR/BTR, IDR, and EDU from the MCTFS Individual Records Menu, and MCTFS remarks screens 142-Combat History/Expeditions, 143-Awards, 702-Pay Grade (enlisted only), 905-Time Lost (if applicable), and 963-Career Sea Duty History, and place them on the document side of the service record prior to forwarding the record. For Marines in the grade of sergeant and below, in addition to the aforementioned documents, print and include the ROS 123-Composite Score remark screen.

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CHAPTER 3

OFFICER'S QUALIFICATION RECORD (OQR)

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CHAPTER 3

OFFICER'S QUALIFICATION RECORD (OQR)

3000. INTRODUCTION. An OQR consists of a cover, standard pages, and documents. Assemble the OQR as indicated in the following subparagraphs.

3001. CONTENTS OF THE OFFICER'S QUALIFICATION RECORD (OQR).

1. Prepare an OQR cover for every officer's record per paragraph 2004.2b(1). Insert authorized standard pages (see paragraph 3001.2 below) on the right side of the cover. File any other matter authorized for filing in the OQR as a document on the left side.

2. Standard Pages. Insert standard pages in the OQR Cover (NAVMC 123a), beginning with [NAVMC 763](#), Appointment Acceptance and Record, as the top document on the right side and followed in order by the standard pages listed below. It should be noted that some of the standard pages may have originated from the officer's prior enlisted record and may be brought forward as part of a continuing record upon acceptance of commission (see paragraph 4001.1).

a. [NAVMC 118\(3\)](#) (Rev. 5-74), Chronological Record

b. [NAVMC 118\(11\)](#) (Rev. 3-82), Administrative Remarks.

c. Computer-generated Record of Emergency Data (RED) (NAVMC 10526/[DD Form 93](#) or locally produced form (Reserve or officer candidate) are acceptable until accession into MCTFS.)

d. SGLV - 8285, Request For Insurance (SGLI) (see MCO P1741.8).

e. [SGLV - 8286](#), Servicemember's Group Life Insurance Election and Certificate (see MCO P1741.8).

3. Documents. The document side of the OQR is provided for inserting some standard pages from the enlisted service record and various documents regarding the Marine that should be made a permanent part of the official record. Only file information that is relevant and necessary to accomplish a purpose required by statute, Executive order, Marine Corps order, or other directive of higher headquarters. Do not use the OQR as a catchall. Documents of temporary value, which are not specifically required

to be filed in the OQR, shall be filed in the unit's correspondence files. Do not file them in the OQR. Insert the following documents, if applicable. The following listing is provided in a **suggested filing sequence**. There is **no mandatory sequence** for filing documents in the OQR.

a. NAVPERS 5510/1, Record of Personnel Reliability Program. When an officer is involved in the Personnel Reliability Program (PRP), file the NAVPERS 5510/1 as the top document.

b. Basic Individual Record/Basic Training Record (BIR/BTR). The join or triennial audit copy with signatures will be filed in the OQR. Printing and filing a corrected copy is only required upon deployment.

c. NAVPERS 5510/3, PRP Screening and Evaluation Record.

d. IRS Form W-4, Employee's Withholding Allowance Certificate. (Federal and State) The most recent signed copy of this form will be filed in the OQR. This form is not required to reflect the current exemptions contained in the MCTFS.

e. IRS Form W-5, Earned Income Credit Advance Payment Certificate, for eligible Marines who have filed for and are receiving earned income credit.

f. DD Form 2058 and 2058-1, if required, State of Legal Residence Certificate. Upon execution of the DD Form 2058-1, ensure that a separate IRS Form W-4 is completed for state withholding (see MCO P1080.40, MCTFSPRIM).

g. NAVMC 10922, Dependency Application. File the latest application(s) approved by the commander or approved/disapproved by the CMC (MRP-1). (Refer to MCO P1751.3.)

h. DD Form 1407, Dependent Medical Care and DD 1173 Statement (only on separation or retirement).

i. DD Form 2057, Contributory Educational Assistance Program (VEAP) - Statement of Understanding.

j. DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) - Statement of Understanding. Retain on all personnel whether enrolled in or disenrolled from the program.

k. DD Form 2384, Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility (Reserve Marines only).

l. VA Form 21-8951, Benefits/Waiver Certification (Reserve officers only). (See MCO P1080.40, MCTFSPRIM.)

m. Documents supporting payment of allowances which are considered necessary by the commander.

n. DD Form 1966, Application for Enlistment - Armed Forces of the United States.

o. NAVMC 763, Appointment Acceptance and Record (OQR) copy from the officer's previous appointment.

p. DD Form 4, Enlistment/Reenlistment Document - Armed Forces of the United States and any extension agreement (NAVMC 321a) thereto (officer candidates, WO, LDO, ECPs, etc.).

q. DD Form 214, Certificate of Release or Discharge From Active Duty.

r. DD Form 398, Personnel Security Questionnaire (most recent copy retained as long as military status is maintained to expedite future updates). DD Form 398 will be replaced by SF Form 86 upon updating of information noted thereon and removed.

s. SF Form 86, Questionnaire for National Security Positions (most recent copy retained as long as military status is maintained to expedite future update).

t. DD Form 1879, Request for Personnel Security Investigation. (Duplicate copy, plus any supporting documents. Retain until security clearance is granted or denied.) (See MCO 5521.3.)

u. Release from Active Duty orders.

v. Automated Career Retirement Credit Report (CRCR). File the original signed copy. Upon completion of the next anniversary audit, remove the previous CRCR and replace with the most current information. Refer to MCTFSPRIM for audit and unit diary reporting requirements.

w. A written explanation of the eligibility requirements for VA dental treatment, signed by the Marine or by the commanding officer if the Marine refuses to sign. (Applies to Marines who serve on active duty not less than 180 days.)

x. Preseparation Counseling Acknowledgment. Completed at time of separation and filed in the OQR for permanent retention.

y. Marine's written rebuttal statement concerning a derogatory administrative remarks page entry. (See paragraph 4006.2r(a) for rebuttal statement guidance)

z. Duplicate originals or certified copies of general and special courts-martial promulgating orders per JAGINST 5800.7, JAGMAN.

aa. NAVMC 118(8A), Military and Civilian Occupational Specialties, Education Courses; Technical Training and Tests

bb. OPNAV Form 5211/9, Record of Disclosure - Privacy Act of 1974.

cc. NAVMC 11000, Privacy Act Statement for Marine Corps Personnel and Pay Record.

dd. Any other document(s) required by current regulations or considered necessary by the commander.

ee. Certified copy of separation physical (medical and dental).

3002. COVER -- OFFICER'S QUALIFICATION RECORD (NAVMC 123A). Prepare an OQR cover for every officer record per paragraph 2004.2b(1). Reporting units may affix a white gummed-label produced through the Commander's Unit Diary Data Base retrieval system (Marine Integrated Personnel System (MIPS)) or word processing system with label producing capabilities. Gummed-labels will contain only the identifying information indicated above. Any additional information is prohibited. When the label is used, affix it in the space provided for the last name.

3003. APPOINTMENT ACCEPTANCE AND RECORD (NAVMC 763) (REV. 1-91)

1. Complete a United States Marine Corps Appointment Acceptance and Record (NAVMC 763 (Rev. 1-91)) for each appointee who accepts initial appointment to warrant/commissioned grade, and for each warrant/commissioned officer who effects a status change in the Marine Corps or Marine Corps Reserve.

2. The following procedures apply in administering the appointment:

a. The CMC (MCRC) will send the partially completed NAVMC 763, in quadruplicate, to the individual's commander or to an organization designated to administer the appointment, as an enclosure to the letter transmitting the appointment.

b. Upon receipt of the NAVMC 763, the commander will:

(1) If not already done, complete from local records and by interview, the following items on the original and all copies per paragraph 3003.3:

(a) Item 14. Religion.

(b) Item 14A. Religion Code.

(c) Item 21D. Date of Discharge.

(d) Item 22. Administration of Oath.

(e) EFF DATE. Use effective date ONLY when directed by the CMC.

(2) Complete the above items in an all capitalization and normal spacing format to present standardization throughout the form.

(3) Pay special attention to the detailed instructions contained in the letter of transmittal; e.g., unit diary reporting, DD Form 214 requirements, etc.

(4) When the appointee is not physically present at the organization, the commander will complete the items indicated above, except item 22, and will forward all documents to the

commander of the unit where the appointee is physically located to effect the appointment. The officer effecting the appointment will complete item 22 and return all documents to the individual's parent command.

(5) Upon completion of the [NAVMC 763](#), open an OQR, if appropriate, and complete the distribution of documents as specified in paragraph 3003.4.

(6) While the use of a self-correcting typewriter is an acceptable method of correcting typographical errors made in the process of entering information into the OQR, the [NAVMC 763](#) is a self-carbonizing form which will transfer any correction ribbon strikeover attempts to subsequent pages. Per paragraph 2004.5, strikeovers are prohibited; as such, the use of a self-correcting typewriter as a method of making corrections to the [NAVMC 763](#) is not authorized.

c. Item 11, Lump-Sum Leave (LSL) is no longer used. If this item is blank on previously issued forms, there is no need to enter this information or request correction.

3. The following instructions govern completion of the items listed in paragraph 3003.2b(1). If not already completed by HQMC, follow these instructions explicitly when completing the specific items. Except for Item 22, record all dates in two-digit year, month, and day sequence separated by spaces. Precede single digits with a zero. For example: "50 01 08" for 8 January 1950, "20000108" for 8 January 2000.

a. Item 14 - Religion. Enter the religious preference.

b. Item 14A - Religion Code. Enter the religion code from MCO P1080.20, MCTFSCODESMAN.

c. Item 21 - Prior Service/Item 21D - Dates of Discharge. The primary purpose for entries in this item is for computation of creditable service. Periods of service that are not creditable for any purpose (i.e., service as a cadet or midshipmen while attending a service academy or in a ROTC program) will not be reflected on the [NAVMC 763](#). List periods of service that are not creditable for pay purposes, but may be creditable for other purposes (i.e., a period in the Delayed Entry Program (DEP) commencing after 1 January 1985), with a notation that the period

is not creditable for pay purposes. Local command changes, additions, or deletions in this section are prohibited. Any information listed under "Prior Service" which is thought to be in error will be corrected by the CMC (MMSB-10) and will require specific documentation by the local command to justify any change. The only exception to the above is if an item is left blank and separate instructions are given for completion (i.e., Item 21D left blank for date discharged from last period of service). In most cases, the date of discharge for the last period of service will be the date prior to the date of acceptance in item 22.

d. Item 22 - Administration of Oath. After the oath of office has been given, the appointee will sign their full name on the signature line of the original. The NAVMC 763 is printed on self-carbonizing paper that will enable the signature from the original to be transferred to all attached copies. Each copy of the NAVMC 763 will be certified as a true copy by the appointee's original signature (not the officer administering the oath) in the certification area provided on the form. Special care should be taken to ensure that a carbonized signature does not appear in the certification portion of any copy. Type the organization/location at which the appointment is taking place on the line following: "Subscribed and duly sworn to before me at unit." For example: MCCDC, QUANTICO, VA. Enter the date as 1ST, 2D, 3D, etc., JAN, FEB, MAR, ETC., and 98, 99, etc. The officer administering the oath will sign the original copy on the line provided. All remaining copies must bear the carbonized signature of the appointing officer. The name, grade, and component of the officer administering the oath will be typed below the signature line.

e. EFF DATE - Effective Date. The effective date is used primarily for reversions and resignations when the officer departs the area and must sign item 22 prior to the effective date. In every instance in which "effective date" is used, the CMC (MCRC) will provide specific authority. In all other cases, the effective date is the date the NAVMC 763 is signed as entered in item 22, regardless of any date entered in the "effective date" that was entered without proper authority.

4. The commander of the organization designated to administer the oath of office will immediately make distribution of the completed NAVMC 763, as follows:

a. Appointments of members of the Platoon Leaders Class, Naval Reserve Officers Training Corps, and U.S. Naval Academy. Return the original (OMPF), Copy 1 (OQR), and Copy 2 (PROM BR) to the CMC (MCRC). Deliver Copy 3 (INDIV) to the appointee for retention. The CMC (MCRC) will forward Copy 1 (OQR) to the appointee's first duty station. The Commanding Officer, Marine Barracks, Annapolis, MD may retain Copy 1 (OQR) for those newly commissioned lieutenants that will be assigned to the Academy during the summer following graduation.

b. Direct Commissioning from Officer Candidates School with Immediate Assignment to Active Duty, Interservice Transfers/Former Marine Officers with Immediate Assignment to Active Duty, Augmentations, Reversions, SMCR Direct Commissioning, MECEP, and Warrant Officer and Limited Duty Officer Appointments.

(1) Original (OMPF) and Copy 2 (PROM BR). Forward to the CMC (MCRC).

(2) Copy 1 (OQR). Insert in the OQR as the top document on the standard side (see paragraph 3001.3).

(3) Copy 3 (INDIV). Deliver to the individual.

c. Regular Resignations with Appointment in the Reserve

(1) Original (OMPF) and Copy 2 (PROM BR). Forward to the CMC (MCRC).

(2) Copy 1 (OQR). Insert in the OQR as the top document on the standard side and if the officer is to be released from Active Duty, forward OQR to the CG, MCRSC per table 4-1.

(3) Copy 3 (INDIV). Deliver to the individual.

d. Interservice Transfers/Former Marine Officers Without Assignment to Active Duty and Specialists

(1) Original (OMPF) and Copy 2 (PROM BR). Forward to the CMC (MCRC).

(2) Copy 1 (OQR). Forward this copy to Commanding General, Marine Corps Reserve Support Command, 15303 Andrew Road,

Kansas City, MO 64147-1207, the same day the appointment takes place. Prompt forwarding of the OQR copy is essential for accession of the appointee into the MCTFS.

(3) Copy 3 (INDIV). Deliver to the individual.

5. Corrections to the [NAVMC 763](#) prior to appointment. If accomplished prior to oath of appointment, the following items on the [NAVMC 763](#) and on all copies may be corrected at the unit level; items 1, 2, 3, 6, 10, 14, 14A, 15, 15A, 21D, and 22. Forward requests for changes to items other than those listed above to the CMC (MCRC) in writing. Support requests with appropriate documentation; i.e., DD Form 214, enlistment/reenlistment document, service agreement, etc. A correction accomplished at the unit level will be done by lining out the incorrect information by a thin black ink line and typing the correct information above the lined-out information. All items which are corrected at the unit level will be neatly initialed by the appointee or the officer administering the oath on the original and all copies. Take special care to ensure that original initials appear on all copies, not self-carbonized reproduced initials. Once an appointment is accepted, make all corrections per paragraph 5000.7a.

3004. CHRONOLOGICAL RECORD ([NAVMC 118\(3\)](#)). See paragraph 4004 and table 4-2 for preparation and maintenance instructions.

3005. ADMINISTRATIVE REMARKS ([NAVMC 118\(11\)](#)). Past practices of field commands to indiscriminately record minor infractions, local command data and requirements prompted the decision to limit entries to an absolute minimum. Review of entry requirements is a continuing process and as policy determinations are made changes to this Manual will be published.

1. Limit administrative remarks to matters forming an essential and permanent part of an officer's military history, which are not recorded elsewhere in the OQR or the MCTFS, and which will be useful to future commanders.

2. The following instructions are applicable to entries recorded on this page:

a. Entries required by other Marine Corps directives, but not included in this Manual, are unauthorized. Entries required by ALMARs, MARADMINs and Personnel Administrative Advisories are excluded from this restriction.

b. Separate entries by a heavy line. Reduce entries to the briefest possible form as provided in the samples and position them to use the minimum amount of space.

c. The CG, MCRSC, is authorized to make those page 11 entries required to effectively administered the records of Reserve Marines.

d. The provisions of paragraph 1000.4c regarding adverse matter apply to the field service record. If applicable, an adverse entry will include statements to the effect that the Marine was provided an opportunity to make rebuttal statement; the Marine did or did not choose to make such a statement; and if made, a copy of the statement is filed on the document side of the OQR. (See paragraph 4006.2r(a) for rebuttal statement guidance) If the Marine elects to make a rebuttal statement, the Marine will have 5 working days after referral of the adverse entry to return the completed statement to the commander for entry into the OQR. Page 11 entries must include the following language **ONLY** if they concern misconduct or substandard performance; confirmed incidents of illegal drug abuse or possession; and incidents of alcohol abuse.

"I was advised that within 5 working days after acknowledgement of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the of the OQR. I choose (to) (not to) make such a statement."

<p>NOTE: If the Marine refuses to acknowledge (sign) an adverse/derogatory entry, add the statement "Marine refuses to acknowledge this entry" at the bottom of the entry. By refusing to acknowledge the entry the Marine forfeits the opportunity to make a rebuttal statement. Make a counter-entry immediately following the counseling entry to verify the Marine was made aware of the adverse/derogatory entry. The verification counter-entry may be signed by direction of the commanding officer.</p>

e. Certain entries may require authentication by the Commanding officer and/or acknowledgment by the Marine. These specific signature requirements are indicated in the text or sample entries. All other page 11 entries may be signed by direction of the commanding officer (unit commander) unless otherwise indicated. "Unit Commander" is defined as the company, battery, or squadron commander or their functional equivalent; i.e., OIC, I-I, etc. (See paragraph 2005.4 concerning signatures.)

3. Authorized Entries

a. In Hands of Civil Authorities (IHCA)/In Hands of Foreign Authorities (IHFA). When the Marine is IHCA/IHFA and later acquitted or released without trial, record inclusive dates of confinement and the tact of acquittal or released without trial. If convicted, record date of arrest, nature and date of the offense, trial date, the fact of conviction, sentence adjudged, and the action taken by the commander.

b. Personnel Reliability Program (PRP)

(1) Preliminary screening incident to transfer for training which will lead to a PRP assignment is required. Sample entry:

"(Date). Preliminary PRP screening for personnel records, medical evaluation, and personnel interview IAW SECNAV-INST 5510.35. Appropriate investigation initiated. You are suitable for transfer for training. Major. J. DONATO, CO, 23May94."

(2) Formal PRP Screening is required for personnel who engage in training leading to a PRP assignment. The training command will review the individual's personnel record to assure that the preliminary screening was done. If the individual is not qualified based on this record review alone, the training command will briefly state that the member was found unsuitable for PRP training assignment.

"(Date). Formal PRP Screening has been conducted. Based upon review of records, you were found unsuitable for PRP training and assignment IAW SECNAVINST 5510.35. LtCol J. F. ALLEN, USMC, CO."

(3) Permanent decertification is a formal determination that the Certifying Official can no longer assert that the individual continues to meet the reliability standards provided in enclosure (3) to SECNAVINST 5510.35. The following signed and dated entry will be made:

"(Date). I, (name/grade/MOS), have been advised that I have been permanently decertified for assignment to a reliability billet as defined in SECNAVINST 5510.35. I understand this decertification will be made a part of my permanent record. I (did) (did not) submit a statement on my behalf with the report of decertification submitted to CMC."

(Signature of Marine) (Signature of CO/OIC)"

e. Voluntary Retirement of Officers on Active Duty. An entry is required when an officer on Active Duty requests a transfer to the retired list. The Marine will sign the entry. Sample entry:

"(Date). I request transfer to the retired list effective (Date). I have signed the Commanding Officers pre-application checklist and fully understand the ramifications of this request."

f. Request for Resignation. An entry is required when an officer requests resignation. The Marine will sign the entry. Sample entry:

"(Date). I request to resign my commission in the Marine Corps effective (Date) and (do) (do not) desire a Reserve commission. I have been counseled per paragraph 5003 of MCO P1900.16."

g. Record of Issue of Wet-Type Divers' Dress, Campaign Service Hat, Suitcase, Trunks, and General Officer Personal Distinguishing Flap. Make an entry when a Marine is issued any of the above items. The entry is permanent. Do not change or delete the entry unless the Marine is separated under other than honorable conditions, and the equipment is returned.

h. Certification and Suspension or Revocation of Air Traffic Control (ATC) Certification. NAVAIR 00-80T-114, paragraph

3.3.1.2 requires a permanent record of ATC ratings. Make an entry upon initial certification of ATC ratings. Local ATC recertifications do not require additional entries in the service record. The initial certification entry is in addition to the entries required in the Marine's ATC training and qualification record (NAVMC 11004). NAVAIR 00-80T-114, paragraph 4.4, requires an entry when certification as an ATC is suspended or revoked. NAVAIR 00-80T-114 further stipulates that a suspension or revocation is an administrative action and is not to be construed as disciplinary action. That information must be included as part of the entry. The Marine will sign the suspension/revocation entry. Sample entry:

"(Date). ATC Rating(s) (type(s)) is/are (suspended or revoked) this date. I acknowledge this (suspension or revocation) as an administrative action authorized by the ATC officer and that this action is not of a disciplinary nature."

i. Misconduct or Substandard Performance Counseling. An entry may be used to reflect counseling concerning misconduct or substandard performance. The Marine will acknowledge (sign) the counseling entry. This entry must include the language in paragraph 3005.2d concerning the officer's right to submit a rebuttal. (See paragraph 4006.3r(a) for rebuttal statement guidance.) Sample entry:

"(Date). Counseled this date concerning (misconduct) (substandard performance): (brief description of misconduct or substandard performance). I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of the OQR. I choose (to) (not to) make such a rebuttal."

j. Hostile Fire Area Assignment. Marines desiring to waive their OCD and volunteer for a second tour in a designated hostile fire area must sign the following entry. (Refer to MCO P1300.8.)

"(Date). I hereby waive my OCD and request assignment to (designated hostile fire area). I understand that this waiver does not guarantee a particular location and my ultimate assignment overseas will be predicated on the needs of the Marine Corps.

k. Waiver of Designation as Sole Surviving Son/Daughter and Revocation of Waiver. Marines designated sole surviving son/daughter as defined by MCO P1300.8, may waive or revoke privileges as appropriate by signing one of the following sample entries and submitting same signed statement to CMC (MMOA).

(1) Waiver of privileges:

"(Date). I hereby waive my rights to restrictive assignment as a sole surviving son/daughter per MCO P1300.8."

(2) Revocation of waiver:

"(Date). I hereby revoke the waiver of my sole surviving son/daughter status and request reinstatement of that status per MCO P1300.8."

l. Confirmed Incidents of Illegal Drug Abuse or Possession. (Refer to MCO P5300.12) Record in the OQR all confirmed incidents (civil or military) of illegal drug involvement. Consult MCO P1610.7 concerning requirements for submission of a "DC" fitness report. Whenever the counseling entry is made, afford the Marine the opportunity to make a written rebuttal, if any, for inclusion on the document side of the Marine's OQR. The entry must include the language contained in paragraph 3005.2d concerning the officer's right to submit a rebuttal. The Marine will acknowledge (sign) the counseling entry. Sample entry:

"(Date). Counseled this date concerning my illegal drug involvement; specifically, indicate involvement; i.e., trafficking, possession, usage and, (if identified through urinalysis testing, give DoD Drug Testing Laboratory message number and type of drug identified). Include specific recommendations for corrective action, to include date placed on/removed from the Urinalysis Surveillance Program (USP) and date Marine was seen by a substance abuse counselor. I am advised that processing for administrative separation for cause is mandatory per MCO P1900.16. I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of the OQR. I choose (to) (not to) make a statement."

m. Alcohol Abuse. (Refer to MCO P5300.12) Commanders will have an entry made in the OQR after counseling a Marine for a first or subsequent alcohol-related incident that resulted in

civilian or military adjudication in a court of law or under the UCMJ, and in the commander's judgment, a contributing factor to the incident was the Marine's ingestion of alcohol. Consult MCO P1610.7 for "DC" fitness report submission requirements on second and subsequent incidents and mandatory Section C comment requirements. Whenever the counseling entry is made, the Marine must be afforded the opportunity to make a written statement. File the statement, if any, on the document side of the Marine's OQR. The entry must include the language contained in paragraph 3005.2d concerning the officer's right to submit a rebuttal. The Marine will acknowledge (sign) the counseling entry. Sample entry:

"(Date). Counseled this date concerning my conviction of (list charge(s), provide specific recommendations for corrective action, and where assistance is available). (If the commander plans to process the Marine for judicial or separation proceedings as a result of the offense, include the information in the entry. If the commander does not plan to process the Marine for separation due to deficiencies, include the following sentence:

"I am advised that failure to take corrective action may result in administrative separation or limitation on further service." I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to) (not to) make such a statement. Signature of Marine."

n. Voluntary Separation Incentive (VSI)/Special Separation Benefit (558) Programs. When an officer is separated under the VSI/SSB, an entry is required to document that the Marine understands the required service obligations set forth in the VSI/SSB program disclosure sheet. Marines approved for separation under VSI/SSB will sign the following entry:

"(Date). Having been approved for separation under the (VSI) (SSB) program, I hereby acknowledge my required service obligations under PL 102-190, as outlined in the (VSI) (SSB) program disclosure. I further understand that my Reserve commission will remain in effect until I request resignation upon completion of my required service obligation, or I am transferred to the Retired Reserve."

o. Revocation of Aviation Insignia (NA, NOF, ON, NAO, Navy, and Combat Aircrew/Explosive Ordnance Disposal (EOD) Insignia. Make an entry when a Marine's eligibility to wear the Aviation Insignia/EOD Insignia is revoked. Sample entry:

"Date. The authority to wear (type of Aviation Insignia/EOD Basic, Senior, Master Insignia) is revoked (cite reason and authority for revocation) effective (date)."

p. Revocation/Reinstatement of Authority to wear Parachute Jumping Insignia. Make an entry when a Marine's eligibility to wear the parachute jumping insignia is revoked/reinstated. Sample entry:

"Date. The assignment to duty involving parachute jumping is (terminated/reinstated) (cite reason and authority) effective (date). Authority to wear parachute jumping insignia (is) or (is not) (revoked/authorized)."

q. Additional Guidance Concerning Page 11 Entries:

(1) Commanders are authorized to make other entries on this page that are essential to document an event in a Marine's career for which no other means or method of recording exists. Authorized entries under this rule must meet two tests: (1) the information contained in the entry is of permanent value to the Marine's career; and, (2) the information is not, or cannot be, documented any where else in the OQR, medical records, or the Marine's MCTFS record. Participation in certain operations (excluding routine training exercises/operations) not specifically identified as combat operations or as having a potential for escalating into combat operations and humanitarian relief efforts (i.e., California Loma Prieta Earthquake Relief, etc.) are considered to be significant events in a participant's military career.

(2) Restrictions

(a) Do not make entries on page 11 which concern administrative discharge proceedings or proceedings for retiring an officer at the next lower pay grade if the proceedings, upon final review, do not result in an administrative discharge or retirement at the next lowest grade.

(b) Commanders will not use page 11 as a local training record. Do not make entries to document local indoctrination lectures or acknowledgment of certain local regulations pertaining to drug/alcohol, uniform, and fraternization policies. As an exception, the Commanding Officer, MSG Battalion may make necessary counseling entries regarding fraternization with civilian personnel upon assignment of Marines to certain posts.

(c) Do not make separate entries for assignment to or removal from the weight control/military appearance program. The administrative separation counseling entry required by MCO 6100.10 upon assignment to weight control, the completion of enclosure (4) to MCO 6100.10, the assignment and removal entries reported in MCTFS, and entries made in the individual's health record are considered sufficient to satisfy all recording and documentation requirements. There is no requirement, other than the MCTFS entry, to record a Marine's removal from the weight control/military appearance program.

3006. RECORD OF EMERGENCY DATA (RED). See paragraph 4009 for preparation and maintenance instructions.

3007. REQUEST FOR INSURANCE (SGLI) (SGLV-8285 MAR 1993). See paragraph 4010 for preparation information and disposition instructions.

3008. SERVICEMEMBER'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE (SGLI) (SGLV-8286 APR 1996). See paragraph 4011 for preparation information and disposition instructions.

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CHAPTER 4

SERVICE RECORD BOOK (SRB)

4000. INTRODUCTION. A SRB consists of a cover, standard pages, and documents. Assemble the SRB as indicated in the following subparagraphs.

4001. CONTENTS OF THE SERVICE RECORD BOOK (SRB)

1. Standard Pages. Prepare and insert the following standard pages on the right side of the record: DD Form 4, Enlistment/ Reenlistment Document and signed statements of understanding which are stapled to the service record copy of the form, followed by pages 3, 11, RED following and Forms SGLV-8285 and/or SGLV-8286. NAVMC 10132 pages 13 and 13A are prepared and inserted when required. File any NAVMC 321a, Agreement to Extend Enlistment, when executed, on top of the enlistment/ reenlistment document which it extends. Maintain documents prescribed for retention in the SRB on the document side. Recruit depots will ensure that before transfer of recruits, standard pages 3, and 11, plus other required pages are part of the SRB. Enter last name, first name, middle initial and SSN at the bottom of each page per paragraph 2004.2a. (See paragraphs 4006 through 4012 regarding entries to be made on individual pages.) When any page is filled or there is not enough room for recording further entries in one or more sections, note at the bottom of the page "Continued on supplemental page" per paragraph 2004.2a. Place the supplemental page behind the closed-out pages in the appropriately labeled sequence.

2. Documents. The document side of the SRB is provided for inserting superseded standard pages from the service record, official letters, certificates, and various other documents regarding the Marine that should be made a permanent part of the official record. Only file information that is relevant and necessary to accomplish a purpose required by statute, Executive Order, Marine Corps Order, or other directive from higher headquarters. Do not use the SRB as a catchall. Documents of temporary value, which are not specifically required to be filed in the SRB, are filed in the unit's correspondence files; do not file them in the SRB. Extra copies of transfer orders, local command memoranda, endorsement correspondence, or other extraneous papers are not authorized for retention. Insert the below listed documents, if applicable.

a. The following listing is provided in a **suggested filing sequence**. There is **no mandatory sequence** for filing documents in the SRB.

(1) BIR/BTR. The join or periodic audit copy with signature will be filed in the service record. Printing and filing a corrected copy are only required upon deployment.

(2) NAVPERS 5510/1, Record of Personnel Reliability Program. When a Marine is involved in the PRP, file the NAVPERS 5510/1 as the top document.

(3) A written explanation of the eligibility requirements for VA dental treatment, signed by the Marine, or by the commanding officer if the Marine refuses to sign. (Applies to Marines who served on Active Duty not less than 180 days.)

(4) IRS Form W-4, Employee's withholding Allowance Certificate. The most recent signed copy of this form will be filed in the SRB. This form is not required to reflect the current exemptions contained in the MCTFS.

(5) IRS Form W-5, Earned Income Credit Advance Payment Certificate, for eligible Marines who have filed for and are receiving earned income credit.

(6) DD Form 2058 and 2058-1 if required, State of Legal Residence Certificate. Upon execution of the DD Form 2058-1, ensure that a separate IRS Form W-4 is completed for state withholding (see MCO P1080.40, MCTFSPRIM, par. 5059).

(7) DD Form 2057, Contributory Education Assistance Program-Statement of Understanding.

(8) DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) Statement of Understanding. Retain on all personnel whether enrolled in or disenrolled from the program.

(9) NAVMC 10922, Dependency Application. File the latest application(s) approved by the commander or approved/disapproved by the CMC (MRP-1). (Refer to MCO P1751.3.)

(10) Documents considered by the commander to be a necessary part of the SRB to support payment of allowances.

(11) DD Form 4, Enlistment/Reenlistment Document - Armed Forces of the United States (the "old contract" and any extension agreements (NAVMC 321a) thereto, upon immediate reenlistment).

(12) NAVMC 763, Appointment Acceptance and Record (OQR copy) from previous officer appointments.

(13) NAVMC 11000, Privacy Act Statement for Marine Corps Personnel and Pay Records.

(14) Individual Clothing Record (NAVMC 631 for males; NAVMC 631a for females). Instructions for preparation, maintenance, and disposition of these forms are contained in MCO P10120.28, ICR.

(15) DD Form 214, Certificate of Release or Discharge From Active Duty.

(16) Marine's written rebuttal statement concerning a derogatory administrative remarks page entry.

(17) DD Form 1966, Application for Enlistment - Armed Forces of the United States.

(18) OPNAV 5211/9, Record of Disclosure - Privacy Act 1974.

(19) Veterans' Administration Insurance Forms.

(20) DD Form 2257, Designation/Termination MPC-FPC-COPE-PFO. Retained on all MOS 0161 postal clerks.

(21) Duplicate originals or certified copies of general or special courts-martial promulgating orders per JAGINST 5800.7.

(22) NAVMED 6100/5, Abbreviated Limited Duty Medical Board Report.

(23) CMC letters which authorize remedial promotion.

(24) DD Form 1879, Request for Personnel Security Investigation. (Duplicate copy, plus any supporting documents. Retain until security clearance is granted or denied)

(25) VA Form 21-8951, Benefits/Waiver Certification. (Reserve Marines only) (See the MCTFSPRIM)

- (26) Standard Written Agreement to Train (SWAT).
(Reserve Marines only) (See MCO P1001R.1, MCRAMM)
- (27) Written Agreement for Reserve/Extension Bonus and Affiliation Bonus for the Selected Reserve Incentive Program.
(Reserve Marines only)
- (28) Automated Career Retirement Credit Report (CRCR).
File the original signed copies of the CRCR. Upon completion of the next audit, remove the previous CRCR and replace with the CRCR containing the most current information. The CRCR prepared and filed between June 1992 and October 1992, as directed by HQMC, upon which the Marine certifies the accuracy of previously reported Reserve retirement credit points, will not be removed from the record. This certified CRCR is a permanent historical document. These procedures will be incorporated into a future change to MCO P1900.16. Refer to MCO P1080.40, MCTFSPRIM, for unit diary reporting requirements.
- (29) Release from active duty orders.
- (30) SF Form 86, Questionnaire for National Security Positions (most recent copy retained as long as military status is maintained to expedite future update).
- (31) NAVPERS 5510/3, PRP Screening and Evaluation Record.
- (32) NAVMC 118(8A), Military and Civilian Occupational Specialties, Education Courses; Technical Training and Tests.
- (33) Copy of approved Administrative Separation Proceedings when the separating authority suspends its execution.
- (34) Copy of Administrative Separation Proceedings' finding of one or more allegations that are supported by a preponderance of the evidence, but the member is retained even though this finding is not disapproved by higher authority's action.
- (35) Any other document(s) required by current regulations or considered by the commanding officer to be a necessary part of the Marine's record.

NOTE: The following documents will be placed on the top of the standard page side (right) upon release from Active Duty:

(36) DD Form 1407, Dependent Medical Care (on separation or retirement).

4002. COVER (NAVMC 118A)

1.
The organization to which a Marine is transferred by a recruiting activity shall prepare the cover.

2. Enter the Marine's name (last name, first name, and middle initial followed by such titles as "Jr.," "Sr.," or Roman numerals ie "II," "III," etc.) and SSN on the cover. When the first and middle name consists of two initials, the first initial shall be placed in the "first name" portion of the cover. Both initials shall be followed by a period. Reporting units may affix a white gummed-label produced through the UD/MIPS or a word processing system with label producing capabilities. Gummed-labels will contain only the identifying information indicated above. Any additional information is prohibited. When the label is used, affix it in the space provided for the last name.

3. The cover prepared at recruit depots for individuals under-going recruit training contains information not authorized by the instructions in paragraph 4004.2 above. The cover is affixed with a gummed-label containing the individual's name, platoon number, PEBD, DOB, and SSN which is authorized as part of the information needed to facilitate expeditious handling/processing of a recruit's service record while undergoing training. Organizations to which a Marine is transferred from recruit training may continue to use the cover until it is rendered unserviceable.

4. Organizations effecting immediate reenlistment will continue to use the present record by inserting the new enlistment/reenlistment document as the first standard page, placing the old contract or enlistment/reenlistment document and any extension agreements thereto on the document side of the SRB, and making the other required service record entries.

4003. ENLISTMENT/REENLISTMENT DOCUMENT -- ARMED FORCES OF THE UNITED STATES (DD FORM 4) (MAY85)

1. Scope of Instructions

a. The DD Form 4 is the basic document establishing a legal relationship between the United States Government and the enlisted member of the Armed Forces. That document is used for all original enlistments and reenlistments (immediate, continuous, or broken) in the Marine Corps or Marine Corps Reserve. The instructions contained herein apply to the preparation and distribution of the DD Form 4 for immediate reenlistment in the Marine Corps and Marine Corps Reserve and certain reenlistment in the Marine Corps Reserve as a result of continuous or broken service as discussed in paragraph 4003.4.

b. Each Marine Corps recruiting station and/or Military Entrance Processing Station is responsible for original enlistments and reenlistments as a result of continuous or broken service into the Regular establishment, and original enlistments into the Reserve establishment.

c. Reserve organizations are customarily responsible for prior service recruiting and reenlistments as a result of continuous or broken service in the Reserve establishment. Marine Corps Reserve organizations are guided by MCO P1100.72 (MPPM ENLPROC) and MCO P1040R.35 (Marine Corps Reserve Career Planning Guide) for these purposes. Marine Corps commands in receipt of those publications using the instructions contained herein, may effect reenlistments into the Marine Corps Reserve as a result of continuous or broken service.

2. General Instructions

a. Use either a natural or all capitalization and spacing format in preparing the form. (The examples shown below are for a document typed in the natural capitalization format.) Do not mix methods of preparation. Type or word process the document using a ribbon which will produce black impressions capable of rendering each page of the document suitable for reproduction by photographic or other duplicating process. Ensure all copies are legible. All signatures and initials are required on the original only (removal of the carbons is required prior to signature and any required initials). Use black ink for signatures and initials. Take special care to ensure that required items are correctly completed without typewriter strikeovers. The Marine concerned and the reenlisting officer

will initial any erasures or corrections on all copies of the document. Erasures or corrections to item 5-"Date of Enlistment/Reenlistment," item 8-(service period of enlistment, and pay grade), or any item(s) in Section D-"Certification and Acceptance" and Section E-"Confirmation of Enlistment or Reenlistment," are prohibited. Errors in these items will necessitate a complete retype of the document.

b. Correct errors discovered after the immediate reenlistment is effected per the instructions contained in chapter 5 of this Manual.

c. The service representative who accepts the Marine for immediate reenlistment will, prior to signing the completed form, verify typed entries on all copies and explain all applicable parts of the document to the Marine.

d. Enter all dates on the DD Form 4 in year, month, day format. Dates will show the last two digits of the year, the two digit month, and the day shown in two digits. For example: 960704.

3. Detailed Instructions. The following preparation instructions apply to immediate reenlistments in the Marine Corps and Marine Corps Reserve only. Contracts prepared on initial enlistees at the Military Entrance Processing Stations have separate completion instructions.

a. SECTION A - ENLISTEE/REENLISTEE IDENTIFICATION DATA

(1) Item 1 -- Name. Enter full last name (including compound name, if applicable; i.e., mother's surname for those Marines who use it in combination with father's family name), first name, middle name(s), and any suffixes such as Jr., Sr., III, etc. If the Marine was given an initial or initials rather than first and/or middle name, enter such initial or initials. If there is no middle name or initial, make no entry for the middle name. Do not use punctuation of any sort including apostrophes, periods, or hyphens. Spaces will not be inserted between sections of compound names nor used as a substitute for apostrophes or hyphens. For example:

Freeland Jacqueline Doris	Smith T Richard
Davis J T	Brusek John Edward Jr
Loup Michael	GonzalesSegarra Humberto Jorge
OBrien Anthony Jerome	(father's family name) (mother's surname)

(2) Item 2 -- Social Security Number. Enter the nine-digit SSN of the Marine, separating divisions with a hyphen. For example: 126-22-2328.

(3) Item 3 -- Home of Record. Enter street, city, state, and zip code that the Marine claimed as legal residence/permanent home of record upon entering into a contract for service in the Marine Corps or Marine Corps Reserve. For example: 152 Water Ave, Lafayette, LA 70501. Per the provisions of the JFTR, effective on and after 1 January 1987, a Marine may not change the home of record upon appointment/reappointment to commissioned grade or reenlistment. Such changes are only authorized when there is a break in service of more than 1 full day. If the home of record on the enlistment/reenlistment document, record of induction or appointment acceptance and record, is determined to be erroneous, approval of the CMC (MMSB-10) is required before correcting the document. (See MCO P1080.40, MCTFSPRIM and JFTR, appendix A, part 1, H.)

(4) Item 4 -- Place of Enlistment/Reenlistment. "X" out the word "ENLISTMENT." Enter the organization, city, and state where the reenlistment took place. Abbreviations may be used. For example: COA, HqBn, HQMC, ARLVA.

(5) Item 5 -- Date of Enlistment/Reenlistment. "X" out the word "ENLISTMENT." Enter effective date (the effective date of reenlistment is the commencement date of the contract). Enter in year, month, and day sequence. For example: 961010.

(6) Item 6 -- Date of Birth. Enter in year, month, and day sequence. For example: 540614.

(7) Item 7 -- Prev Mil Svc Upon Enl/Reenl. No entries required. Leave this item blank.

b. SECTION B - AGREEMENTS

(1) Item 8. Immediately following the words "I am," "X" out the word "enlisting." In the space provided, enter Marine Corps or Marine Corps Reserve, followed by the Arabic numeral which represents the period of years for which enlisting. Example: "4". Enter in the space provided, the pay grade in which reenlisting. Example: E-7. In the next sentence, "X" out the word "enlistment" and in the space provided for annex(es), enter "None" in the case of all immediate reenlistments.

(2) Item 8a -- For Enlistment in a Delayed Entry/Enlistment Program (DEP). Draw a diagonal line across this item for other than DEP enlistments.

(3) Item 8b -- Remarks. Type "(Date). Articles of UCMJ explained to me this date as required by Article 137, UCMJ." and one of the appropriate entry(ies) below that apply. These entry(ies) should appear on all copies of the [DD Form 4](#).

(a) For immediate reenlistments where the LSL is the only monetary entitlement involved, and provided the Marine does not elect payment of LSL, enter the following statement to substantiate the non election of the LSL payment: "I do not desire payment of my lump-sum leave.

(b) For immediate reenlistments where the Marine has an advance leave balance; the advance leave balance is 30 days or less; the Marine does not elect to convert the advance leave balance to excess leave; and the Marine elects to carry forward the advance leave balance to the new period of service; enter the following statement to substantiate the carry-forward election: "I elect to carry my entire advance leave balance forward to my new period of service."

(c) For immediate reenlistments where lateral movement is involved, type the following statement: "I understand that this reenlistment contract is contingent upon successful completion of the training requirement for MOS _____. Should I fail to complete the training requirement for MOS _____, I may be separated from the Marine Corps."

(4) Item 8c. All Marines reenlisting will initial in the space provided. Initials will appear on the original document only. Immediately following the words "Initial of," "X" out the word "Enlistee."

c. SECTION C - PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

(1) Item 9 -- For all Enlistees or Reenlistees. Have the reenlistee read the material in item 9.

(2) Item 10 -- Military Service Obligation for all Members of the Active and Reserve Components, Including the National Guard. Have the reenlistee read the material in item 10.

(3) Item 11 -- For Enlistees/Reenlistees in the Navy or Marine Corps. Have the reenlistee read the material in item 11.

(4) Item 12 -- For All Male Applicants. Have the reenlistee (male only) read the material in item 12.

d. SECTION D - CERTIFICATION AND ACCEPTANCE

(1) Item 13a. Draw a line across the acceptance portion in the case of immediate reenlistment. "X" out the word "enlistee," and, if none is the appropriate answer, have the Marine "X" the block "NONE" and place his/her initials on the line provided. Record reenlistment incentive(s) on page 11 of the service record as required by paragraph 4006.

(2) Items 13b and 13c -- Signature of Enlistee/Reenlistee and Date Signed. Immediately following the words "SIGNATURE OF," "X" out the word "ENLISTEE." The Marine will sign full name and enter the date in year, month, and day sequence on the original document only. The date in item 13c must agree with the date entered in item 14f. Example: 961010, 20000201.

(3) Item 14a. In the space provided, enter Marine Corps or Marine Corps Reserve as appropriate.

(4) Items 14b - 14g -- Service Representative Information. Enter the name in last name, first name, and middle initial sequence, pay grade (for example: E-8), organization, date signed (for example: 961010), and organization address of the service representative accepting the Marine for reenlistment in the appropriate blocks. The date in item 14f must agree with the date entered in item 13c.

(5) Item 14e -- Signature of the Service Representative. Prior to signing, the service representative will verify correctness of entries and explain all applicable paragraphs of the reenlistment document to the reenlistee. The service representative identified in item 14b will sign in first name, middle initial, and last name sequence (initials and last name are acceptable) on the original document only.

e. SECTION E - CONFIRMATION OF ENLISTMENT OR REENLISTMENT

(1) Item 15. Immediately following the letter "I," in the space provided, type the Marine's full first, middle, last name and any suffix as shown in item 18b. Do not use punctuation of any sort, including periods or dashes. For Marines who elect to affirm their oath rather than swear to it, strike out the words "swear or" in the body of the oath and the words "So help me God" at the end of the oath on page 4/2 of the [DD Form 4](#). The official who reads the words aloud will omit the stricken words.

(2) Item 16. No entry required. Draw a diagonal line across this item.

(3) Item 17. No entry required. Draw a diagonal line across this item.

(4) Item 18a and 18b -- Signature of Enlistee Reenlistee and Date Signed. "X" out the word "ENLISTEE." The Marine will sign full name and enter the date in year, month, and day sequence on the original document only. Example: 961010. The date in this item must agree with the date in item 19f. (See note 1, 2, or 3, as appropriate.)

(5) Item 19a. Word(s) stricken from the reenlistment oath (item 15) should also be stricken from the reenlisting officer's statement

(6) Items 19b - 19g -- Enlistment/Reenlistment Officer Information. Enter the name of the reenlisting officer who administered the oath of reenlistment (last name, first name, and middle initial sequence), pay grade (for example: 05), organization, date signed (in year, month, and day sequence: for example: 961010), and organizational address in the appropriate

blocks. The reenlisting officer will sign in first name, middle initial, and last name sequence (initials and last name are acceptable) on the original document only. The date entered in item 19f must agree with the date in 18b. (See note 1, 2, or 3.)

NOTE 1: In the case of all reenlistments of Marines on active duty, administer the reenlistment oath a day in advance of the effective date of reenlistment. In the event the effective date of reenlistment is on a Monday or another day following a 2 or 3 day holiday period, the reenlistment oath may be administered on the last working day immediately preceding the weekend or holiday period.

NOTE 2: In the case of Marine Corps reservists not on active duty who reenlist in the Marine Corps Reserve, the reenlistment oath may be administered up to 30 days in advance of the effective date of reenlistment and entered in item 5 of the [DD Form 4](#).

NOTE 3: In the case of active duty Marines being discharged who want to reenlist in the Marine Corps Reserve, the reenlistment oath may be administered up to 30 days in advance of the effective date of reenlistment entered in item 5 of the [DD Form 4](#). Marines taking leave awaiting separation may be sworn into the Marine Corps Reserve immediately prior to the start of leave with the effective date of reenlistment on the day following date of discharge in item 5 of [DD Form 4](#). This reenlistment must be reported into MCTFS when the contract is signed with the effective date as that shown in block 5 of [DD Form 4](#).

4. Disposition Instructions. Distribute copies of enlistment/reenlistment document as shown in table 4-1.

IRAM

TABLE 4-1					
DISTRIBUTION INSTRUCTIONS FOR DD FORM 4					
R U L E	A	B	C	D	E
	If a Marine is	the original is	the yellow first copy is	the green second copy is	and the pink third copy is
1	a Regular on active duty and is reenlisting immediately in the Regular Marine Corps (see notes 1 and 2)	forwarded with reproduced copies of the following: NAVMC 118 SRB standard pages: 3, ROS (if corporal or below), 11, NAVMC 10132 and 13 (if applicable) containing entries associated with the previous enlistment to the CMC (MMSB-20), HQMC, 2008 Elliot Rd., Suite 114, Quantico, VA 22134-5030 on the date of reenlistment. (See note 4)	inserted on the right side of the SRB as page 1 on the date of reenlistment	retained by the activity effecting the immediate reenlistment	delivered to the Marine on the date of reenlistment
2	a member of the Ready Reserve and is reenlisting immediately in the Ready Reserve (see notes 1 and 2)		forwarded to the parent SMCR unit joining the reenlistee for insertion on the right side of the SRB as page 1 with any annex(es) and supporting documents on the date of reenlistment		
3	a member of the IRR and is reenlisting immediately in the IRR (see notes 1 and 2)		forwarded to the CG, MCRSC, 15303 Andrews Rd. Kansas City, MO 64147-1207 to be inserted on the right side of the SRB as page 1 on the date of reenlistment		
4	a member of the IRR is reenlisting in the USMC		inserted on the right side of the SRB as page 1 on the date of reenlistment		
5	desiring to reenlist in the Ready Reserve as a result of continuous or broken service (see note 3)	forwarded with copies of all annex(es) and supporting documents, and the original of the DD Form 1966 to the CMC (MMSB-20), HQMC, 2008 Elliot Rd, Suite 22134-5030 on date of reenlistment	forwarded to the first duty station joining the reenlistee to be inserted on the right side of the SRB as page 1 with any annex(es) and supporting documents on the date of reenlistment	retained by the activity effecting the reenlistment	

NOTES:

1. Actions involving immediate reenlistments into the Marine Corps or Marine Corps Reserve are accomplished by the unit holding the Marine's SRB.
2. There is no requirement to prepare a [DD Form 1966](#), Application for Enlistment--Armed Forces of the United States, on immediate reenlistments in the Marine Corps or Marine Corps Reserve.
3. [DD Form 1966](#), Application for Enlistment--Armed Forces of the United States, must be prepared for all original enlistments and reenlistments in the Marine Corps Reserve as a result of broken service (refer to MCO P1040.31 and MCO P1040R.35 for definition of continuous/broken reenlistment).
4. Forward a reproduced copy of any rebuttal statement(s) to a derogatory administrative remark page 11 entry(ies) along with the page 11 which contains the entry.

4004. CHRONOLOGICAL RECORD ([NAVMC 118\(3\)](#))

1. This is a standard page designed for recording in chronological sequence, the events or duties performed by a Marine from time of commissioning or enlistment, through and including, complete severance from the Marine Corps or Marine Corps Reserve. The chronological record of a Marine is important because it is a historical recording of assignments documented in the sequence of occurrence. Beginning with recruit training/OCS, maintain the chronological record following the Marine's assignment sequence using the prescribed NAVMC form. Whenever page 3 is full, or a new version is prescribed, prepare a supplemental page per the instructions contained in paragraph 2004.2a. Line out the unused portion of the page to preclude further entries after the supplemental page has been added. Place the supplemental page behind the full or closed-out pages in the appropriate labeled sequence, to include any [NAVMC 118\(3\)](#) (Rev. 6-62) or earlier versions of this form which have a combination of chronological information, general military subjects (essential subjects), and conduct and duty proficiency markings that are now automated and reported by unit diary entry.

Upon immediate reenlistment, reproduce the Chronological Record page(s) containing entries subsequent to the last enlistment and forward the copy(ies) with the original of the enlistment/reenlistment document as directed in table 4-2, column B. Use all upper case typeface when making entries. The use of abbreviations and/or acronyms is encouraged.

2. Unit/Organization. Record name of the organization, to include battalion which the Marine is assigned for primary duty and the reporting unit code (RUC) and monitored command code (MCC) for the Regular establishment. SMCR units will include the RUC of the Reserve unit and not that of the Inspector-Instructor staff. Record unit/organization entries with all lines starting at the left margin or the first line starting at the left margin and second and subsequent lines indented one space. For example:

2DBN 6THMAR 2DMARDIV	HQCO 23DMAR 4THMARDIV
FMF CAMLEJ NC	FMF USMCR SAN BRUNO CA
RUC 12220 MCC V26	RUC 14101

3. Upon redesignation of an organization, record new organization title, address, RUC, MCC, effective date, and authority. No other entries are required in the primary duty and remarks columns. For example:

VMGR-2
 SANTA SANTA ANA
 EL TORO CA MCC G37
 RUC 02003 MCC 023
 EFF DATE: 905150
 AUTH: Co, MCCDC MSG 140814Z APR97

4. Primary Duty. The primary duty will reflect the abbreviated descriptive title of only the primary duty and billet military occupational specialty (BMOS). For Marines attending recruit training and MCT use the BMOS 9900, and for Marines attending a formal school use the intended military occupational specialty (IMOS) as the primary duty. See MCO P1080.40, MCTFSPRIM. During periods of nonduty such as confinement, unauthorized absence, and in hands of civil authorities, the BMOS or IMOS is omitted. The omission is supported by the remarks entry reflecting the nonduty status. For Marines joined to the IRR, omit the BMOS.

Whenever a Marine is assigned or reassigned a primary duty, record the abbreviated job title and the BMOS of the duty performed. Upon completion of each duty assignment, record in parentheses, immediately after the BMOS, the number of months such duty was performed. When a Marine is declared a deserter, close out the number of months in primary duty as of the date of action on declaration. Count periods of 16 days or more as a full month.

5. Remarks. Use the remarks portion of this page for entering the effective date of such occurrences as joins, transfers, reassignments, discharge, retirement, resignation, hospitalization, and death. Precede all entries with the date(s) of the occurrence. Although table 4-3 provides entry configurations, an exact format is not prescribed for the remarks entries. Entry composition should contain sufficient information to reflect the general purpose of the entry. The transfer entry will include the MCC to which the Marine is directed for duty as cited in the PCS/PCA orders. Record company/battery assignments in this portion of page 3 for the Regular establishment only.

a. There are no recording requirements when a Marine is discharged for the purpose of immediate reenlistment, upon a Marine's executing an extension of enlistment, or on the effective date of an extension of enlistment.

b. Periods of additional or temporary additional duty in excess of 30 days, temporary additional duty under instruction as a student in a formal school, as defined in MCO P1080.20, for any period, and assignment to the Fleet Marine Corps Personnel Assistance Program (FAP), are occurrences which are to be recorded as remarks and will include a commencement and termination date. When temporary duty or temporary additional duty of a Marine is terminated, record in parentheses the number of months such duty was performed in the primary duty column immediately following the BMOS.

c. Leave periods and periods of nonduty such as proceed, delay, and travel are not recorded on the chronological record. For periods of nonduty such as confinement, unauthorized absence in excess of 24 hours, desertion, in hands of civil authorities (IHCA), in hands of foreign authorities (IHFA), etc., record the commencement and return date of such periods. When a Marine is dropped or declared a deserter, the action date is normally the 31st day.

d. When a Marine officer or enlisted Marine is assigned additional duties, record the date assigned, and the additional duty abbreviated title in the remarks section. When the additional duty is terminated, record the number of months such duty was performed in parentheses. Count periods of 16 days or more as a full month.

e. When other additional entries are required by the same organization, it is acceptable to omit the repeating of the organizational name, RUC, and MCC.

f. When Marines are performing duties away from their parent organization, and an occurrence for a chronological record entry arises, the remarks portion of the entry will contain the name, RUC, and the MCC of the organization making the entry.

g. For members of the Marine Corps Reserve, make entries to reflect recruit training and all periods of active duty over 30 days, and annual training.

h. For both active and Reserve members, the remarks column should contain the entry "YYMMDD ASG FST/MOJT/OJT", as appropriate. The commanders must screen the service records to ensure the assignment of an MOS above the basic level within the authorized training time prescribed. MCO P1000.6 and MCO 1500.31 apply.

6. A decision logic table for recording chronological record entries is provided in table 4-3. The decision logic table shows the occasions most commonly requiring entries but is not all inclusive.

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TABLE 4-2
OCCASIONS FOR CHRONOLOGICAL RECORD ENTRIES

R U L E	A	B	C	D	E
		If the Marine	enter the following information under the Unit/Organization column	enter under the Primary Duty column	enter under the Remarks column
1	is joined for recruit training	the abbreviated title of the recruit depot, RUC, and MCC.	"RECRUIT"; the BILMOS of "(9900)" to indicate General Service Marine, or "(9971)" to indicate Basic Marine with enlistment guarantee followed by "()" to record total number of months assigned recruit trng.	<u>(1)</u> JD FOR RCT TRNG (1) Date is the date of assignment active duty.	DD Form 4; assignment to active duty orders
2	is joined for duty	the abbreviated title of the organization, RUC, and MCC. Refer to par. 4006.2 for sample entries. (See note 1.)	the abbreviated billet title; BILMOS in parentheses followed by "()" to record total number of months assigned to the primary duty	<u>(1)</u> JD FOR DU <u>(2)</u> (1) Date is the next day after the Marine physically reports to major command for duty. (2) Co/Btry assigned to or class # for IST students attending formal school, otherwise no entry required.	PCS/PCA orders
3	is joined for DUINS		"STUD" and the abbreviated course title; the IMOS to be assigned upon compl of trng in parentheses followed by "()" to record number of months in trng status	<u>(1)</u> JD FOR DUINS CL # <u>(2)</u> (1) The date is the next day after the Marine physically reports for DUINS. (2) Enter the class number of the course indicated in the primary duty column the Marine will attend.	
4	is joined for record purposes while hosp, IHCA, IHFA, or confined	the abbreviated title of the organization, RUC, and MCC.	"PATIENT" or "PRISONER", as applicable; a BILMOS of "(0000)", followed by "()" to record number of months Marine was in particular duty status	<u>(1)</u> JD FOREC HOSP <u>(1)</u> JD FOREC IHCA/IHFA <u>(1)</u> JD FOREC CNFD <u>(2)</u> (1) Date is the day after the date of transfer or the date specified in the directive requiring the join. (2) Indicate whether serving sentence of SCM, SPCM, GCM.	CMC message or other transfer directive

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TABLE 4-2
OCCASIONS FOR CHRONOLOGICAL RECORD ENTRIES

R U L E	A	B	C	D	E
		If the Marine	enter the following information under the Unit/Organization column	enter under the Primary Duty column	enter under the Remarks column
5	is joined for record purposes when the Marine fails to report per competent orders	the abbreviated title of the recruit depot, RUC, and MCC.	abbreviated primary MOS description, a BILMOS of "(0000)", followed by "()" to record number of months Marine remains in an absent status	(1) JD FOREC FAIL RPT (2) TO UA (1) Date is the day following the Marine's last day of travel time when the hour of reporting is 2400 or not specified in the orders (2) UA will commence at 0001 on the date of joining	Copy of orders directing Marine to report
6	is joined TEMINS		"STUD" and the abbreviated course title; the IMOS to be assigned upon compl of trng or basic MOS in the case of Marines attending MCT in parentheses followed by "()" to record number of months in assigned duty	(1) JD FOR TEMINS CL # (2) (1) The date is the next day after the Marine physically reports for TEMINS. (2) Enter the class number of the course indicated in the primary duty column the Marine will attend	PCS/PCA orders
7	is joined FAP	no entry required	the abbreviated billet title; BILMOS in parentheses followed by "()" to record total number of months assigned to the primary duty	(1) JD FAP (2) RUC (3) MCC (4) (1) Date is the day the Marine physically reports for FAP. (2) Unit Marine is attached to (refer to reporting endorsement on FAP orders for unit) (3) RUC of FAP unit assigned to (4) MCC of FAP unit assigned to	reporting endorsement to FAP orders
8	is transferred		the total number of months in the space provided (exclude periods of non-duty) Use the date of transfer as the cut-off date to compute number of months (see note 2)	(1) TR TO (2) FOR DU MCC (3) (1) Date is the actual date of detachment (2) Abbreviated title of command to which transferred (3) MCC of command to which transferred (see note 3)	PCS/PCA orders

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TABLE 4-2
OCCASIONS FOR CHRONOLOGICAL RECORD ENTRIES

R U L E S	A	B	C	D	E
		If the Marine	enter the following information under the Unit/ Organization column	enter under the Primary Duty column (see note 2.)	enter under the Remarks column
9	is discharged or resigns and does not accept a Reserve commission	no entry required	the total number of months in the space provided (exclude periods of non-duty). Use the date of discharge as the cut-off date to compute number of months.	<p>__ (1) __ DIS</p> <p>(1) Date is the day of discharge.</p>	DD Form 214, blocks 12b and 23
10	is released from active duty		the total number of months in the space provided (exclude periods of non-duty). Use the date of release as the cut-off date to compute number of months.	<p>__ (1) __ RELACDU TR __ (2) __ RUC __ (3) __</p> <p>(1) Date is day Marine is released from active duty. (2) Enter either "SMCR" or "IRR", as appropriate. (3) Enter the RUC of the SMCR unit to which transferred.</p>	DD Form 214, Blocks 9, 12b, and 23
11	is transferred to FMCR		the total number of months in the space provided (exclude periods of non-duty). Use the date of transfer as the cut-off date to compute number of months.	<p>__ (1) __ TR FMCR</p> <p>(1) Date is actual date of transfer to the FMCR. This is usually the last day of the requested month.</p>	FMCR orders; DD Form 214, blocks 12b and 23
12	is retired		the total number of months in the space provided (exclude periods of non-duty). Use the date of transfer as the cut-off date to compute number of months.	<p>__ (1) __ RET</p> <p>(1) Date is day the Marine is transferred to the retired list.</p>	Retirement orders; DD Form 214, blocks 12b and 23
13	is transferred to the TDRL		the total number of months in the space provided (exclude periods of non-duty). Use the date of transfer as the cut-off date to compute number of months.	<p>__ (1) __ TR TDRL</p> <p>(1) Date is the date directed in the CMC authorization.</p>	TDRL orders; DD Form 214, blocks 12b and 23
14	is transferred to the PDRL		the total number of months in the space provided (exclude periods of non-duty). Use the date of transfer as the cut-off date to compute number of months.	<p>__ (1) __ TR PDRL</p> <p>(1) Date is the date directed in the CMC authorization.</p>	PDRL orders; DD Form 214, blocks 12b and 23

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TABLE 4-2
OCCASIONS FOR CHRONOLOGICAL RECORD ENTRIES

R U L E S	A	B	C	D	E
		If the Marine	enter the following information under the Unit/ Organization column	enter under the Primary Duty column (see note 2.)	enter under the Remarks column
15	is discharged to accept a Regular or Reserve commission	no entry required	the total number of months in the space provided (exclude periods of non-duty). Use the date of transfer as the cut-off date to compute number of months. Also enter the new primary duty, BILMOS, and space to record number of months directly opposite the appointment acceptance entry	<u>(1)</u> DIS TO ACC PERM APPT <u>(2)</u> ACC PERM APPT <u>(3)</u> <u>(1)</u> DIS TO ACC RES COM <u>(2)</u> ACC PERM RES APPT <u>(3)</u> (1) Date is the date of discharge or day prior to effective date of appointment. (2) Date is effective date of appointment. (3) Enter grade to which appointed; i.e., WO, etc.	NAVMC 763; DD Form 214, blocks 12b and 23
16	is assigned to FAP		the total number of months in the space provided (exclude periods of non-duty). Use the date of departure as the cut-off date to compute number of months.	<u>(1)</u> FAP (1) Date is actual date Marine departs parent command.	FAP orders
17	has FAP assignment terminated			<u>(1)</u> FAP TERM (1) Date is the day Marine departs the FAP command.	termination endorsement to FAP orders
18	returns from FAP			<u>(1)</u> FR FAP (1) Date is the day Marine actually returns to parent command.	Return reporting endorsement on FAP orders
19	returns from a UA status (UA in excess of 24 hours) or is in a UA status for 30 days			no entry required (See note 4.)	<u>(1)</u> TO <u>(2)</u> UA/AWOL (1) Date absence commenced. (2) Date of return from UA/ AWOL or the date of the 30th day of absence.

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TABLE 4-2
OCCASIONS FOR CHRONOLOGICAL RECORD ENTRIES

R U L E S	A	B	C	D	E
		If the Marine	enter the following information under the Unit/ Organization column	enter under the Primary Duty column (see note 2.)	enter under the Remarks column
20	is declared a deserter (on the 31st day of absence)	no entry required	(See note 4.)	<u> </u> (1) <u> </u> DROP/DCL DES (1) Date is the 31st day of absence.	Unit Morning Report; DD Form 553, block 25
21	returns from desertion	no entry required if joined by parent command prior to the 91st day of absence. If record is received from the CMC (MHC), enter abbreviated organizational title, RUC, and MCC.	the abbreviated billet title; BILMOS in parentheses followed by "()" to record total number of months assigned to the primary duty	<u> </u> (1) <u> </u> TO DU <u> </u> (2) <u> </u> TO <u> </u> (3) <u> </u> UA/AWOL (1) Date is the date Marine returns to military control. (2) Enter the date the period of absence for which the Marine was declared a deserter commenced. (3) Enter the date prior to the date the Marine returns to military control. (See note 5.)	DD Form 616, block 7d
22	IHCA/IHFA	no entry required	the total number of months in the space provided (exclude periods of non-duty). Use the date of confinement as the cut-off date to compute number of months.	<u> </u> (1) <u> </u> TO (IHCA) (IHFA) (1) Date is the date the Marine was jailed.	Unit Morning Report; civil letter of notification
23	returns from being confined IHCA/IHFA		the abbreviated billet title assigned upon return from IHCA/ IHFA; BILMOS in parentheses followed by "()" to record total number of months assigned duty.	<u> </u> (1) <u> </u> TO <u> </u> (2) <u> </u> IHCA <u> </u> (1) <u> </u> TO <u> </u> (2) <u> </u> IHFA <u> </u> (3) <u> </u> TO DU (1) Date is the date the Marine was jailed. (2) Date is the day prior to the day the Marine returns to military control. (3) Date is the date Marine returns to military control. (See note 6.)	

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TABLE 4-2
OCCASIONS FOR CHRONOLOGICAL RECORD ENTRIES

R U L E S	A	B	C	D	E
	If the Marine	enter the following information under the Unit/ Organization column	enter under the Primary Duty column (see note 2.)	enter under the Remarks column	the source document for the entry is
24	confined by military authority	no entry required	the total number of months in the space provided (exclude periods of non-duty). Use the day prior to the date of confinement as the cut-off date to compute number of months.	<u> (1) </u> TO CNFT (1) Date is date of confinement.	NAVPERS 1640/4, Confinement Orders
25	returns to duty from confinement		the abbreviated billet title assigned upon return from confinement; BILMOS in parentheses followed by "()" to record total number of months assigned to the primary duty.	<u> (1) </u> TO <u> (2) </u> CNFD <u> (3) </u> TO DU (1) Date is date Marine was confined. (2) Date is date Marine was released from confinement. (3) Date is date Marine was released from confinement.	NAVPERS 1640/4, Confinement Order and DD Form 367, Prisoner Release Order
26	is confined with the Federal Bureau of Prisons (FBOP)		the total number of months in the space provided (exclude periods of non-duty). Use the day prior to the date of transfer as the cut-off date to compute number of months.	<u> (1) </u> TR TO CMC (MHC) WHILE CNFD W/FBOP MCC W96 (1) Date is the effective date of transfer directed in the confinement orders.	Confinement order; CMO
27	is paroled from confinement with the FBOP		total number of months Marine was a confinee with the FBOP. Use the date prior to the date of parole to date as the cut-off date to compute number of months.	<u> (1) </u> TR TO CMC (MHC) WHILE PAROLED MCC W93 (1) Date is the effective date of parole/release.	Release/parole document
28	violates parole and is returned military control for confinement	the abbreviated title of the organization, RUC, and MCC.		<u> (1) </u> JD FOR CNFT PAROLE VIOL (1) Date is the same as the date of return to military control.	CMC message

IRAM

TABLE 4-2
OCCASIONS FOR CHRONOLOGICAL RECORD ENTRIES

R U L E S	A	B	C	D	E
		If the Marine	enter the following information under the Unit/ Organization column	enter under the Primary Duty column (see note 2.)	enter under the Remarks column
29	is assigned to TAD excess or TEMADDINS	no entry required	the total number of months in the space provided (exclude periods of non-duty). Use the date of detachment as the cut-off date to compute number of months.	<u>(1)</u> TO TAD EXCESS <u>(1)</u> TO TEMADDINS (1) Date is the date of detachment.	TAD orders/ TEMADDINS orders
30	is attached TAD excess or TEMADDINS		the total number of months in the space provided (exclude periods of non-duty). Use the date of release as the cut-off date to compute number of months.	<u>(1)</u> ATT TAD <u>(2)</u> RUC <u>(3)</u> MCC <u>(4)</u> (1) Date is the actual day the Marine is attached. (2) Abbreviated unit title to which the Marine is attached and course #, if applicable. (3) RUC of the unit attached to. (4)MCC of the unit attached to.	
31	terminating TAD excess or completes TEMADDINS		the total number of months in the space provided (exclude periods of non-duty). Use the date of detachment as the cut-off date to compute number of months.	<u>(1)</u> ATT TERM (1) Date is the date the Marine departs the TAD/TEMADDINS site.	TAD orders; TEMADDINS orders
32	returns to parent command from TAD excess or TEMADDINS		the abbreviated billet title; BILMOS in parentheses followed by "()" to record total number of months assigned to the primary duty	<u>(1)</u> FR TAD EXCESS <u>(1)</u> FR TEMADDINS (1) Date is the actual date the Marine reports back to the parent command.	

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TABLE 4-2
OCCASIONS FOR CHRONOLOGICAL RECORD ENTRIES

R U L E S	A	B	C	D	E
		If the Marine	enter the following information under the Unit/ Organization column	enter under the Primary Duty column (see note 2.)	enter under the Remarks column
33	is assigned additional duties	no entry required	no entry required	<p>_(1)_ ASG ADDU _(2)_ ()</p> <p>(1) Date is effective date additional duties are assigned. (2) Abbreviated title of additional duty Marine is assigned to. The space provided in parentheses is used to record number of months the Marine was assigned the additional duties. Upon termination, compute total number of months the same as when computing total number of months for primary duty.</p>	Unit Special Order; Letter of Appointment; Command Issued Directive
34	has a change of primary duty		the number of months assigned to previous duty. Use the day prior to the date of new assignment as the cut-off date to compute number of months. New abbreviated billet title; BILMOS in parentheses followed by "()" to record number of months in new assignment.	<p>_(1)_ CHPRIDU</p> <p>(1) Date Marine assumes new duty assignment.</p>	Unit Special Order
35	returns from a period of hospitalization returns from a period of hospitalization		no entry required	<p>_(1)_ TO _(2)_ SK _(3)_ HOSP</p> <p>(1) Date Marine was admitted to the hospital. (2) Date Marine was released back to duty. This is the actual date of release not the date the Marine returns from a period of authorized convalescent leave. (3) Abbreviated title of the hospital/medical facility.</p> <p>_____ _(4) Date is actual day Marine returns to parent command upon completion of convalescent leave. NOTE: When it is determined period of sick is due to the Marine's misconduct, the period of sick is time lost and as such a period of non-duty.</p>	Unit Morning Report; Report of Hospitalization; JAGMAN Investigation, if applicable

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TABLE 4-2
OCCASIONS FOR CHRONOLOGICAL RECORD ENTRIES

R U L E S	A	B	C	D	E
		If the Marine	enter the following information under the Unit/Organiza- tion column	enter under the Primary Duty column (see note 2.)	enter under the Remarks column
36	is a member of the SMCR or is released from active duty and has a remaining service obligation and is	no entry required by parent command.	the total number of months in the space provided (exclude periods of non- duty). Use the date of transfer or date released from active duty as the cut-off date to compute number of months.	<p>__ (1) __ TR TO IRR</p> <p>(1) Date Marine transferred by service record to the IRR.</p> <p>__ (1) __ RELACDU TR TO IRR</p> <p>(1) Date Marine is released from active duty.</p>	Transfer orders; DD Form 214, blocks 12b and 23
37	transferred to the IRR	The CG, MCRSC will enter abbreviated command title and the RUC to which the Marine is joined.	The CG, MCRSC will enter "INACTIVE" followed by "()" to record total number of months Marine remains in an inactive status.	<p>__ (1) __ JD</p> <p>(1) The CG, MCRSC will join the Marine on the day following the date of transfer or release from active duty.</p>	
38	is a member of the IRR and is transferred to the SMCR	no entry required	the total number of months in the space provided (exclude periods of non- duty). Use the date of transfer or date released from active duty as the cut- off date to compute number of months.	<p>__ (1) __ TR TO SMCR</p> <p>(1) Date is day prior to the date the Marine is joined to the SMCR unit.</p>	Unit diary join entry made by the SMCR unit
39	is a member of Reserve assigned to annual training (AT)		no entry required	<p>__ (1) __ TO __ (2) __ AT __ (3) __</p> <p>(1) Date is the effective date specified in AT orders.</p> <p>(2) Date is the release date specified in AT orders.</p> <p>(3) Abbreviated title of AT command/site.</p>	assign- ment to AT orders

IRAM

TABLE 4-2
OCCASIONS FOR CHRONOLOGICAL RECORD ENTRIES

R U L E S	A	B	C	D	E
		If the Marine	enter the following information under the Unit/ Organization column	enter under the Primary Duty column (see note 2.)	enter under the Remarks column
40	is a member of the Ready or Active Status List (ASL) Standby Reserve assigned to a period of Active Duty for Special Work (ADSW)	no entry required	the abbreviated primary duty assignment during the period of ADSW if different than the primary duty recorded.	<p>__ (1) __ TO __ (2) __ ADSW</p> <p>(1) Date assigned to ADSW as specified in ADSW orders.</p> <p>(2) Date released from ADSW.</p>	ADSW orders
41	is a member of an organization which redesignates	the abbreviated new organization title, the organization's address, RUC, and MCC, the effective date of redesignation, and the authority. See paragraph 4006.3 for sample entry.	no entry required	no entry required	CMC directive or message directing the redesignation
42	dies or is killed in action	no entry required	close-out number months in primary duty. Use date prior to date of death to compute number of months.	<p>__ (1) __ DROP DECEASED</p> <p>__ (1) __ DROP KIA</p> <p>(1) Date is date of death.</p>	Casualty message or death notification

NOTES:

1. SMCR units will include the RUC of the Reserve unit and not that of the I-I Staff.

2. Round total number of months to nearest whole month; i.e., 1 month and 15 days = 1 month; 1 month and 16 days = 2 months. Record periods of 15 days or less as "00."

3. Upon transfer, enter the total number of months the Marine was assigned any additional duties in the space provided in parentheses after the additional duty description.

4. Enter the total number of months in the primary duty in the space provided (excluding periods of non-duty). The close out is done on the 31st day of absence. Do not include the 30 days of absence in computing total number of months. The cut-off date for computing the number of months in the primary duty is the day prior to the date the absence commenced.

5. Additional entries may be required depending upon how the Marine returns from desertion, i.e., apprehended, returns under guard, etc., and whether or not the Marine is confined IHCA/IHFA prior to return to military control, or confined by military authority prior to return to duty. Additional entries which may be required are:

a. ___(1)___ TO ___(2)___ APRND (IHCA) (IHFA)

(1) Date of apprehension.

(2) Date is day prior to date of return to mil control.

b. ___(1)___ DEL UNDER GD

(1) Date of return to military control.

c. ___(1)___ TO ___(2)___ CNFD

(1) Date Marine confined shown in the NAVPERS 16640/4.

(2) Date Marine is released from confinement as indicated in the DD Form 367, Prisoner Release Order.

6. Per paragraph 4006.3a, an Administrative Remarks page entry is required when a Marine is IHCA/IHFA.

4005. RECORD OF SERVICE (ROS)

1. The ROS is a computer-generated page which was designed to replace the Markings Page, NAVMC 118(23) in the SRB. There is no a requirement to prepare and maintain page 23 on recruit and initial skills trainees (IST) undergoing training of 6 weeks or less. Recruit depots and IST sites will continue to report the conduct and duty proficiency marks by unit diary entry upon completion of recruit training and IST. No manual recording of these marks is required except as provided in paragraph 2004.4. Reporting the conduct and duty proficiency markings into the MCTFS by unit diary entry provides the data for producing the ROS. Retain any [NAVMC 118\(3\)](#) (Rev. 6-62) or earlier versions of this form which have a combination of chronological information, general military subjects (essential subjects), and conduct and duty proficiency markings as a standard page for chronological purposes. (See paragraph 2004.2a.)

2. The ROS provides the commander with a visual reference of previously reported conduct and duty proficiency markings and the averages of those markings for the time in grade, enlistment, and service. The data reported to support the ROS is used to automatically compute composite scores for lance corporals and corporals. Composite scores generated by the MCTFS appear on the Marine's ROS. The ROS screen in the MCTFS will be audited and corrective action taken as required. Except during recruit training, MCT, and IST (when IST is less than 6 weeks in length), print the ROS each time markings are reported and processed in MCTFS or request a ROS, when required, if the unit does not have on-line print capability (see the MCTFSPRIM).

3. Table 4-3 prescribes occasions requiring the reporting of conduct and duty proficiency markings. Rules 3 through 6 of the Table pertain to individual TAD only. Participation in the UDP, field exercises, and other small unit deployments (TAD in excess of 30 days) where unit integrity is maintained, does not require the assignment of conduct and duty proficiency marks. Using the occasion code provided in column E for the respective rules, prepare a unit diary entry as prescribed in the MCTFSPRIM.

a. Upon Promotion to Corporal and Sergeant. The "TO" date is the day prior to the date of rank. When the promotion to corporal or sergeant and the semiannual/annual (SA/AN) marking period coincide (1st of February and August for Regular Marines or the 1st of January for Reserve Marines), the promotion (PR) markings will take precedence over the SA/AN markings requirement. In this particular case, do not report SA/AN markings.

b. When the effective date of any other reporting occasion coincides with the SA/AN marking period; i.e., 31st of January, July or December (for Reserves), the reporting occasion (TR, AT, etc.) will take precedence. Do not report SA/AN markings.

c. School Completion (SC) and Transfer (TR) Marks. When the occasion requires the assignment of SC conduct and duty proficiency marks upon completion of formal school, and the Marine is transferred simultaneously, the TR occasion will take precedence. For personnel who are assigned SC marks and are retained pending transfer/reassignment, report the TR marks as NA if the transfer/reassignment occurs within 90 days of the SC marks.

(1) Attendees of a Single Formal School in a TEMINS Status. Assign SC marks to personnel attending a single course of instruction at a formal school that exceeds 90 calendar days upon completion of the course. If the course is 30 days or less, conduct and duty proficiency marks are assigned at the option of the commander. If the option is exercised, report SC marks on all students (corporal and below) completing the course.

(2) Attendees of Multiple Formal Schools at the Same Site. For personnel undergoing multiple courses of instruction (for example, Legal Admin is followed by the Unit Diary Clerk course), SC marks are required only if the prerequisite course(s) exceed(s) 90 calendar days in length. If the course is 30 days or less, conduct and duty proficiency marks are assigned at the option of the commander. If the option is exercised, report SC marks on all students (Corporal and below) completing the course.

4. Except during recruit training, MCT, and IST (where IST is less than 6 weeks in length), annotate the marks assigned on any occasion that requires a command to close out and forward the

SRB; i.e., transfer, permanent change of assignment (i.e., reassignment), PCS, TAD excess, discharge, release from active duty, assignment to active duty, (i.e., EAD, AR, etc.) and accession into MCTFS, etc., in pen/ink on the ROS currently in the SRB. An individual authorized to sign SRB entries will authenticate the annotated marks. If desired, annotate marks on the ROS on occasions other than mentioned above as a convenience in maintaining a current conduct and duty proficiency record. No authentication is required on these marks. Do not type entries on the ROS. The unit diary entry supports the recordkeeping requirement, pending receipt or printing of the next updated ROS. When a Marine is promoted to Sergeant, place the ROS produced as a result of the promotion, on the document side of the SRB for permanent retention.

5. Filing Instructions

a. Regular component

(1) where IST exceeds 6 weeks in length, the IST site will print and audit the ROS. Upon completion of the audit, return to member.

(2) where IST is less than 6 weeks in length, the Marine's first permanent duty station following recruit training, MCT, and IST will print and audit the ROS. Upon completion of the audit, return the ROS to the member.

b. Reserve component. For members of the Ready Reserve released from active duty and transferred to their parent SMCR unit, the joining SMCR unit will print and audit the ROS within 30 days of joining. Upon completion of the audit, return to member.

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TABLE 4-3

OCCASIONS FOR CONDUCT AND DUTY PROFICIENCY MARKINGS							
	A	B	C	D	E	F	
R U L E	The Marine upon whom reporting:	is in a full duty status, hospitalized, or a satisfactory participant in an SMCR unit?	has received markings within the last 90 days?	and do any of the following apply?	The appropriate action is to report marks by UD entry per MCO P1080.40, MCTFSPRIM using the occasion codes indicated in note 4. Certain occasions where observation is less than 90 days do not require the reporting of con/pro marks, in such cases the UD entry is completed by entering NA in the required spaces.	effective date is	
1	is a corporal or below and is a member of the USMC or Ready Reserve on active duty	yes	no	-----	report SA con/pro marks on 31 January and 31 July	31 January and 31 July	
2			yes		report SA con/pro marks of NA		
3			no	departing to TAD (excess of 30 days)	report TD con/pro marks on departure	the date of departure	
4			yes		report TD con/pro marks of NA on departure		
5			no	completing TAD (excess of 30 days)	report TC con/pro marks on departure from TAD site	the date of departure from TAD site	
6			yes		report TC con/pro marks of NA on departure from TAD site		
7					joined for transportation only	report SA con/pro marks of NA	31 January and 31 July
8					no		
9			no	yes			
10					no	in a UA status	
11 12			-----	declared a deserter	report PD con/pro marks for period from last marks to day preceding UA (may be NA if less than 30 days). Report DD con mark and pro mark of NA (effective date same as UA date).	for PD marks, the day prior to the date the Marine was reported to UA on the diary; effective date for DD marks is the same as the to UA date	
13					report CD con/pro marks when ordered to confinement pursuant to sentence of court-martial. No SA con/pro marks reported while serving sentence of court-martial.	the day prior to the date ordered to confinement	

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TABLE 4-3						
OCCASIONS FOR CONDUCT AND DUTY PROFICIENCY MARKINGS						
	A	B	C	D	E	F
R U L E	The Marine upon whom reporting:	is in a full duty status, hospitalized, or a satisfactory participant in an SMCR unit?	has received markings within the last 90 days?	and do any of the following apply?	The appropriate action is to report marks by UD entry per MCO P1080.40, MCTFSPRIM using the occasion codes indicated in note 4. Certain occasions where observation is less than 90 days do not require the reporting of con/pro marks, in such cases the UD entry is completed by entering NA in the required spaces.	effective date is
14	is a corporal or below and is a member of the USMC or Ready Reserve on active duty	yes	----	attending a formal school which exceeds 6 months duration & has attended for a minimum of 90 days prior to regular SA reporting period	report SA con/pro marks (see note 2)	31 January and 31 July
15				attending a formal school which exceeds 6 months duration & course completion occurs more than 90 days after SA marks are assigned	report SC con/pro marks (see note 2)	the date of course completion
16				attending a formal school which exceeds 6 months duration & course completion is within 90 days after SA marks are assigned	con/pro marks are assigned at the option of the commander. If option exercised, report SC con/pro marks on all students completing the course.	the date of course completion if the commander exercises the option to report con/pro marks
17				attending a formal school which is less than 90 days		
18				attending a formal school which exceeds 90 days but less than 6 months	report SC con/pro marks upon completion	the date of course completion
19				attending a formal school which consists of subcourses, each of which exceed 90 days	report SC con/pro marks upon completion of each subcourse	the date of each subcourse completion

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TABLE 4-3							
OCCASIONS FOR CONDUCT AND DUTY PROFICIENCY MARKINGS							
	A	B	C	D	E	F	
R U L E	The Marine upon whom reporting:	is in a full duty status, hospitalized or a satisfactory participant in an SMCR unit?	has received markings within the last 90 days?	and do any of the following apply?	The appropriate action is to report marks by UD entry per MCO P1080.40, MCTFSPRIM using the occasion codes indicated in note 4. Certain occasions where observation is less than 90 days do not require the reporting of con/pro marks, in such cases the UD entry is completed by entering NA in the required spaces.	effective date is	
20	is a corporal or below and is a member of the USMC or Ready Reserve on active duty	yes	----	released from EAD & IADT	report TR con/pro marks or if in conjunction with completion of formal school, report SC	the date of transfer (TR); date of course completion (SC)	
21				released from active duty	report TR con/pro marks	the date released from active duty and transferred to the Marine Corps Reserve	
22				transferred upon completion of recruit training	report TR con/pro marks	the date of transfer	
23				transferred upon completion of MCT	reporting of con/pro marks is not required	not applicable	
					report TR con/pro marks	the date of transfer	
24				transferred upon completion of IST	report TR con/pro marks		
25				transferred but; -joined for trans and further assignment -inpost trans of a recruit -member of flag staff allowance when flag shifts	report TR con/pro marks NA		
26				discharged prior to completion of recruit training	report DC con/pro marks of NA	the date of discharge	
27				no	----	report NA marks of 31 December	31 December
28				yes	(see note 3)	report AN marks of NA on 31 December	
29	----	transferred and has completed 6 IDT periods	report TR con/pro marks	the date of transfer			

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TABLE 4-3								
OCCASIONS FOR CONDUCT AND DUTY PROFICIENCY MARKINGS								
	A	B	C	D	E	F		
R U L E	The Marine upon whom reporting:	is in a full duty status, hospitalized, or a satisfactory participant in an SMCR unit?	has received markings within the last 90 days?	and do any of the following apply?	The appropriate action is to report marks by UD entry per MCO P1080.40, MCTFSPRIM using the occasion codes indicated in note 4. Certain occasions where observation is less than 90 days do not require the reporting of con/pro marks, in such cases the UD entry is completed by entering NA in the required spaces.	effective date is		
30	is a corporal or below and is a member of the USMC or Ready Reserve on active duty	----	----	transferred and has not completed 6 IDT periods	report TR con/pro marks of NA	the date of transfer		
31		no		assignment to active duty (EAD, AR, etc)	report TR con/pro marks	the day prior to the date of assignment to active duty		
32				assigned to involuntary active duty	report TR con/pro marks			
33				completing AT	report AT con/pro marks (see note 3)		the date training is completed	
34				completing alternate AT				
35		----			report CD con/pro marks of NA	the day prior to the effective date of the change		
36					transferred upon Reserve mobilization	report TR con/pro marks of NA	the date of transfer	
37		is a corporal or below and is a member of the USMC or Ready Reserve regardless of active duty status				promoted to corporal and sergeant	report PR con/pro marks	the day prior to the date of rank
38						reduced	report RD con/pro marks	the day prior to date of reduction
39	reduced (results of court-martial)		report RD con/pro marks of NA if CD marks were previously reported under rule 13; otherwise, report RD con/pro marks			the day prior to the effective date of reduction stipulated by CA's action		
40	restoration of grade from reduction		delete RD con/pro marks and report restoration of grade entry per MCTFSPRIM			not applicable		

NOTES:

1. Do not remove the conduct mark of "0" resulting from declaration of desertion where the Marine is tried for desertion and is convicted of either desertion or the lesser included offense of UA, tried and convicted of UA, or received NJP for UA. Delete a conduct mark of "0" resulting from declaration of desertion if the entry was made as the result of an administrative error; i.e., the entry should not have been made originally, or if the Marine is later acquitted by court-martial of the absence which caused the declaration of desertion. The entry is deleted as erroneous in MCTFS per MCTFSPRIM. The "PD" markings remain. Report subsequent conduct and duty proficiency marks on the occasions stipulated.
2. Marines in this category will receive two sets of marks (SA and SC) for formal school attendance.
3. If the Marine attends annual training within 90 days of the effective date for reporting annual marks, report AN marks. If the Marine receives marks for any other occasion within 90 days of the effective date for reporting annual marks, report AN marks of NA. If the effective date for annual marks coincides with any reporting occasion other than PR or TR, AN marks will take precedence.
4. Use the following occasion codes when reporting conduct and duty proficiency markings into the MCTFS.

<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	--

<u>OCCASIONS</u>	<u>CODE</u>	
	<u>REGULAR</u>	<u>RESERVE</u>
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

5. If the effective date for TR marks coincides with the requirement to report SA marks, TR marks will take precedence.

6. Conduct Markings

a. In addition to observance of the letter of law and regulations, conduct includes conformance to accepted usage and custom, and positive contributions to unit and Corps. General bearing, attitude, interest, reliability, courtesy, cooperation, obedience, adaptability, influence on others, moral fitness, physical fitness as effected by clean and temperate habits, and participation in unit activities not related directly to unit mission, are all factors of conduct and should be considered in evaluating the Marine. The mark assigned, after consideration of these qualities and, if necessary, consultation with the officer or senior noncommissioned officer who supervises the Marine's performance of duty, should represent a fair objective evaluation of the Marine's conduct for the marking period. Assignment to the weight control program is another factor which should be considered when assigning conduct marks.

b. In addition to the standards listed in the table below, the following general guidance applies to the assignment of conduct marks to Marines upon successful completion of recruit training:

(1) Generally, a recruit will receive a conduct mark in the 4.0-4.4 range. As an example, an average recruit would receive a conduct mark of 4.2. A recruit receiving nonjudicial punishment (NJP) will normally be assigned a conduct mark below 4.0.

(2) Recruits who receive a meritorious promotion, or are of meritorious promotion caliber for their efforts in recruit training, will receive a conduct mark in the 4.5-4.8 range.

(3) A recruit who is selected as a platoon or series honor graduate will receive a conduct mark in the 4.9-5.0 range.

c. Use the following general guidance and standards in assigning conduct marks; however, full discretion is left to commanders in assigning marks outside these standards for good and sufficient reasons. Base assignment of marks subsequent to the assignment of reduction marks for a punitive reduction upon the Marine's conduct in the current grade. Do not consider the NJP that awarded the reduction during this marking period. Document the assignment of a conduct mark below 4.0 for any reason other than court-martial or NJP (where no reduction was awarded) by a page 11 entry.

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF CONDUCT
0.0 to 1.9	Unacceptable	<p>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.</p>
2.0 to 2.9	Unsatisfactory	<p>No special court-martial. Not more than one summary court-martial. Not more than two nonjudicial punishments. Punitive reduction in grade.</p>
3.0 to 3.9	Below Average	<p>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.</p>
4.0 to 4.4	Average	<p>No offenses. No unfavorable impressions as to attitude, interests, cooperation, obedience, after-effects of intemperance, courtesy and consideration, and observance of regulations.</p>
4.5 to 4.8	Excellent	<p>No offense. Positive favorable impressions of the qualities listed in paragraph 4007.6a. Demonstrates reliability, good influence, sobriety, obedience, and industry.</p>
4.9 to 5.0	Outstanding	<p>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.</p>

7. Duty proficiency Marks

a. In assigning duty proficiency marks, use a scale of zero to five. The mark should indicate how well a Marine performed the primary duty during the marking period. In addition to technical skills and specialized knowledge, relating to duty proficiency marks, the **"whole Marine concept"** must be considered. Such attributes as mission accomplishment, leadership, intellect and wisdom, individual character, physical fitness, personal appearance, and completion of professional military education, Marine Corps Institute courses, and off duty education should also be evaluated and incorporated into the duty proficiency mark. Due allowance should be made when a Marine is filling a billet inconsistent with the Marine's grade. The commander should consult with the officer or senior noncommissioned officer who supervises the Marine's performance of duty prior to assigning duty proficiency marks.

b. In addition to the standards listed in the table below, the following guidance applies to assignment of duty proficiency marks to Marines upon successful completion of recruit training based on a level of performance achieved in the areas of marksmanship, water survival, close order drill, physical fitness, academic tests, and inspections.

(1) The majority of duty proficiency marks will be in the 4.0-4.4 range. As an example, an average recruit would receive a duty proficiency mark of 4.2.

(2) Recruits who receive a meritorious promotion, or are of meritorious promotion caliber for efforts in recruit training, will receive a duty proficiency mark in the 4.5-4.8 range.

(3) A recruit who is selected as a platoon or series honor graduate will receive a duty proficiency mark in the 4.9-5.0 range.

c. Use the following guidance and standards in assigning duty proficiency marks; however, full discretion is left to commanders in assigning marks outside these standards for good and sufficient reasons. Document a duty proficiency mark below 3.0 by a brief page 11 entry.

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.

4006. ADMINISTRATIVE REMARKS (NAVMC 118(11)). Past practices of field commands to indiscriminately record minor infractions, local command data, and command requirements prompted the decision to limit entries to an absolute minimum. Review of entry requirements is a continuing process, and as policy decisions are made, changes to this Manual will be published.

1. Limit administrative remarks to matters forming an essential and permanent part of a Marine's military history, which are not recorded elsewhere in the SRB or MCTFS, and which will be useful to future commanders.

2. The following instructions are applicable to entries recorded on this page:

a. Entries required by any other Marine Corps directives, but not included in this Manual, are unauthorized. Entries required by ALMARs, MARADMINs, Personnel Administrative Advisories, and higher headquarters directives are excluded from this restriction.

b. Separate entries by a heavy line. Reduce entries to the briefest possible form as provided in the sample entries and position them to use the minimum amount of space.

c. Upon immediate reenlistment, reproduce the page 11(s) containing entries from the previous enlistment and forward the copy(ies) as directed in table 4-2, column B.

d. The CG, MCRSC, is authorized to make those page 11 entries required to effectively administer the records of Reserve Marines.

e. The provisions of paragraph 1000.4c regarding adverse matter apply to the field service record. If applicable, an adverse entry will include statements to the effect that the Marine was provided the opportunity to make a rebuttal statement; the Marine did or did not choose to make such a statement; and if made, a copy of the statement is filed on the document side of the record. (Ensure a reproduced copy of the Marine's statement is forwarded with the reproduced page(s) 11 upon immediate reenlistment.) If the Marine elects to submit a statement, the Marine will have 5 working days after referral of the entry to return the completed statement to the commander for filing in the service record. Page 11 entries must include the following language ONLY if they concern misconduct or substandard performance, confirmed incidents of alcohol abuse, and administrative measures.

"I was advised that within 5 working days after acknowledgement of this entry a written rebuttal can be submitted and this rebuttal will be filed on the document side of the SRB. I choose (to) (not to) make a rebuttal."

(Signature of Marine)

(Signature of CO or by dir)

NOTE: If the Marine refuses to acknowledge (sign) an adverse/derogatory entry, add the statement "Marine refuses to acknowledge this entry" at the bottom of the entry. By refusing to acknowledge the entry the Marine forfeits the opportunity to make a rebuttal statement. Make a counter-entry immediately following the counseling entry to verify the Marine was made aware of the adverse/derogatory entry. The verification counter-entry may be signed by direction of the commanding officer.

f. Certain entries require authentication by the commanding officer and/or acknowledgment (signature) by the Marine. These specific signature requirements are indicated in the text or sample entries. All other page 11 entries may be signed by direction of the commanding officer (unit commander) unless otherwise indicated. "Unit Commander" is defined as the company, battery, or squadron commander or their functional equivalent; i.e., OIC, I-I, etc. (See paragraph 4001.4h concerning signatures.)

3. Authorized

Entries

a. In Hands of Civil Authorities (IHCA)/In Hands of Foreign Authorities (IHFA). When the Marine is IHCA/IHFA and later acquitted or released without trial, record inclusive dates of confinement and the fact of acquittal or release without trial. If convicted, record date of arrest, nature and date of the offense, trial date, the fact of conviction, sentence adjudged, and action taken by the commander.

b. Personnel Reliability Program (PRP)

(1) Preliminary screening incident to transfer for training which will lead to a PRP assignment is required. Sample entry:

"(Date). Preliminary PRP screening of personnel records, medical evaluation, and personnel interview IAW SECNAVINST 5510.35. Appropriate investigation initiated. You are suitable for transfer for training. Capt. F. H. CLAYTON, USMC, SOI, 5Jun94." (Signature of CO or official designated by CO.)

(2) Formal PRP screening is required for personnel engaged in training leading to a PRP assignment. The training command will review the individual's personnel records to ensure that the preliminary screening was done, and if the individual is not qualified based on this record review alone, the training command will briefly state that the member was found unsuitable for PRP training assignment. Sample entry:

"(Date). Formal PRP screening has been conducted and based a upon review of records, you were found unsuitable for PRP training and assignment IAW SECNAVINST 5510.35. Maj J. M. CARRIA, USMC." (Signature of CO or official designated by CO.)

(3) Permanent decertification is a formal determination that the Certifying Official can no longer assert that the individual continues to meet the reliability standards provided in enclosure (3) to SECNAVINST 5510.35. The following signed and dated entry will be made:

"(Date). I, (name/grade/MOS), have been advised that I have been permanently decertified for assignment to a reliability billet as defined in SECNAVINST 5510.35. I understand this decertification will be made a part of my permanent record. I did/did not submit a statement on my behalf with the report of decertification submitted to CMC.

(Signature of Marine)

(Signature of CO/DesigRep)

c. Record of Issue of Wet-Type Diver's Dress, Campaign Service Hat, Suitcase and Trunks. An entry is required when a Marine is issued any of the above items. The entry is considered permanent. Do not change or delete the entry unless the Marine is separated under other than honorable conditions, and the equipment is returned.

d. Not Recommended/Recommended But Not Eligible for Reenlistment. Marines not recommended, or recommended but not eligible, for reenlistment per MCO P1040.31, Career Planning and Development Guide, will be counseled by their commanding officer. Record the following entry on page 11 of the service record when an RE-3 or RE-4 reenlistment code is assigned. Also use this entry when the CMC assigns a reenlistment code of RE-1B or RE-1C. This entry will be signed by both the Marine and his/her commanding Officer:

"I have been informed by my Commanding Officer that I am (not recommended or recommended but not eligible) for reenlistment because (state reason) and will be/have been assigned a reenlistment code of (RE-4, RE-3, RE-1B, or RE-1C)."

e. Privates through Corporals Not Recommended for Promotion Due to Restrictions Listed in MCO P1400.32. Privates through Corporal not recommended for promotion due to restrictions listed in MCO P1400.32, paragraph 1204.3f through 3n require only an initial page 11 SRB entry recorded for the restricted period. Monthly unit diary entry is still required until such time as the Marine is recommended for promotion. Sample entry:

"(Date). I understand that I am eligible but not recommended for promotion to (insert grade) due to (state restrictions) IAW MCO P1400.32, (par 1204.3f through 3n), as applicable, unless waived by appropriate authority. I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of my SRB. I choose (to) (not to) make a rebuttal. (Signature of Marine)."

f. Eligible but Not Recommended for Promotion. An entry is required when a Marine is eligible (refer to MCO P1400.32) 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: Sample entry:

"(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 can be submitted and this rebuttal will be filed on the document side of my SRB. I choose (to) (not to) make a rebuttal. (Signature of Marine)."

g. Eligible but Not Recommended for Promotion (Reserve Only). An entry is required when a Marine's strength category is changed to "X" due to unsatisfactory participation. Make a "final" not recommended for promotion entry upon completion of an administrative separation package for Marine's in the grades of Private through Corporal. The Marine will acknowledge (sign) the entry: Sample entry:

"(Date). I understand I am not recommended for promotion to (grade) because an administrative separation package recommending discharge was forwarded to GCMCA on (date). This will be the final recommendation unless I am returned to a satisfactory drilling status. I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of my SRB. I choose (to) (not to) make a rebuttal. (Signature of Marine)."

h. Promotion Restriction for Marines Denied Further Service. Make the following entry when a Marine is denied further service. The Marine will acknowledge the entry:

"(Date). I have been informed by my commanding officer that I am not eligible for extension of enlistment or reenlistment or I have been/will be denied further service for (reason). I will be assigned a reenlistment eligibility code RE-(XX) upon separation. I have been further informed that assignment of this RE code makes me ineligible for promotion or promotion consideration per MCO P1400.32. (Signature of Marine)."

i. Delayed Promotions under the Musicians Enlisted Options Program (MEOP, MCO 1130.54). Make the following entry when a Marine is not recommended for the next promotion on the eligibility date. (The Marine does not automatically lose the promotion incentive, rather the commander may delay the promotion until the Marine is recommended.)

"(Date). I have been informed by my commanding officer that I am not recommended for promotion to (insert grade) for a period of (not to exceed 90 days) because of (state reason). I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of my SRB. I choose (to) (not to) make a rebuttal. Signature of Marine."

j. Early Separation Upon Return to the CONUS. The following entry is required when a Marine requests early separation upon return to CONUS per MCO P1900.16, par 1006. Sample entry:

"(Date). I hereby consent to be (discharged) (released) on (Date) in lieu of my normal or established date of discharge or release on (Date). My enlistment (including any extension thereof) or period of extended active duty will expire 90 days or less after the date of my arrival in the CONUS. I am not indebted to the U.S. Government. I do not intend to reenlist. I am not transferring to the Fleet Marine Corps Reserve. I understand that entitlement to pay and allowances and credit for active Federal Service ceases on the actual date of my separation from active duty. (Signature of Marine)."

k. Voluntary withdrawal from Enlistment Incentives Program. An entry is required when a Marine, prior to completion of Marine Combat Training, voluntarily withdraws from an enlistment incentive program. Sample entry:

"(Date). I have voluntarily withdrawn as an enlistee under my enlistment incentives program (Program Enlisted For (PEF) code). I understand that I will now be assigned to any MOS, per the needs of the Marine Corps, and that the MOS I am assigned may be a MOS within my original enlistment program. (Signature of Marine)."

l. Certification and Suspension or Revocation of Air Traffic Control (ATC) Certification. NAVAIR 00-80T-114, paragraph 3.3.1.2, requires a permanent record of ATC ratings. Accordingly, make an entry upon initial certification of ATC ratings. Local ATC recertifications do not require additional entries in the service record. The initial certification entry is in addition to the entries required in the Marine's ATC training and qualification record (NAVMC 11004). NAVAIR 00-80T-114, paragraph 4.4, requires an entry in the service records of Marines whose certification as an ATC is suspended or revoked. NAVAIR 00-80T-114 further stipulates that a suspension or revocation is an administrative action and is not to be construed as disciplinary action. The entry must contain that information as part of the entry. The Marine will sign the suspension/revocation entry. Sample entry:

"(Date). ATC Rating(s) (type(s)) is/are (suspended or revoked) this date. I acknowledge this (suspension or revocation) as an administrative action authorized by the ATC officer and this action is not of a disciplinary nature."

m. Revocation of Aviation Insignia (Navy, and Combat Aircrew/Explosive Ordnance Disposal (EOD) Insignia). Make an entry when a Marine's eligibility to wear the Aviation Insignia/EOD Insignia is revoked. Sample entry:

"Date. The authority to wear (type of Aviation Insignia/EOD Basic, Senior, Master Insignia) is revoked (cite reason and authority for revocation) effective (date)."

n.

Revocation/Reinstatement of Authority to wear Parachute Jumping Insignia. Make an entry when a Marine's eligibility to wear the parachute jumping insignia is revoked/reinstated. Sample entry:

"Date. The assignment to duty involving parachute jumping is (terminated/reinstated) (cite reason and authority) effective (date). Authority to wear parachute jumping insignia (is) or (is not) (revoked/authorized)."

o. Confirmed Incidents of Illegal Drug Abuse or Possession. (Refer to MCO P5300.12.) Record in the SRB, all confirmed incidents (civil or military) of illegal involvement. Consult MCO P1610.7 concerning requirements for submission of a "DC" fitness report. Whenever the counseling entry is made, the Marine must be afforded the opportunity to make a written rebuttal. File the rebuttal, if any, on the document side of the Marine's SRB. The entry must include the language contained in paragraph 4006.2r(a) concerning the Marine's right to submit a rebuttal. The Marine will acknowledge (sign) the counseling entry. Sample entry:

"(Date). Counseled this date concerning my illegal drug involvement, (cocaine usage identified through urinalysis confirmed by Navy Drug Lab JAXFL msg 120900Z Oct97). Specific recommendations for corrective action: don't use drugs. Seen by substance abuse counselor on (Date). I was advised that within 5 working days after acknowledgment of this entry a written rebuttal can be submitted and this rebuttal will be filed on the document side of my SRB. I choose (to) (not to) make a rebuttal.

(Signature of Marine)

(Signature of CO or By dir)

NOTE: Failure to take corrective action, etc. statement is no longer applicable and should not be used, since administrative separation processing of all personnel who use drugs is mandatory. There is still a requirement, however, for all persons identified and confirmed as drug abusers to be seen by substance abuse counselors.

p. Alcohol Abuse. (Refer to MCO P5300.12) Commanders will direct a SRB entry be made after counseling a Marine for any alcohol-related misconduct or unsatisfactory performance. Consult MCO P1610.7 for "DC" fitness report submission requirements on second and subsequent incidents, and mandatory Section C comment requirements. Whenever the counseling entry is made, the Marine must be afforded the opportunity to make a written statement, file the statement, if any, on the document side of the Marine's SRB. The entry must include the language contained in paragraph 4006.2r(a) concerning the Marine's right to submit a rebuttal. The Marine will acknowledge (sign) the counseling entry. Sample entry:

"(Date). Counseled this date concerning my conviction of (list charge(s); provide specific recommendations for corrective action; and assistance available). (If the commander plans to process the Marine for judicial or separation proceedings as a result of the offense, include the information in the entry. If the commander does not plan to process the Marine for separation due to deficiencies, include the following sentence: "I am advised that failure to take corrective action may result in administrative separation or limitation on further service.") I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the documents side of the service record. I choose (to) (not to) make such a statement. Signature of Marine."

q. General Assignment Policy Career Enlisted Marines/General Overseas Assignment Policies. (Refer to MCO P1300.8.) The Marine will sign all sample entries contained in this subparagraph:

(1) Career enlisted Marines in receipt of PCSO's issued by the CMC, who do not have sufficient obligated service to complete the prescribed tour, will be immediately afforded the opportunity to extend/reenlist in order to have the required active service. When the Marine states that he/she does not desire to extend/reenlist, the CMC (MMEA) will be promptly notified and the following service record entry made:

"(Date). I have been assigned reenlistment eligibility code RE-30. Reason: I will not extend/reenlist to comply with PCS orders. I have been advised that Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay unless specifically authorized by the CMC (MMEA). I have been given the opportunity to submit a statement and that statement, if submitted, will be filed on the document side of my SRB. I choose (to) (not to) submit a statement. Signature of Marine."

(2) Career enlisted Marines transferred to CONUS for discharge prior to the completion of the prescribed tour length because they will not extend/reenlist, will be informed that they cannot extend/reenlist after their arrival in CONUS. The following entry will be made:

"(Date). I hereby accept transfer to the United States for discharge. I have been assigned reenlistment eligibility code RE-30. Reason: I will not extend/reenlist in order to complete the tour length. I have been advised that Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay unless specifically authorized by the CMC (MMEA). I have been given the opportunity to submit a statement and that statement, if submitted, will be filed on the document side of my SRB. I choose (to) (not to) submit a statement. Signature of Marine."

(3) Request for Waiver of privileges as a Sole Surviving Son or Daughter. An entry is required for a Marine who requests a waiver of privileges as a sole surviving son or daughter. The following entry will be made submission of the request to CMC (MMEA):

"(Date). I hereby waive my rights to restrictive assignment as a sole surviving son/daughter per MCO P1300.8. Signature of Marine."

(4) Revocation of Waived Status as a Sole Surviving Son or Daughter. A Marine who has waived status as a sole surviving son or daughter may request reinstatement of that status at any time. They will have the following statement made upon submission of the request to CMC (MMEA):

"(Date). I hereby revoke the waiver of my sole surviving son/daughter status and request reinstatement of that status per MCO P1300.8. Signature of Marine."

r. Administrative Separation Counseling (6105) Entry.

Administrative separation processing for certain specific basis of separation may not be initiated until the Marine is counseled concerning deficiencies and afforded an opportunity to overcome these deficiencies. (Refer to MCO P1900.16.) Commanders may also use the below entry for counseling concerning deficiencies for which administrative separation or nonjudicial punishment actions are not appropriate or contemplated. The entry must include the language contained in paragraph 4006.2r(a) concerning the Marine's right to submit a rebuttal. (See paragraph 4006.2r(a) below for rebuttal guidance.) The Marine will acknowledge (sign) the counseling entry. (See paragraph 4006.2e concerning possible counter-entry requirements and see NOTE 1 through 4 below for commander's guidance.)

"(Date). Counseled this date concerning deficiencies; (list deficiencies; provide specific recommendation for corrective action; assistance available). If the commander plans to process the Marine for judicial or separation proceedings as a result of the deficiencies, include that information in the entry. If the commander does not plan to process the Marine for separation due to the deficiencies, include the following sentence: "I am advised that failure to take corrective action may result in administrative separation or limitation on further service." I was advised that within 5 working days after acknowledgment of this entry a written rebuttal can be submitted and this rebuttal will be filed on the document side of the SRB. I choose (to) (not to) make a rebuttal."

NOTE 1: The Marine's signature acknowledges that counseling has occurred, not that the Marine concurs with the content of the entry.

NOTE 2: The Commanding Officer/Unit Commander must physically sign this adverse page 11 entry.

NOTE 3: The date entered is the day the Commanding Officer actually counsels the individual Marine. The date is entered by the commander at the time of counseling using a date stamp or by pen.

NOTE 4: Forward a photocopy of the completed page 11 entry and written rebuttal statement to CMC (MMSB-20) within 30 days.

(a) When the individual Marine desires to make a statement, the following guidance applies:

(1) Complete the statement using a plain white paper, preferably typed written.

(2) The Marine's statement must conform to Article 1122, U. S. Navy Regulations regarding temperate language, limited to pertinent facts concerning the deficiencies identified in the page 11 entry and shall not question or impugn the motives of another person.

(3) This is not the forum for surfacing issues more timely and appropriately handled at either request mast or through an Article 138, UCMJ, Complaints of Wrongs hearing.

(b) If the individual Marine annotates their desire "not to" make a statement, the entry is appropriately annotated as such and no further action is required.

s. Service Award Election (Reserve Only). When Marine Corps reservists are assigned to active duty in connection with the Active Reserve (AR) Program, they must elect whether to continue their eligibility period for the Selected Marine Corps Reserve Medal (SMCRM) or start a new eligibility commencement date for the award of the Good Conduct Medal (GCM). If the Marine elects to receive the GCM, enter the commencement date on page 12. Make one of the following entries, signed by the Marine, upon assignment to AR:

(1) "(Date). I elect to continue my period of entitlement and eligibility to the SMCRM while assigned to AR Program."

(2) "(Date). I elect entitlement to receive the GCM while participating in the AR Program."

t. Disposition of Selected Marine Corps Reservists (SMCR) as a Result of Unit Deactivation, Redesignation, or Relocation

(1) SMCR's awaiting IADT or at IADT may train for another MOS contingent upon school seat availability compatible with another SMCR unit within reasonable commuting distance. The following entry will be made and signed by SMCR concerned:

"Due to my SMCR unit being deactivated, redesignated, or relocated, I agree to retrain in MOS _____ which is compatible with (unit title-location). I understand that by transferring to this unit upon completion of my IADT, I am still required to fulfill my mandatory Reserve participation requirements as set forth in current DOD and Marine Corps Regulations. I understand I retain entitlement to any enlistment incentive I was guaranteed in my original contract providing I meet SMCR participation requirements. Signature of Marine."

(2) When SMCR's are awaiting IADT or at IADT who are discharged at the Convenience of the Government due to unit deactivation, relocation, or redesignation, they must have the following paragraph typed in the remarks block of the DD Form 214 and on page 11 of the SRB.

"I understand by accepting this discharge from the U.S. Marine Corps Reserve I voluntarily give up my entitlement to transition assistance benefits, Reserve Montgomery G.I. Bill, and any enlistment incentives that were offered to me upon my initial enlistment as reflected in my Reserve Optional Enlistment Program statement of understanding. I also understand that if, at a later date I chose to reenter the Marine Corps, I will fully repeat any incomplete portions of the three stages of entry-level training: Recruit Training, MCT, and MOS training. However, any prior active duty service is creditable for pay and allowances. Signature of Marine."

(3) SMCR Non-Mandatory Participants that are at SMCR units will coordinate with the Commanding Officers of SMCR Units within reasonable commuting distance to find and be offered an SMCR billet of the same grade. Marines offered an SMCR billet of the same grade within a reasonable commuting distance will sign the following page 11 entry in the service records:

"I am aware I am not eligible for Reserve transition benefits under Public Law 102-484 of 23 Oct 92 because I have been offered another SMCR billet of the same grade within a reasonable commuting distance. Signature of Marine."

(4) SMCR who are eligible for MGIB-SR and transferred to the IRR, who are not qualified for Reserve Transition Benefits because they have less than 12 months of SMCR participation sign the following page 11 entry:

"I understand that my Reserve Montgomery GI Bill-Selective Reserve (MGIB-SR) entitlement will be suspended the day I transfer to the Individual Ready Reserve. I am also aware that I have only one year to reaffiliate with an SMCR Unit or another Reserve Component Unit in order to reestablish MGIB-SR eligibility. Signature of Marine."

u. Critical Acquisition Program (CAP). Assignment to CAP requires a signed tenure agreement to remain in that position for at least three years. Career enlisted Marines in receipt of PCSOs issued by the CMC who do not have sufficient obligated service to complete the prescribed tour will be immediately afforded the opportunity to extend/reenlist in order to qualify for assignment. The following page 11 entry will be made and signed. (Refer to MCO P1300.8.)

"I have been assigned reenlistment eligibility code RE-30. Reason: I will not extend/reenlist to comply with PCS orders. I have been advised that Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay unless specifically authorized by CMC (MMEA). I have been given the opportunity to submit a statement and that statement, if submitted, will be filed on the document side of my SRB. I choose (to) (not to) submit a statement. Signed by Marine."

v. Survivor Benefit Plan (SBP). Commanders make an entry to reflect that the eligible Marine has been counseled in the 18th year of service and again 60 days before retirement and fully understands that enrollment in the SBP at the maximum level is automatic unless a [DD Form 2656](#) is received at DFAS, Cleveland 30 days prior to the date the member becomes eligible for retired pay. An entry must also reflect that the spouse of the Marine who elects less than maximum coverage (base amount is less than full retired pay), no coverage at all, or covers a child and not the spouse, is notified of the election made. Make the required notification to the spouse in person or by certified mail. (See MCO P1741.11.) Sample entries:

(1) "(Date). I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions of the Plan. Signature of Marine."

(2) "(Date). Marine has elected (no coverage or elected child coverage only) under SBP, [DD Form 2656](#) forwarded to DFAS, Cleveland this date."

(3) "(Date). Marine has elected reduced coverage under SBP. [DD Form 2656](#) forwarded to DFAS, Cleveland this date."

(4) "(Date). Mr/Mrs (full name) personally counseled this date on provisions of SBP and of the effect of her husband/his wife electing (no coverage, child coverage, or reduced coverage) and [DD Form 2656](#) certification completed." If personal counseling is not feasible, indicate that it was accomplished by mail and that the [DD Form 2656](#) was forwarded for certification and return. (Attach the certified mail return receipt to the page 11 entry.)

(5) "(Date). Marine, single with no dependent children, elected insurable interest coverage on behalf of (full name), [DD Form 2656](#) forwarded to DFAS, Cleveland this date. Signature of Marine."

w. Withholding Authority for the Marine Corps Good Conduct Medal (GCM). Make the following entry when a Marine is denied awarding of the GCM per the letter from the officer exercising general courts-martial authority. Sample entry:

"(Date). I have been informed by my commanding officer that I am not eligible for the awarding of the Good Conduct Medal, award period of (enter appropriate award period) per the authority contained in the CG, (Appropriate MSC) letter dated _____."

x. Additional Guidance Concerning Page 11 Entries:

(1) Commanders are authorized to make other entries on this page that are essential to document an event in a Marine's career for which no other means or method of recording exists. Authorized entries under this rule must meet two tests: (1) the information contained in the entry is of permanent value to the Marine's career; and, (2) the information is not, or cannot be, documented anywhere else in the SRB, medical records, or the Marine's MCTFS record. Participation in certain operations (excluding routine training exercises/operations) not specifically identified as combat operations or as having a potential for escalating into combat operations and humanitarian

relief efforts (i.e., California Loma Prieta Earthquake Relief, etc.) are considered to be significant events in a Marine's military career.

(2) Restrictions

(a) Do not make entries on page 11 which concern administrative discharge or competency review proceedings if they do not, upon final review, result in discharge or reduction.

(b) Commanders will not use page 11 as a local training record. Do not make entries to document local indoctrination lectures or acknowledgment of certain local regulations pertaining to drug/alcohol, uniform, and fraternization policies. As an exception, the commanding Officer, MSG Battalion may make necessary counseling entries regarding fraternization with civilian personnel upon assignment of the Marines to certain posts.

(c) Do not make separate entries for assignment to or removal from the weight control/military appearance program. The administrative separation counseling entry required by MCO P1900.16 upon assignment to weight control, the completion of enclosure (4) to MCO 6100.10, the assignment and removal entries reported in MCTFS, and entries made in the Marine's health record are considered sufficient to satisfy the recording and documentation requirements. There is no requirement other than the MCTFS entry, to record a Marine's removal from weight control/military appearance program.

4007. UNIT PUNISHMENT BOOK (5812) (NAVMC 10132)

1. [NAVMC 10132](#) is designed for recording offenses and punishments, for establishing command jurisdiction at time of offense, and accounting for unauthorized absences (in excess of 24 hours) and marks of desertion. Upon immediate reenlistment, reproduce any [NAVMC 10132](#) and forward the copy(ies) per table 4-1, column B. See paragraph 4003.3.)

2. The offenses and punishment section is designed for recording nonjudicial punishment (NJP) and UA. The time a Marine spends

IHCA before trial in a civilian court is not UA if the Marine was not absent without authority at the time of arrest and (1) the charges are dismissed, or (2) the Marine is found not guilty of all charges. Do not record nonpunitive measures, such as those listed in R.C.M. 306 (c) (2), MCM, 1995, and in sections 0102-0105 of the JAGMAN, which are not NJP's. This also applies to the old Marine Corps term "commanding officer's warning," which is not an authorized term under nonpunitive measures and will not be used or recorded. Entries regarding courts-martial are not authorized.

a. Signatures on the Unit Punishment Book will be that of the commander or as authorized by paragraph 3006 of MCO P5800.16 (LEGADMINMAN).

b. Entries on the Unit Punishment Book are self explanatory. Paragraph 3006 of MCO P5600.16 (LEGADMINMAN) contains detailed preparation instructions. Sample entries are provided in paragraphs 3006.5e and h. Note: A change to the LEGADMINMAN will reflect up-to-date detailed preparation instructions.

(1) Oral reprimands may be nonpunitive (not intended as NJP) or punitive (intended as NJP). If the officer conducting NJP imposes only an oral reprimand during the proceedings and intends the reprimand to be punitive in nature, prepare a normal NJP entry and include this fact as the punishment imposed (e.g., Awd oral reprimand). If, however, the officer intends the oral reprimand to be nonpunitive, do not retain the Unit Punishment Book as a matter of record.

(2) Compliance with U.S. Versus Booker. 5 M.J. 238 (CMA 1977) and U.S. Versus McLemore. 10 M.J. 238 (CMA 1981). Before considering NJP in aggravation at a subsequent court-martial, the above cases and JAGMAN, section 0109, require a written statement showing that an accused did not exercise the right to refuse NJP, and that acceptance of NJP does not preclude the command from taking other adverse administrative action against the accused. Compliance is accomplished by completing the entry in block 2 of the [NAVMC 10132](#), signed by the accused prior to imposition of NJP.

(a) If a hearing of NJP results in no punishment imposed, do not retain the Unit Punishment Book (5812) as a matter of record. See paragraph 3006.5h of the LEGADMINMAN.

(b) Record as a standard entry from the samples provided in paragraph 3006.5R(1)(c) of the LEGADMINMAN.

(3) Unauthorized Absence (UA). The importance of accuracy in content and signature on all entries regarding UA cannot be overly stressed. UA entries are used as proof of an absence offense. The required information must be accurately recorded and properly authenticated in order to be allowed as evidence at a court-martial. If any aggravating circumstances are declared by the Marine and become known after the UA entry, and the UA is excused as unavoidable, delete the UA entry from the MCTFS and do not retain the Unit Punishment Book as a matter of record.

* Paragraphs 4007.2b(3)(a) through 4007.2B(3)(f) deleted by Ch 1.

IRAM

* Paragraphs 4007.2b(3) (a) through 4007.2B(3) (f)
deleted by Ch 1.

IRAM

* Paragraphs 4007.2b(3) (a) through 4007.2B(3) (f) deleted by Ch 1.

(4) Desertion

(a) Entry of Mark of Desertion. When a mark of desertion is required by current directives, record it in a narrative style to show date of entry of the mark, type of UA, hour and date UA commenced, RUC of the unit entering the mark, number and date of the unit diary showing that the Marine is dropped from the rolls, and any information which would show intent or lack of intent to desert. Examples:

"960131. UA(AWOL) fr this org since 0801, 960101. Declared deserter this date as of 0801 960101 and dropped fr the rolls of this org on RUC 54031 UD 00029 dtd 960131. DD 553 published this date."

"960302. UA(AWOL) fr this org since 0001, 960131 when failed to rpt in compliance with orders issued by HqBn, HQMC, ARLVA, to rpt to CG, 2d MarDiv, FMF, CamLej, NLT 2400, 960130. Declared a deserter this date as of 0001, 960131 and dropped fr the rolls of this org on RUC 12001 UD 00035 dtd 960302. DD 553 published this date."

"960204. Fr UA(AWOL) at 1000, 960202 when aprnd by RS, LBEACH. Issued orders and trans to rpt to CO, MCSFCo, MCSFBn, FMF, BRUNS, NLT 2000, 960203. UA(AWOL) since 2001, 960203 failed to rpt in compliance with those orders. Declared a deserter as of 2001, 960203 and dropped fr the rolls of this org on RUC 53270 UD 00032 dtd 960204."

(b) Administrative Requirements. Complete the following administrative requirements when a Marine enters into a desertion status:

(1) Prepare and distribute the [DD Form 553](#) (Notice of Absentee Wanted by the Armed Forces) per LEGADMINMAN.

(2) Drop the Marine from the rolls of the command per the MCTFSPRIM.

(3) Administratively declare the Marine a deserter on pages 3 and 12.

(4) Assign conduct/duty proficiency marks on the date preceding the to UA date.

(5) Assign conduct/duty proficiency marks of 0 and NA, respectively, with an effective date the same as UA date.

(c) Removal of Marks of Desertion. Only remove marks of desertion under the guidelines set forth in paragraph 5012, MCO P5800.16. Remove a mark of desertion by recording a counterentry as follows:

"(Date). The mark of desertion under (date) for the absence commencing (date) is hereby removed as erroneous. Authority: (Record the circumstances and authority for the removal of the mark of desertion). [DD Form 616](#) published (date)." Do not remove the mark of desertion in cases where Marines in a deserter status are apprehended and/or convicted by civil authorities. Exceptions to this policy are in MCO P5800.16, LEGADMINMAN. The finance officer maintaining the Marine's pay account must also be informed (by a copy of the signed [DD Form 616](#)) of the removal of the mark of desertion before the Marine can be paid any monies due prior to the Marine's entry into a desertion status. (See the LEGADMINMAN.)

3. Marine Corps Good Conduct Medal (GCM). The "Good Conduct Medal Period" beginning date is recorded for each GCM period.

a. When the actual date of commencement of a GCM period is known; e.g., date of first or recruit enlistment in the Marine Corps, date of first recruit enlistment in the Marine Corps Reserve for immediate assignment to active duty, enlisted reservists assigned to the Active Reserve (AR) program, etc., report the date per the MCTFSPRIM. When the actual date of commencement is not known due to broken active service, the commander may, after all other efforts to reconstruct a commencement date have been exhausted, request a constructive date of commencement from the CMC (MMA). (See MCO 1650.19 and SECNAVINST 1650.1)

b. When a GCM (or star in lieu of another medal) is awarded, report the new date of commencement as the date following the end of the award period on the UD per the MCTFSPRIM.

NOTE: Prior to 27 April 1990, Marines were allowed one NJP during a GCM period before the GCM commencement date changed. Under the old policy, the Marine's GCM date changed with the second NJP and upon each subsequent NJP during the GCM period. On 27 Apr 90, the current policy was instituted. See MCO 1650.19 for all eligibility requirements.

4. Selected Marine Corps Reserve Medal (SMCRM) and Armed Forces Reserve Medal (AFRM). The "Selected Marine Corps Reserve Medal" commencement dates are recorded for the SMCRM and AFRM periods for Reserve enlisted Marines and reported on the UD per the MCTFSPRIM.

a. An enlisted reservist entering AR status must select (1) continuation of the applicable SMCRM period, or (2) to start a new GCM commencement date. Document this selection by an entry on page 11. If the Marine elects to continue the SMCRM period, award the medal or bronze star when the Marine meets requirements. Upon completion of the SMCRM period for which the SMCRM or bronze star is awarded, the Marine will, without further election, commence eligibility for the GCM. The GCM commencement date will be the day following the ending date for which the SMCRM was awarded.

b. AFRM Commencement Date. For nonprior service recruits awaiting IADT, the date contracted is the commencement date. For prior service Marines the date joined to the Marine Corps Reserve is the commencement date. MCO 1650.19 contains detailed instructions concerning the awarding of the AFRM and subsequent devices (Mobilization, Bronze Hour-glass, Silver Hour-glass, Gold Hour-glass, and the Gold/Bronze Hour-glass).

c. Marine Corps Reserve personnel serving in an AR billet may continue to count service for the award to which they were qualifying for upon entering in the AR program but may not commence a new period of qualifying service.

d. Criteria for the AFRM and SMCRM are contained in SECNAVINST 1650.1. If a Marine fails to qualify under any of the criteria stated above, report the new commencement date as appropriate.

e. Record commencement dates for the SMCRM and AFRM and report in MCTFS via the unit diary. When the medal or a star (in lieu of 2d and subsequent awards) is awarded, record and report the appropriate entry via the unit diary. Record the date the new qualification period commences and report a new commencement date in the MCTFS. The new commencement date is the day following the end of the period for which the award was made. If a commencement date cannot be determined, the commander will request a constructive date of commencement from the CMC (MMMA).

4008. RECORD OF CONVICTION BY COURT-MARTIAL (NAVMC 118(13)); SUPPLEMENTARY RECORD OF CONVICTION BY COURT-MARTIAL (NAVMC 118(13A))

1. NAVMC 118(13) and NAVMC 118(13A) are forms that record the history of a court-martial. These can also serve as evidence of a previous conviction when a Marine is to receive a subsequent court-martial.

2. Prepare the Record of Conviction by Court-Martial (NAVMC 118(13)) for each summary, special, and general court-martial. Prepare and distribute the page 13 as follows:

a. General

(1) Prepare in duplicate (both copies must be signed).

(2) Use authorized abbreviations.

(3) If there is insufficient room in any block on the page 13 to enter required information, continue the information on the reverse of the page. Indicate in the block being continued, "Contd on Reverse." On the reverse of the page, indicate "Block ___ Contd." and enter the appropriate information. If all room on the front and reverse of the page is filled and more information needs to be recorded, use 8 1/2 x 11 inch white bond paper. Enter the Marine's identifying information on the bottom of the continuation sheet. Number the continuation sheet accordingly, i.e., 13-1a, 13-2a, etc. When a continuation sheet is used enter "Contd on Supp Pg" after the page number on the page 13.

(4) Until forwarding the NAVMC 118(13 & 13A) to HQMC, both copies should be filed in the SRB.

(5) When action has been taken by proper authority that results in setting aside the findings on all charges and specifications, remove and destroy both copies.

(6) When all or part of the sentence is approved by the convening authority, complete the form and forward the signed duplicate copy to the CMC (MMSB) for filing in the OMPF. Retain the original in the Marine's SRB.

(7) If the court-martial acquits the accused of all charges and specifications, then no page 13 or 13A is completed, and the SRB or OQR will contain no indication that the accused's case was referred to a court-martial.

b. Specific Blocks

(1) Reverse Side. Compliance with U.S. Versus Booker, 5 M.J. 238 (CMA 1977) and U.S. Versus McLemore, 10 M.J. 238 (CMA 1981). Before a summary court-martial (SCM) can be considered in aggravation at a subsequent court-martial, the above cases implies that a written statement is required to show that the accused was given the opportunity to consult with independent counsel prior to accepting trial by SCM, the accused did not exercise the right to refuse trial by SCM, and that acceptance of a trial by GCM does not preclude the command from taking other adverse administrative action against the accused. Compliance may be accomplished by recording an entry on the reverse side of the page 13, signed by the accused, prior to commencement of the trial. The following is an example of an entry which is sufficient for this purpose. Use of a rubber stamp is authorized.

"(Date). I certify 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 SCM for violation of Article(s) _____ of the UCMJ. I understand I have the right to refuse that SCM; I (do) (do not) choose to exercise that right. I further understand that acceptance of trial by SCM does not preclude my command from taking other adverse administrative action against me. I (will) (will not) be represented by a civilian/military lawyer. Signature of Marine."

(2) Block 1. Give the complete organizational unit address of the accused (including ZIP code).

(3) Block 2. Place an "x" in the block reflecting the type of court-martial by which the accused was tried. For date of trial, reflect the date the sentence was adjudged.

(4) Block 3. State each charge and describe each specification in sufficient detail to show date and place of commission, and nature and seriousness of offense alleged. The mere statement, "Viol of Art. 86" is not adequate. For example, in case of UA offenses, show the inclusive dates of absence; in the case of disobedience of orders, include the gist of the order violated so that the seriousness of the offense is indicated. Example: "Chg I-Viol Art 134 UCMJ. SPEC 1. Drunk and disorderly on 960605 in Bremerton, WA. SPEC 2. Dis M16 rifle in bks; MB, NSB, Bangor, Bremerton, WA, on 960605. Chg II-Viol Art 85 UCMJ. SPEC 1., etc." Number charges and specifications as they were numbered on the charge sheet.

(5) Block 4. State the findings of each charge and each specification under each charge. For example, when there is only one charge and specification, the findings would be set out as follows:

"Chg: G; Spec, Chg: G"

When there is more than one charge and specification, the findings would be set out as follows:

"Chg I: G; Spec 1, Chg I: G; Spec 2, Chg I: G;

Chg II: NG; Spec, Chg II: NG;

Chg III: G; Spec 1, Chg III: NG; Spec 2, Chg III: G; Spec 3, Chg III: NG"

When the accused is found guilty of an offense that is different, or in the case of unauthorized absence, shorter than was alleged in the specification, use this example:

"Chg I: G; Spec 1, Chg I: G-UA (AWOL) fr
790916-791127

Chg II: G; Spec, Chg II: G-except words "in the neck and" substituting "in the back and"

Chg III: G; Spec 1, Chg III: G; Spec 2, Chg III:
G"

(6) Block 4A. Place an "X" in the appropriate block to reflect whether or not the accused was represented by counsel or that representation was waived.

(7) Block 5. State entire sentence briefly. Example: "To forfeit \$35 per month for 1 month; to be confined at hard labor for 1 month." "To be discharged with a BCD; to be confined at hard labor for 5 months; and to forfeit \$150 per month for 5 months."

(8) Block 6. Briefly summarize action taken by, and date of, convening authority's action. Examples: "Approved and ordered executed;" "Approved and ordered executed. Forfeit of \$150 per month for 3 months suspension for 6 months." "Finding on Charge I Spec 1 disapproved." "Only so much of the sentence as provided for confinement at hard labor for 3 months, forfeit of \$150 per month for 2 months and Reduction to E-1 is approved and ordered executed." Examples for sentences that include a BCD are: "Approved." "Sentence is approved and, except for the BCD will be executed." "Only so much of the sentence as provides for a BCD and CHL x 4 months is approved and, except for the BCD, will be executed."

NOTE: Any court-martial sentence which included a punitive discharge or confinement exceeding 90 days (if the sentence is expressed in days) or 3 months (if the sentence is expressed in months) triggers an automatic reduction to private first class unless the convening authority suspends or remits this automatic reduction. Block 6 must reflect the convening authority's action concerning the automatic reduction.

(9) Block 7. When a court-martial sentence, as approved by the convening authority, includes forfeiture or detention of pay, fine, or reduction in grade, enter date and number of the unit diary by which the disbursing officer is notified.

(10) Block 8. Type the name of the individual signing the page 13.

(11) Block 9. Type the grade of the individual signing the page 13; e.g., Col, LtCol, etc.

(12) Block 10. Insert the title of the commanding officer or officer authorized to sign "by direction" of the commanding officer in this block, along with the complete identity of the organization.

(13) Blocks 11-15 on the NAVMC 118(13) (Rev. 8-74). Under MCM, 1995, these blocks are left blank.

(14) Insert accused's last name, first name, initial, and SSN; as indicated.

(15) Numbering of Pages. Insert the number "1" in the block provided at the bottom of the page alongside 13, for the first conviction by court-martial. Number subsequent pages prepared to record convictions by court-martial consecutively; i.e., place the number "2" in the block to indicate the second conviction, and so on. See paragraph 2004.2a for additional requirements when using a continuation sheet.

3. When subsequent action is taken on an SCM or SPCM sentence by the convening authority, wherein the sentence did not include an approved bad conduct discharge, prepare an original and duplicate page 13A, as follows:

a. Complete blocks 1 and 2 by inserting the accused's organization at the time of the original trial (same as page 13). Insert in block 2 the type of court-martial and the date of the trial (same as page 13).

b. Block 6. If the convening authority has taken a subsequent action, immediately after the word "ACTION:" in block 6, insert the word "Supplemental," the date, and briefly state the subsequent action. Example: "The sent as susp on (date of action suspending sentence) is vacated. Unexecuted portion of sent to cnft at hard labor for 2 mos, forf of \$100 per mo for 2 mos and reduction to E-1 ordered executed." "Unexecuted sentence remitted this date," "Cnft unexecuted as of date of this action susp for 6 months."

c. Blocks 7, 8, 9, and 10. Complete same as page 13.

d. Numbering. Number the page the same as the original page 13 to which the case relates and immediately to the right of the block insert "a." Example: If the original page 13 conviction record numbered "13 1", number the subsequent page "13 1 a." See paragraph 4012.2a(3) when required to use the continuation sheet.

4. Prepare the supplementary record of conviction by court-martial (NAVMC 118(13A)) in all cases in conviction by general court-martial, and in those cases involving conviction by SPCM where an approved bad conduct discharge (whether or not suspended) is included as part of the sentence. Prepare and distribute the page 13A per the following:

a. General

(1) Prepare in duplicate.

(2) Use authorized abbreviations.

(3) If there is insufficient room in any block on the page 13A to enter required information, continue the information on the reverse of the page. Indicate in the block being continued, "Contd on Reverse." On the reverse of the page, indicate "Block _____ Contd:" and enter the appropriate information. If all room on the front and reverse of the page is filled, and more information needs to be recorded, use 8 1/2 x 11 inch white bond paper. Enter the Marine's identifying information on the bottom of the continuation sheet. Number the continuation sheet accordingly, i.e., 13-1a, 13-2a, etc. When a continuation sheet is used enter "Contd on Supp Pg" after the page number on the page 13A.

(4) Initially, file both copies in the SRB.

(5) Prepare portions of the page as soon as practicable after receipt of the information. For example, complete as much of the page as possible upon receipt of a Navy-Marine Corps Court of Criminal Appeals decision.

(6) When review of higher authority results in setting aside the findings on all charges and specifications, remove and destroy the original and duplicate of NAVMC 118(13A) together with the original of the record of conviction by court-martial.

(7) Upon completion of all items, forward signed duplicate to the CMC (MMSB) for filing in the OMPF. If the signed duplicate is not a carbon copy of the original, it should be marked "Duplicate Copy."

b. Specific Blocks. Items not covered are considered self-explanatory.

(1) Block 3. Briefly summarize action taken by board of review. Record in space provided the date of the Navy-Marine Corps Court of Criminal Appeals action. In those cases not reviewed by board of review, insert the word "None."

(2) Block 4. Insert date the accused received for the Navy-Marine Corps Court of Criminal Appeals decision.

(3) Block 5. Briefly summarize action taken by the SecNav or Judge Advocate General. Insert in space provided the date such action was taken. If no action is taken by the SecNav or the Judge Advocate General, insert the word "None."

(4) Block 6. Enter date the certificate of attempted service is executed in cases where the accused was absent from the place of duty, and delivery of the Navy-Marine Corps Court of Criminal Appeals decision and action of the Judge Advocate General is impossible.

(5) Block 8. Enter final date by which accused may petition the Court of Appeals for the Armed Forces grant of review.

(6) Blocks 11 and 16. Enter title and organization of officer authorized to sign. Signatures shall be those of the commander or an officer duly designated by the commander, in which case the entry will be signed by direction.

(7) Block 13. Briefly summarize action taken by Court of Appeals for the Armed Forces. Insert in space provided the date of the court's decision.

(8) Numbering of Pages. The number inserted in the block opposite the number 13A will be the same number given the page 13 to which the supplementary record refers.

5. If, after approval by proper authority, a change in the sentence is made by the same or other proper authority and the page 13 or 13A previously executed does not reflect the true status of the case, prepare an additional page 13 or 13A, as appropriate.

a. Contents. This additional page will contain in the appropriate blocks or spaces the following information: the type of court, date of trial, date of new action, authority taking new

action; e.g., convening authority, Judge Advocate General (Court of Criminal Appeals), Court of Appeals for the Armed Forces or Clemency Board/SECNAV, summary of new action, and authenticating signature with title and organization of the convicted Marine's commanding officer or an officer duly designated by the commander. In the latter event, the entry to be signed "By dir." Enter complete identifying information of the convicted Marine to include name, SSN, and grade at the time of the entry and designate this as an additional page by recording the word "Additional" at the bottom of the page under the figure 13 or 13A."

b. Exception. If a page 13 or 13A has not been previously accomplished concerning the conviction and/or actions concerned, all actions should be briefly summarized in the initial preparation of the appropriate page.

6. Restoration/Clemency or Waiver of Restoration. Upon receipt of letter from the Secretary of the Navy concerning action taken on "Request for Restoration/Clemency or Waiver of Restoration", place a copy of this letter on top of the applicable [NAVMC 118\(13\)](#).

4009. RECORD OF EMERGENCY DATA (RED)

1. Purpose. The RED provides a current official and legally binding record of relatives, beneficiaries and emergency information on each Marine to be used to make casualty notification and to adjudicate claims for various death benefits. Specifically, the RED provides the following:

a. A current record of the names, addresses, telephone numbers, and directions to the residence of persons to be notified in case of an emergency.

b. A current record of persons related to the Marine who may be entitled to death benefits as prescribed by law (SGLV, disposition of remains, shipment of personal effects, etc.). This includes the current spouse, all children (regardless of age, or dependency), parents (natural, adopted, step, etc.), guardians of minor children, persons acting in loco parentis to the Marine, and others as designated.

c. Specific beneficiary(ies) designated to receive death gratuity in the event the Marine is not survived by a lawful spouse or child.

d. Specific beneficiary(ies) designated to receive unpaid pay and allowances, any amounts due for unused leave, or any other monies due from the Department of the Navy which are unpaid at the time of the Marine's death.

e. Specific beneficiary(ies) designated to receive Servicemember's Group Life Insurance (SGLV) and the method of payment.

f. Names of insurance companies to be notified in the event of a Marine's death. The CMC (MR) will notify companies listed.

g. A current record of persons not to be notified due to ill health in the event a Marine enters a casualty status.

2. Computer-Generated RED's

a. Marine Corps Total Force System (MCTFS) and Automated Recruit Management System (ARMS). Report the information for the RED via unit diary entry as prescribed in MCO P1080.40, MCTFSPRIM. Audit, correct, certify, and print new RED's as required in MCO P1080.40, MCTFSPRIM.

b. Audit the RED on the following occasions:

(1) During the joining process at the unit. Audit the previously signed and verified RED contained in the field service record and report changes on the same unit diary as the join entry.

(2) Triennially, at least once every three years. If The printed RED in the service record contains pen changes, print a new RED prior to audit by the individual Marine.

(3) No earlier than 30 days prior and within 30 days following return from an active component deployment and no earlier than 60 days prior to an ADT commencement. If the printed RED in the service record contains pen changes, print a new RED prior to audit by the individual Marine.

(4) Upon transfer or detachment for TAD in excess of 30 days.

(5) When the Marine requests changes to the RED.

(6) Upon retirement, transfer to the FMCR, or separation from the Marine Corps or Marine Corps Reserve. The RED address and current address, as applicable, is entered on the DD Form 214 prior to issuance to the separating Marine by the issuing command.

c. All signatures on the RED will use the first name, middle initial, last name format.

d. Retain only the most recent signed and witnessed RED as a standard page in the field service record per paragraphs 2004.2b(2) and (3).

3. NAVMC 10526/DD Form 93

a. RED information for newly joined enlisted/appointed Marines pending assignment to active duty or to an SMCR unit may be collected on the DD Form 93 or on locally produced forms. The DD Form 93 and/or locally produced RED may serve as an interim RED until a computer-generated RED is produced.

b. A locally produced form, which contains all pertinent RED information, may be utilized for candidates in training (not to be directly commissioned upon completion of training); i.e., Platoon Leaders Class, Naval Reserve Officer Training Corps. Entries may be handwritten (printed legibly) in ink. The form will be signed and witnessed per MCO P1080.40, MCTFSPRIM. This form will be completed and maintained by candidate administration. Candidates who are commissioned upon completion of Officer Candidates School (OCS) and report directly to The Basic School will have RED information entered via unit diary by candidate administration at OCS.

4. Detailed instruction on the reporting of information into the RED data base are in MCO P1080.40, MCTFSPRIM. Figure 4-1 is a sample of a computer-generated RED.

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RECORD OF EMERGENCY DATA

SSN: 123456789 NAME: MARINE HENRY ALFONSO

RUC: XXXXX CMPNY CODE: XXXX PLT CODE: XXXX GRADE: SGT COMP CODE: XX

SPOUSE	NAME/ADDRESS	
MARY A MARINE		5749 CAROLINA ST JACKSONVILLE, NC 28542

CHILD NR/NAME/DOB/ADDRESS	
1 JENNIFER M MARINE (901226)	(ADDRESS SAME AS SPOUSE)
2 MICHAEL G MARINE (920612)	
3 KATHLEEN M MARINE (940417)	

GUARDIAN NR/NAME/PHONE/RELATION/ADDRESS	
1 DOROTHEA M MARINE (GM) (444) 555-1212	SAME AS FATHER ADDRESS

FATHER/MOTHER	NAME/ADDRESS	
1 EDWARD O MARINE		32 EUSTIS STREET CAMBRIDGE, MA 02178
DOROTHEA M MARINE		SAME AS FATHER ADDRESS

DEATH GRATUITY BENEFICIARY (IES)	NR/NAME/RELATION/PCT/ADDRESS
1 DOROTHEA M MARINE (M)	SAME AS ABOVE

PAY ARREARS BENEFICIARY (IES)	NR/NAME/RELATION/PCT/ADDRESS
1 MARY A MARINE (W)	SAME AS ABOVE

DO NOT NOTIFY DUE TO ILL HEALTH	STREET ADDRESS/CITY/STATE
1 NONE	

INSURANCE COMPANY (IES)	NR/NAME/POLICY NUMBER
1 NONE	

PRIMARY NEXT OF KIN TELEPHONE NUMBER/RELATIONSHIP
1 (222)123-4567/W

PRIMARY NEXT OF KIN DIRECTIONS

SGLI INFORMATION ELECTION	ELECTS \$200.000 COVERAGE
BENEFICIARY	SPOUSE
PAY DESIGNATION	LUMP SUM
DATE	19961201

MEMBERS CERTIFICATION.....RPTD ON UD NUMBER.....

WITNESS CERTIFICATION.....DATE CERTIFIED.....

Figure 4-1 --Example of a Record of Emergency Data

4010. REQUEST FOR INSURANCE (SGLI) (SGLV-8285, MAR 1993).
Marines who previously elected reduced or no coverage must use this form to increase or restore coverage. This form can be obtained through local supply channels and cannot be locally reproduced. The original form will be filed in the Marine's SRB/OQR and the duplicate will be mailed to the OSGLI, 213 Washington Street, Newark, NJ 07102-2999.

4011. SERVICEMEMBER'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE (SGLI) (SGLV-8286, APR 1996)

1. File the [SGLV-8286](#) on the right side of the SRB/OQR immediately following the RED.

2. Dispose of copies as directed in MCO P1741.8, Government Life Insurance Manual. For purposes of clarity, the following instructions apply:

a. Original - This page is numbered 1 and is identified as "MEMBER'S OFFICIAL PERSONNEL FILE." Insert in Marines' SRB/OQR.

b. Second copy - This page is numbered 2 and is identified as "TO MEMBER". Give this copy to Marine concerned.

c. Third copy - This page is numbered 3 and is identified as "UNIFORMED SERVICES COPY." Forward to the CMC (MMSB).

3. If the [SGLV 8286](#) on file is not dated during the current period of continuous service, complete a new form. There is no requirement to redo the [SGLV 8286](#) upon immediate reenlistment unless the Marine previously declined or elected reduced SGLI coverage, in which case a new form must be effected.

4. MCO P1741.8 and MCO P5000.14 provide the definition and administrative procedures to follow when the Marine elects an "unusual" beneficiary.

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CHAPTER 5

AUDIT OF RECORDS

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CHAPTER 5

AUDIT OF RECORDS

5000. PERIODIC AUDITS OF INDIVIDUAL COMPUTER AND SERVICE RECORDS

1. Requirements. Audit the records of all Marines periodically per the instructions in this chapter.
2. Purpose. To ensure records of personnel are accurate, complete, current, and in consonance with information maintained in the MCTFS data bases.
3. Responsibility. The reporting unit commander is directly responsible for timely and effective accomplishment of the audits required by this chapter and MCO P1080.40, MCTFSPRIM. Toward this end, the reporting unit commander shall designate an officer, SNCO, responsible LCpl or above, or civilian employee GS-04 and above in writing, to assist Marines in verifying that information recorded in various records is compatible and correct. In addition, the reporting unit commander shall ensure that:
 - a. Corrective action is taken regarding all discrepancies.
 - b. Unit diary information which requires the transfer of data to the service record is accomplished in a timely manner. During audits, screen the document side of the service record to ensure removal of extraneous papers.
4. Scope
 - a. For Marines on active duty or in the SMCR, conduct the audit in the presence of the individual. This audit will include inspection and the corrective action necessary to ensure accuracy, currency, and completeness of the below-listed items:
 - (1) SRB/OQR (to include RED)
 - (2) BIR/BTR
 - (3) LES
 - (4) Health Records
 - (5) Other local records containing personnel information.

b. In addition, accomplish the following during the screening of service records:

(1) Ensure that the SGLI Election Certificate (SGLV - 8286) reflects the current intent of the Marine.

(2) Make appropriate disposition of extraneous or misfiled documents.

(3) Verify completion of all required entries and actions, such as assignments of conduct and duty proficiency markings, etc.

(4) Ensure that a RED is on file in the service record.

5. Occasions for Audit. The following audit occasions are established as the minimum occasions for auditing service records of all Marines:

a. Join Process Audit. Whenever joined chargeable by a RU or attached DUINS in excess of 20 weeks to include return from FAP, TAD, reserve personnel returning from a period of active duty in excess of 30 days, and deployments in excess of 30 days.

b. Triennial Audit. At least once every three years from the date of the last join process audit or triennial audit. To reduce the number of times a Marine is required to physically visit the administrative section, Marines or administrative personnel will now be able to declare any visit for routine service as their triennial audit.

c. Deployment Readiness Audit. No earlier than 30 days (60 days for reserve component Marines) prior to a deployment which is anticipated to exceed 30 days in duration.

d. Whenever the commander considers that an additional audit is necessary.

6. Audit Waivers. Commanders are authorized to waive the audit requirements for Marines under the circumstances listed below. Requests for specific waivers to audit requirements which are Not described below shall be forwarded to the CMC (MI) for consideration.

a. Undergoing recruit training and officer candidate Training to include MCT.

b. Serving in a combat area if in the opinion of the CG such an audit would interfere with combat efficiency.

c. The CG MCRSC may waive the requirement to complete the Join process audits and triennial audits for IRR Marines whose Records are maintained at the MCRSC. Further, the CG MCRSC may modify the remaining procedures contained in Chapter 9 of the MCTFSPRIM to meet the unique audit requirements of the IRR and standby reserve. The authority to waive the join process audit and triennial audit requirements does not apply to IMA and MTU personnel which will continue to be audited/certified.

7. Correction of Service Records. Correct errors noted in the service records, with the exception of those referenced below, per the instructions in paragraph 2004.4.

a. The Appointment Acceptance and Record (NAVMC 763) contains information regarding an officer at the time of initial appointment or reappointment. If items 1, 2, 3, 6, 9, 9A, 10, 11 (item 11 need not be corrected if item is blank), 14, 14A, 15, are determined to be incorrect, authority and responsibility to make the corrections rests with the unit commander. In such cases, except for officers attending The Basic School (TBS), forward a report of action taken with an affidavit substantiating the error to the CMC (MMSB-10). While an officer is attending TBS, submit all reports of and requests for corrections to the NAVMC 763 to the CMC (MCRC). Report noted discrepancies in following items to the CMC, as indicated, for resolution.

<u>ITEMS</u>	<u>CMC CODE</u>
4, 17, and 21	MMSB-10
4, 17, and 21 (While attending TBS)	MCRC
5, 5a, 5b, 7, 8, 12, 12a, 13, 16, 16a, 18, 18a, 19, 20, 20a, 20b, and 22	MCRC

NOTE: If Item 4, Home of Record does not contain the county, there is no need to enter this information or request correction.

b. The Enlistment/Reenlistment Document--Armed Forces of the United States (DD Form 4) (1 Jun 78) contains information regarding the Marine at the time of enlistment into the Marine Corps. When any document item is determined to be incorrect, except items 7, 20, 26, 41, 49, and 54 of DD Form 4 (1 Feb 70);

items 3, 5, 10, and 21 of DD Form 4 (1 Jun 75); items 3, 5, 10, 16 of DD form 4 (1 Jun 78) and DD Form 4 (1 Jun 82); or items 3, 5, 8, and 18b, of DD Form 4 (1 Feb 84/1 May 85) authority and responsibility to make the correction rests with unit commander. When correction is required, report action taken with an affidavit substantiating the error to the CMC (MMSB-10). Report noted discrepancies in those items listed above to the CMC (MMSB-10) for resolution. Prior approval of the CMC (MMSB-10) is required before correcting an erroneous home of record on the enlistment contract or appointment acceptance and record. See MCO P1080.40, MCTFSPRIM. In those cases where the DD Form 4 was not completed in a natural capitalization format by a previous command, take no action to correct the format.

8. Late Entries. If, during the audit process, it is discovered that a required entry was not accomplished in the service record prior to a subsequent entry being made, make the required entry in the next available space on the affected page. An asterisk (*) will precede the entry and the notation "* Late Entry" entered at the bottom of the page to indicate that the entry is out of chronological order.

9. Health Records. Whenever practical, verification of information in the medical and dental records shall be conducted in conjunction with that of the service record and pay record or coincident with required annual special duty physical examinations (aviation, parachuting, etc.). The medical officer/representative maintaining the records will correct identified errors.

5001. INDIVIDUAL READY RESERVE (IRR) OR MEMBERS OF THE STANDBY RESERVE. For members of the IRR or Standby Reserve, not on active duty, the screening questionnaire, which is an enclosure to current Marine Corps orders on screening the SMCR, will suffice for audit purposes. (See MCO P1080.40, MCTFSPRIM and MCO P1001R.1, MCRAMM.)

5002. MONTHLY CHECK OF SERVICE RECORDS. Commanders are responsible to ensure service record accountability at all times. To assist commanders in the responsibility, a locally produced roster of personnel may be used. Locally produced rosters are not required to be maintained for inspection purpose.

1. Units will take prompt action to locate missing records and will make appropriate disposition of records on Marines who are no longer joined or attached.

2. Unit Diary System (UDS) users may generate a personnel roster using the first TRECON received for the month for purposes of an accountability audit.

3. On-Line Diary System (OLDS) users may generate a personnel roster via the VEF1200 using a NATURAL programming language for the purposes of an accountability audit.

5003. APPELLATE LEAVE AUDITS. Procedures for closing out service records (audit) prior to transfer by SRB to NAMALA must be accomplished by using the Appellate Leave Checklist located on the MCAAT-EC home page WEB site at www.lejeune.usmc.mil/mcaat. MCO 1050.16 also applies.

5004. UA/DESERTERS AUDITS. Disposition instructions for Marines declared deserters are located in chapter 4 of this Manual. On the 31st day of absence, conduct an audit of the service record to ensure all required entries and administrative actions have been accomplished. Figure 5-1 may be used for the purposes of this audit. MCO P5800.8 also applies.

UA/DESERTER SRB AUDIT CHECKLIST

Page 3

_____ To UA entry recorded?
Ref: MCO P1070.12.

_____ Correct date used for to UA entry?
Ref: MCO P1080.40.

_____ Dropped declared deserter entry recorded?
Ref: MCO P1070.12.

_____ Correct date used in declaring the Marine a deserter?
Ref: MCO P1080.40.

ROS:

_____ Conduct/duty proficiency marks assigned on the date preceding
the To UA date?
Ref: MCO 1070.12.

_____ Conduct/proficiency marks of 0 and NA, respectively, assigned
with an effective date the same as the TO UA date?
Ref: MCO P1070.12.

Miscellaneous:

_____ Signed copy of the DO Form 553 (Notice of Absentee Wanted by
the Armed Forces) filled on the document side of the service
record?
Ref: MCO P5800.16.

_____ Copy of 10 day letter/Next of Kin Letter filed on the document
side of the service record?
Ref: MCO P5800.16.

_____ Health and Dental Record (to accompany the service record)?
Ref: Manual of the Medical Department (MANMED), MCO P1070.12
and MCO P5800.16.

_____ NAVMC 10154 (Personal Effects Inventory Form) placed on the
document side of the service record?
Ref: MCO P5040.38.

NAME: _____ Grade: _____ Date: _____

Figure 5-1.- Sample UA/Deserter Audit Checklist

5005. DOCUMENTS AND ENTRIES NO LONGER REQUIRED IN THE OFFICERS QUALIFICATION RECORD (OQR)

1. Purpose. To create a list of discontinued documents in the care and maintenance of the OQR.

2. Information. The following documents and standard pages have been discontinued and are listed herein to show disposition upon completion of the audit.

a. Leave and Earnings Statement (LES) DFAS-KC 7220/93 (Rev. 1/93).

b. Copies of documents authorizing leave/delay (including PCS/TAD orders to include all endorsements and [DD Form 1351-2](#) travel vouchers and subvouchers, [NAVMC 3](#), and foreign leave authorizations): File in the command's correspondence files.

c. [DD Form 1561](#), Statement to Substantiate Payment of Family Separation Allowance. This form will no longer be completed for Marines entitled to FSA Type II(T), but still required for FSA Type I or other Type II categories: File in the command's correspondence files.

d. [NAVMC 11192](#), Variable Housing Allowance Application. Discontinued: Return document to SNM for disposition.

e. [NAVMC 11051](#), Assignment to Government Quarters (see MCO P11000.22) or the appropriate form used by the Army, Navy, or Air Force: File in the command's correspondence files.

f. [DD Form 1172](#), Application for Uniformed Services Identification Card-DEERS Enrollment: Return document to SNM for disposition.

g. Special Power of Attorney concerning child care plans for dual-service parents and single parents having custody of their children: Return document to SNM for retention. Note: Ensure the Power of Attorney unit diary statement is reported.

h. [DD Form 2494](#), Uniformed Services Active Duty Dependents Dental Insurance Plan Enrollment Election: Return document to SNM for retention.

- i. [DD Form 2494-1](#), Supplemental TRICARE Active Duty Family Member Dental Plan: Return document to SNM for retention.
- j. DD Form 2384, Selected Reserve Educational Assistance Program (GI Bill), Notice of Eligibility, DD Form 2384-1, Notice of Basic Eligibility, and Statement of Understanding MGIB Selected Reserve: Return document(s) to SNM for retention.
- k. DD Form 802, Request for and Certification of Eligibility (FHA) Loan: Return document to SNM for retention.
- l. OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access: Return document to SNM for retention.
- m. OPNAV 5511/14, Security Termination Statement: Return document to S-2 for retention/disposition.
- n. Individual Deployment Record (IDR) (Manually prepared only): Return document(s) to SNM for retention.
- o. Automated Annual Reserve Retirement Credit Report (ARCR): Return document to SNM for retention.
- p. [NAVMC 798](#), Reserve Retirement Credit Report (RRCR): Return document to SNM for retention.
- q. Individual Drill Attendance and Retirement Transaction Card (IDART-NAVMC 907A) (Reserve personnel only): Return document to SNM for retention.
- r. Copy of orders to IADT, EAD, and AR, including all endorsements: Return document(s) to SNM for retention and recall as required.
- s. CMC letters directing transfer to the Inactive Status List, Standby Reserve: File in the command's correspondence files.
- t. Decision/Authorization letter from physician in the case of incapacitated children (active duty records only): Forward to CMC (MR) for retention.

u. NAVMC 118(6), Weapons Firing Record; Competitive Marksmanship Record: Report all transactions on the unit diary and retire to OMPF.

v. NAVMC 118(8), Classification and Assignment Test Results. If scores are incorrect, contact CMC (MA) for assistance: Retire to OMPF.

w. NAVMC 118(8A), Military and Civilian Occupational Specialties, Education Courses; Technical Training and Tests Completed: Request reporting assistance for Officer MOS reporting from the local MISSO and **retire to document side of OQR.**

x. NAVMC 118(9), Combat History - Expeditions - Award Record: Report all transactions on the unit diary and retire to OMPF.

y. NAVMC 11204, MC Survivor Benefit Plan Election Certificate: File in the command's correspondence files.

z. NAVMC 11203, Retired/Retainer Pay Data, Non-disability: File in the command's correspondence files.

aa. [DD Form 2648](#), Preseparation Counseling Checklist: Retire to OMPF.

bb. Application for Retirement: Retire to OMPF. Note: All applications on file with the unit transition counselor will also be forwarded to MMSB-20.

cc. [NAVMC 11059](#), Officer Uniform Allowance Claim/Certification: File in command's correspondence files.

5006. DOCUMENTS AND ENTRIES NO LONGER REQUIRED IN THE SERVICE RECORD BOOK (SRB)

1. Purpose. To create a list of discontinued documents in the care and maintenance of the SRB.

2. Information. The following documents and standard pages have been discontinued and are listed herein to show disposition upon completion of the audit.

a. Leave and Earnings Statement (LES) DFAS-KC 7220/93 (Rev. 1/93).

b. Copies of documents authorizing leave/delay (including PCS/TAD orders to include all endorsements and DD 1351-1 travel vouchers and subvouchers, NAVMC 3, and foreign leave authorizations): File in the command's correspondence files.

c. DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance. This form will no longer be completed for Marines entitled to FSA Type II(T), but still required for FSA Type I or other Type II categories: File in the command's correspondence files.

d. NAVMC 11192, Variable Housing Allowance Application. Discontinued: Return document to SNM for disposition.

e. NAVMC 11051, Assignment to Government Quarters (see MCO P11000.22) or the appropriate form used by the Army, Navy, or Air Force: File in the command's correspondence files.

f. DD Form 1172, Application for Uniformed Services Identification Card-DEERS Enrollment: Return document to SNM for disposition.

g. Special Power of Attorney concerning child care plans for dual-service parents and single parents having custody of their children: Return document to SNM for retention. Note: Ensure the Power of Attorney unit diary statement is reported.

h. DD Form 2494, Uniformed Services Active Duty Dependents Dental Insurance Plan Enrollment Election: Return document to SNM for retention.

i. DD Form 2494-1, Supplemental TRICARE Active Duty Family Member Dental Plan: Return document to SNM for retention.

j. DD Form 2384, Selected Reserve Educational Assistance Program (GI Bill), Notice of Eligibility, DD Form 2384-1, Notice of Basic Eligibility, and Statement of Understanding MGIB Selected Reserve: Return document(s) to SNM for retention.

k. DD Form 802, Request for and Certification of Eligibility (FHA) Loan: Return document to SNM for retention.

l. OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access: Return document to SNM for retention.

m. [NAVMC 538](#), Certificate of Proof of Citizenship of a Foreign Born Applicant for Enlistment: Return document to SNM for retention.

n. OPNAV 5511/14, Security Termination Statement: Return document to S-2 for retention/disposition.

o. Individual Deployment Record (IDR) (Manually prepared only): Return document(s) to SNM for retention.

p. [NAVMC 10522](#), Commuted Rations Action Form: File in command's correspondence files.

q. Any special authority for enlistment/reenlistment or extension: Retire to OMPF.

r. [NAVMC 10213](#), Career Planning Contact Record. File in the command's correspondence files.

s. Automated Annual Reserve Retirement Credit Report (ARCR): Return document to SNM for retention.

t. [NAVMC 798](#), Reserve Retirement Credit Report (RRCR): Return document to SNM for retention.

u. Individual Drill Attendance and Retirement Transaction Card (IDART-NAVMC 907A) (Reserve personnel only): Return document to SNM for retention.

v. Copy of orders to IADT, EAD, and AR, including all endorsements: Return document(s) to SNM for retention and recall as required.

w. CMC letters directing transfer to the Inactive Status List, Standby Reserve: File in the command's correspondence files.

x. Decision/Authorization letter from physician in the case of incapacitated children (active duty records only): Forward to CMC (MR) for retention.

y. NAVMC 118(5), Record of Time Lost, Promotion, reduction, Promotion Status on Transfer: Retire to OMPF.

z. NAVMC 118(6), Weapons Firing Record; Competitive Marksmanship: Report all transactions on the unit diary and retire to OMPF.

aa. NAVMC 118(8), Classification and Assignment Test Results. If scores are incorrect, contact CMC (MA) for assistance: Retire to OMPF.

bb. NAVMC 118(8A), Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed: Report MOSs and **retire to document side of SRB**.

cc. NAVMC 118(9), Combat History - Expeditions - Award Record: Report all transactions on the unit diary and retire to OMPF.

dd. NAVMC 11204, MC Survivor Benefit Plan Election Certificate. File in the command's correspondence files.

ee. NAVMC 11203, Retired/Retainer Pay Data, Non-disability. File in the command's correspondence files.

ff. [DD Form 2648](#), Preseparation Counseling Checklist. Retire to OMPF.

gg. Application for Retirement or Transfer to FMCR: Retire to OMPF. Note: All applications on file with the unit transition counselor will also be forwarded to MMSB-20.

hh. [DD Form 1435](#), Cryptographic (COMSEC) Maintenance Training and Experience Record: Return document to CMS custodian for retention/disposition.

ii. Current completion certificate/designation form for support equipment/plane captain which is certified by the quality assurance office: Return document(s) to SNM for file in NATOPS record.

jj. [NAVMC 10213A](#), Reserve Career Planning Contact Record:
Return document to command career planner for inclusion in the
IRE folder.

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CHAPTER 6

ABBREVIATIONS AND ACRONYMS

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CHAPTER 6

ABBREVIATIONS AND ACRONYMS

6000. GENERAL. Abbreviations and acronyms are used primarily to save space and time, but their use must be limited and kept within the confines of assured intelligibility.

6001. ABBREVIATIONS AND ACRONYMS IN RECORDKEEPING, MANPOWER MANAGEMENT SYSTEMS, AND TRANSFER ORDERS

1. Abbreviations and acronyms listed in this chapter are authorized for Marine Corps recordkeeping, manpower management systems, and transfer orders. The list of abbreviations and acronyms in paragraph 6002 is not all-inclusive of abbreviations or acronyms used in all manpower systems.

2. Do not use those abbreviations or phrase equivalents preceded by the asterisk (*) alone. Use those abbreviations or phrase equivalents only in compound abbreviations.

3. Submit recommendations for additions, changes, and/or deletions to this list to the CMC (MIFD).

4. Listing certain abbreviations in lower case does not preclude their capitalization when common usage so dictates; however, use those partially or fully capitalized as listed. As an exception, organizational/unit addresses/titles entered in the service record may be typed using either normal capitalization or all upper case typeface, as shown in paragraph 2004.4.

5. When preparing unit diaries, use abbreviations and acronyms as depicted in the sample entries provided in the MCTFSPRIM. Use abbreviations or acronyms in other manpower management systems as directed in the system's users manual.

6002. ABBREVIATIONS AND ACRONYMS IN CORRESPONDENCE, MESSAGES, AND DIRECTIVES

1. Use abbreviations and acronyms in correspondence and messages per this Manual, SECNAVINST 5216.5, the U.S. Government Printing Office Style Manual, NTP-3 and the U.S. Navy Plain Language Address Directory (USN PLAD 1). Use abbreviations and acronyms

in directives per this Manual and the U.S. Government Printing Office Style Manual. JCS Pub 1, Department of Defense Dictionary of Military and Associated Terms, should be consulted for usage and definition of military terms.

2. Well-recognized abbreviations or acronyms which definitely fall into one of the following categories may be used in the preparation of correspondence, messages, and directives when they will serve a useful purpose:

a. Abbreviations for points of the compass and map coordinates.

b. Authorized model designations and symbols for common types of aircraft, ships, or vehicles.

c. Abbreviations commonly used for geographical locations and standard English dictionary abbreviations.

d. Other technical abbreviations or acronyms customarily used by the specialists and technicians when communicating with activities or persons in the same field as that of the originator, and to no others.

3. Abbreviations and acronyms other than those outlined in paragraph 6002 may be used in the text of correspondence, messages, and directives, after they have been initially spelled out and identified in each item of correspondence, message, and directive. For example, ICAO could be used in a letter, but only if that letter's first reference to the organization read: International/Civil Aviation Organization (ICAO).

4. In naval correspondence and directives, use a period after abbreviations that are complete words in themselves; e.g., amend., art., par., fig., etc. Do not use punctuation after an abbreviation when preparing naval messages and AA Forms.

5. Abbreviations, acronyms and short titles which have, through years of joint usage, become self-evident, unequivocal, and universally known, are acceptable for joint use within and among the services. Do not use an abbreviation or acronym if there is any doubt that it will be easily and readily understood. Such abbreviations or acronyms peculiar to the U.S. Navy and U.S. Marine Corps may be used under the same conditions, but only within the Department of the Navy.

6. The use of abbreviations and acronyms is at all times governed by the principle of immediate comprehension. Do not use abbreviations or acronyms in correspondence, messages, and directives unless the originator can reasonably assume that the meaning of the abbreviation or acronym is immediately clear to the addressee.

7. The policy for the use of abbreviations and acronyms prescribed for joint use is identical to that prescribed for Navy and Marine Corps use. Drafters and originators of correspondence or messages will use the principles of usage set forth above, when addressing material to the other U.S. Services.

8. The foregoing policy does not preclude the use of abbreviations or acronyms in correspondence, messages, and directives but prescribes judicious employment of them.

9. The list of abbreviations, acronyms, and phrase equivalents in this chapter may be used as a guide in conforming with Navy policy.

10. Lists of Acronyms and Abbreviations

a. Commonly used Words, Acronyms and Their Combinations

ABBREVIATION	abbr
ABOARD.....	abd
ABOUT.....	abt
ABSENCE-ABSENT.....	abs
ABSENT/ABSENCE WITHOUT/OVER LEAVE/LIBERTY.....	AWOL
ACADEMIC-ACADEMY.....	acad
ACCEPTED.....	acc
ACCESSOR	
IDENTIFICATION.....	ACID
ACCESSORY.....	accy
ACCIDENT.....	acdt
ACCIDENTAL INJURIES.....	acci
ACCOMMODATE.....	accom
ACCOMPANY.....	acmp
ACCOMPLISH.....	accomp
ACCORD -INC -ANCE -INGLY.....	acd
ACCOUNT -ING -S.....	acct
ACCOUNTS CLOSED.....	a/c
ACCRUED LEAVE.....	aclv

ACCUMULATED DEPLOYED TIME.....	ADT
ACHIEVE -D -MENT.....	achv
ACKNOWLEDGE -D -MENT.....	ack
ACQUISITION -S.....	aqn
ACQUITTAL - ACQUITTED.....	acq
ACT -INC -IVE -ION.....	act
ACTIVATE -D.....	actd
ACTIVE DUTY.....	AD
ACTIVE DUTY FOR TRAINING (RESERVE ESTABLISHMENT ONLY).....	ADT
ACTIVE DUTY FOR SPECIAL WORK.....	ADSW
ACTIVE RESERVE (AR) PROGRAM.....	AR
ACTIVE SERVICE.....	svc
ACTIVE STATUS LIST.....	ASL
ACTIVITY.....	acty
ADAPT -ABLE -ABILITY.....	adpt
ADDITION -AL.....	add
ADDITIONAL FLIGHT TRAINING PERIOD.....	AFTP
ADDITIONAL TRAINING PERIOD.....	ATP
ADDRESS.....	addr
ADDRESS INDICATOR GROUP.....	AIG
ADDRESSEE.....	adee
ADJUDICATE -D -ION.....	adju
ADJUTANT.....	Adj
ADMINISTRATIVE.....	admin
ADMINISTRATIVE COMMAND.....	ADCOM
ADMINISTRATIVE CONTROL.....	ADCON
<u>ADMINISTRATIVE/LEGAL SERVICES COURSES</u>	
ADJUTANT COURSE.....	ADJC
ADMINISTRATIVE CLERK COURSE.....	ACC
PERSONNEL OFFICER COURSE.....	POC
ADVANCED LEGAL SERVICES COURSE.....	ALSC
ADVANCED PERSONNEL ADMINISTRATION COURSE.....	APAC
INDEPENDENT DUTY ADMINISTRATION COURSE.....	IDAC
LEGAL SERVICES SPECIALIST COURSE.....	LSSC
NOTEREADER/TRANSCRIBER COURSE.....	NTC
PERSONNEL CLERK COURSE.....	PCC
RESERVE ADMINISTRATION COURSE.....	RAC
SENIOR CLERK COURSE.....	SCC
ADMINISTRATIVE ORDER.....	ADMINORD
ADMINISTRATIVE PLAN.....	ADMINPLAN
ADMONISH -TION.....	admon
ADVANCE -D.....	adv
ADVANCED COMBAT TRAINING.....	ACT
ADVANCED COMMUNICATION OFFICERS COURSE.....	ACDC

ADVANCED DEGREE PROGRAM.....	ADP
ADVANCED LOGISTICS SUPPORT BASE.....	ALSB
ADVISE AVAILABILITY.....	adaval
ADVISORY FILE.....	ADF
ADVISORY REPORT.....	ADR
ADVOCATE.....	advoc
AERIAL RECONNAISSANCE OFFICER.....	ARO
AFFORD.....	afd
AGGRESSION- AGGRESSIVE- AGGRESSOR.....	aggres
AGREEMENT.....	agr
AGRICULTURAL-AGRICULTURE.....	agric
AIR CUSHION VEHICLE.....	ACV
AIR DELIVER.....	airdel
AIR FORCE MANUAL.....	AFM
AIR FORCE REGULATIONS.....	AFR
AIR FORCES.....	AF
AIR OFFICER.....	AO
AIR OBSERVER.....	AObsr
AIRBORNE.....	abn
AIRBORNE EARLY WARNING.....	AEW
AIRCRAFT.....	acft
AIRLIFT CONTROL ELEMENT.....	ALCE
ALLIED ADMINISTRATIVE PUBLICATION.....	AAP
ALLIED COMMUNICATIONS PUBLICATION.....	ACP
ALLIED PUBLICATION.....	AP
ALLOCATE.....	aloc
ALLOTMENT.....	alot
ALLOWANCE.....	alw
ALL-PURPOSE LIGHTWEIGHT INDIVIDUAL CARRYING EQUIPMENT.....	ALICE
ALTERNATE.....	alt
ALTERNATE ANNUAL TRAINING.....	ALTAT
AMBULANCE-AMBULATORY-AMBASSADOR.....	Amb
AMERICAN.....	*Am
AMERICAN	
EMBASSY.....	AmEmb
AMERICAN REDCROSS.....	ARC
AMMUNITION.....	ammo
AMMUNITION SUPPLY POINT.....	ASP
AMOUNT.....	amt
AMPHIBIOUS.....	Phib
AMPHIBIOUS ASSAULT BULK FUEL SYSTEM.....	AABFS
AMPHIBIOUS ASSAULT SHIP.....	LPH
AMPHIBIOUS ASSAULT SHIP (GENERAL PURPOSE).....	LHA
AMPHIBIOUS ASSAULT SHIP (MULTIPURPOSE).....	LHD
AMPHIBIOUS CARGO SHIP.....	LKA

AMPHIBIOUS LANDING EXERCISE.....	PHIBLEX
AMPHIBIOUS TASK FORCE.....	ATF
ANNUAL RETIREMENT CREDIT REPORT.....	ARCR
ANNUAL TRAINING.....	AT
ANTI-AIRCRAFT.....	AA
ANTI-AIR WARFARE.....	AAW
ANTITANK; ANTITERRORISM.....	AT
ANTITANK GUIDED MISSILE.....	ATGM
APPLICATION.....	appl
APPREHEND -ED.....	aprnd
APPROPRIATE.....	aprop
APPROPRIATION.....	appn
APPROVE -D.....	appr
APPROXIMATE -LY.....	approx
ARMAMENT.....	armt
ARMED FORCES CLASSIFICATION TEST.....	AFCT
ARMED FORCES QUALIFICATION TEST.....	AFQT
ARMED GUARD.....	ArmGd
ARMED SERVICES VOCATIONAL APTITUDE BATTERY.....	ASVAB
ARMORER.....	Armr
ARMOR-PIERCING.....	AP
ARMY ATTACHE.....	ArmA
ARMY LIAISON OFFICER.....	ArLnO
ARMY POST OFFICE.....	APO
ARMY RADIO CODE TEST.....	ARC
ARRAIGN -ED -MENT.....	argn
ARRANGE -MENT.....	arng
ARRIVAL - ARRIVE -D.....	arr
ARRIVED CONTINENTAL LIMITS U.S.....	ARRUS
ARTICLE.....	art
ARTILLERY.....	arty
ARTILLERY LIAISON OFFICER.....	ALO
ASSAULT.....	aslt
ASSAULT AMPHIBIOUS VEHICLE.....	AAV
ASSAULT ECHELON.....	AE
ASSAULT FOLLOW-ON ECHELON.....	AFOE
ASSIGN -ED -MENT.....	asg
ASSIGNMENT, CLASSIFICATION, AND TRAVEL SYSTEMS	ACTS
ASSIGNMENT, CLASSIFICATION, AND TRAVEL SYSTEMS MANUAL.....	ACTSMAN
ASSIST.....	asst
ASSISTANT.....	asstn
ASSISTANT CHIEF OF STAFF.....	AC/S
ASSISTANT COMMANDANT OF THE MARINE CORPS.....	ACMC
ASSOCIATE -D.....	assoc

AS SOON AS POSSIBLE.....	ASAP
ATHLETICS.....	ath
ATLANTIC.....	Lant
ATOMIC WARFARE.....	ATW
ATTACH -ED -MENT.....	att
ATTACK -ED.....	atk
ATTENTION.....	attn
AUDIT - AUDITOR.....	aud
AUGMENT -ATION -ING -ED.....	augm
AUTHORITY-AUTHORIZED-AUTHORIZATION.....	auth
AUTHORITY GRANTED.....	AuthGr
AUTOMATED DATA PROCESSING.....	ADP
AUTOMATED FITNESS REPORT SYSTEM.....	AFRS
AUTOMATED INSPECTION REPORTING SYSTEM.....	AIRS
AUTOMATED ORDER WRITING PROCESS.....	AOWP
AUTOMATED PAY SYSTEMS MANUAL.....	APSM
AUTOMATED RECRUIT DISTRIBUTION PROCESS.....	ARDP
AUTOMATED RECRUIT MANAGEMENT SYSTEM.....	ARMS
AUTOMATIC.....	auto
AUTOMATIC DIGITAL NETWORK.....	AUTODIN
AUTOMOTIVE.....	autmv
AVAILABLE -ILITY.....	aval
AVERAGE.....	avg
AVIATION.....	avn
AVIATION CAREER INCENTIVE PAY.....	ACIP
AVIATION COMBAT ELEMENT.....	ACE
<u>AVIATION COURSES</u>	
BASIC (CLASS A)	
AEROGRAPHER'S MATE.....	AG (A)
AIR TRAFFIC CONTROL CLASS A-1.....	ATC (A)
AVIATION ELECTRICIANS MATE.....	AE (A)
AVIATION FAMILIARIZATION.....	AFAM (A)
AVIATION FIRE CONTROL TECHNICIAN.....	AFC (A)
AVIATION MACHINIST'S MATE J (TURBOJET).....	ADJ (A)
AVIATION ORDNANCEMAN.....	AO (A)
AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIP).....	AME (A)
AVIATION STRUCTURAL MECHANIC H (HYDRAULIC).....	AMH (A)
AVIONICS FUNDAMENTALS.....	AFU (A)
ADVANCED (CLASS B)	
AEROGRAPHER'S MATE.....	AG (B)
AVIATION ELECTRICIANS MATE.....	AE (B)
AVIATION MACHINIST'S MATE J (TURBOJET).....	ADJ (B)
AVIATION ORDNANCEMAN.....	AO (B)
AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIP).....	AME (B)
AVIATION STRUCTURAL MECHANIC H (HYDRAULIC).....	AMH (B)

AVIONICS INTERMEDIATE.....	AV (B)
SPECIALIZED (CLASS C)	
AIRCRAFT FIRE FIGHTING AND RESCUE.....	AFFR
MARINE AVIATION OPERATIONS CLERICAL.....	MARAOC (C)
MARINE AVIATION SUPPLY.....	MARAK (C)
SUPERVISION AND MANAGEMENT.....	SUPMGT (C)
OFFICER (CLASS O)	
AIRCRAFT MAINTENANCE.....	A/C (MAINTO)
AIR TRAFFIC CONTROL OFFICER.....	ATCO (O)
ELECTRONICS TECHNICAL OFFICER.....	ELTO (O)
GCA/RATCC ELECTRONICS MAINTENANCE OFFICER.....	GCAELMAO (O)
AVIATION GROUND SUPPORT.....	AGS
AVIATION OFFICER CANDIDATE COURSE.....	AOCC
AVIATION SERVICE ENTRY DATE.....	ASED
AVIATION TRAINING.....	AvnTrng
AWAIT -s -ED.....	awt
AWAITING.....	awtg
AWAITING ACTION HIGHER AUTHORITY.....	AAHA
AWAITING OFFICE HOURS.....	AOH
AWAITING RESULTS OF TRIAL.....	ARTL
AWAITING TRIAL.....	ATL
AWARD -ED.....	awd
BACHELOR OFFICERS QUARTERS.....	BOQ
BACHELOR ENLISTED QUARTERS.....	BEQ
BACKGROUND INVESTIGATION.....	BI
BACK ORDER.....	b/o
BACK ORDER VALIDATION.....	BOV
BAD CONDUCT DISCHARGE.....	BCD
BAGGAGE.....	bag
BALANCE.....	bal
BARRACKS.....	bks
BASIC ALLOWANCE FOR HOUSING.....	BAH
BASIC ALLOWANCE FOR QUARTERS.....	BAQ
BASIC ALLOWANCE FOR SUBSISTENCE; BATTALION AID STATION.....	BAS
BASIC COMMUNICATION OFFICERS COURSE.....	BCOC
BASIC DAILY ROUTINE.....	BDR
BASIC INDIVIDUAL RECORD.....	BIR
BASIC INFANTRY WEAPON.....	BIW
BASIC MAINTENANCE ALLOWANCE.....	BMA
BASIC SKILLS EDUCATION PROGRAM.....	BSEP
BASIC SKILLS TRAINING.....	BST
BASIC TRAINING RECORD.....	BTR
BASIC WARRIOR TRAINING.....	BWT

BATTLE CASUALTY; BATTLE CENTER.....	BC
BEIRUT VETERAN.....	BVet
BENEFICIARY.....	benef
BESIEGED.....	bes
BETWEEN.....	btwn
BILL OF LADING.....	b/l
BILLET.....	Bil
BOARD OF REVIEW.....	BOR
BOARD OF SURVEY.....	BdSur
BOARD -S.....	Bd
BOARD FOR CORRECTION OF NAVAL RECORDS.....	BCNR
BODY NOT RECOVERED.....	BNR
BOOK.....	bk
BOARD OF INQUIRY.....	BOI
BOOKKEEPING.....	bkkp
BOUNDARY.....	bdry
BRANCH.....	br
BREAD-WATER.....	B&W
BROTHER.....	bro
BROUGHT FORWARD.....	BF
BUILDING.....	bldg
BUREAU.....	Bu
BUREAU CONTROL NUMBER.....	BCN
BUREAU NUMBER.....	BUNO
BUREAU OF NAVAL PERSONNEL INSTRUCTIONS.....	BUPERSINST
BY DIRECTION.....	Bydir
BY NAME ASSIGNMENT (SYSTEM).....	BNA
CALIBER.....	cal
CALENDAR YEAR.....	CY
CAMOUFLAGE.....	camo
CANCELED.....	canc
CANDIDATE.....	cand
CAPACITY.....	cap
CAPTURE -D.....	cptr
CAREER PLANNER -PLANNING.....	CarPlan
CAREER RETIREMENT CREDIT REPORT.....	CRCR
CARLOAD.....	c/l
CARRY -CARRIED -CARRIER.....	car
CASUAL -TY -TIES.....	cas
CASUALTY ASSISTANCE CALLS OFFICER.....	CACO
CASUALTY REPORT.....	CASREP
CATEGORY.....	cat

CATHODE RAY TUBE.....	CRT
CEMETERY.....	cem
CENTER.....	ctr
CENTRAL PROCESSING UNIT.....	CPU
CERTIFICATE - CERTIFIED.....	cert
CHANGE.....	ch
CHANGE OF PRIMARY DUTY.....	ChPriDu
CHANGE OF STATUS.....	ChSta
CHAPTER.....	chap
CHARACTER.....	char
CHARGE -D -ABLE.....	chg
CHECK -ED -AGE.....	ck
CHEMICAL.....	cml
CHIEF OF NAVAL OPERATIONS.....	CNO
CHIEF OF NAVAL OPERATIONS INSTRUCTION.....	OPNAVINST
CHIEF OF STAFF.....	C/S
CIVIL AUTHORITIES -AUTHORITY.....	CA
CIVIL - CIVILIAN.....	civ
CIVILIAN CLOTHING MAINTENANCE ALLOWANCE.....	CCMA
CIVILIAN HEALTH AND MEDICAL PROGRAM FOR UNIFORMED SERVICES.....	CHAMPUS
CIVILIAN OCCUPATION.....	CivOcc
CIVILIAN PERSONNEL INSTRUCTIONS.....	CPI
CLASS.....	cl
CLASSIFY - CLASSIFICATION - CLASSIFIED.....	clas
CLEARANCE.....	clnc
CLERICAL COMPOSITE SCORE.....	CL
CLERK.....	clk
CLERK TYPIST.....	ClkTyp
CLOSE AIR SUPPORT.....	CAS
CLOSE COMBAT PISTOL COURSE.....	CCPC
CLOSE COMBAT SHOTGUN COURSE.....	CCSC
CLOSE QUARTERS BATTLE.....	CQB
CLOTHING.....	clo
CLOTHING MAINTENANCE/MONETARY ALLOWANCE.....	CMA
CLOTHING REPLACEMENT ALLOWANCE.....	CRA
COLLEGE DEGREE PROGRAM.....	CDP
COLLECT -ING -ION.....	coll
COLLEGE-LEVEL EXAMINATION PROGRAM.....	CLEP
COLON.....	cln
COLUMN.....	colm
COMBAT.....	cbt
COMBAT CARGO OFFICER.....	CCO
COMBAT COMMITTED.....	CbtComitd
COMBAT INFORMATION CENTER.....	CIC

COMBAT MARKSMANSHIP PROGRAM.....	CMP
COMBAT OPERATIONS CENTER.....	COC
COMBAT OPERATIONS INTELLIGENCE CENTER.....	COIC
COMBAT SERVICE SUPPORT.....	CSS
COMBINED ARMS EXERCISE.....	CAX
COMBINED ARMS REGIMENT.....	CAR
COMMA.....	Cmm
COMMAND.....	cmd
COMMAND AND CONTROL.....	C2
COMMAND, CONTROL, AND COMMUNICATIONS.....	C3
COMMAND, CONTROL, AND COMMUNICATIONS COUNTERMEASURES..	C3CM
COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE..	C3I
COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTER SYSTEMS.....	C4
COMMAND, CONTROL, COMMUNICATIONS, COMPUTER SYSTEMS, AND INTELLIGENCE.....	C4I
COMMAND INSPECTION PROGRAM.....	CIP
COMMANDANT.....	Comdt
COMMANDANT OF THE MARINE CORPS.....	CMC
COMMANDANT'S PLANNING GUIDANCE.....	CPG
COMMAND ELEMENT.....	CE
COMMANDER.....	comdr
COMMANDER IN CHIEF.....	CinC
COMMANDING.....	comdg
COMMANDING GENERAL.....	CG
COMMANDING GENERAL'S INSPECTION PROGRAM.....	CGIP
COMMANDING OFFICER.....	CO
COMMANDING OFFICER NONJUDICIAL PUNISHMENT.....	COP
COMMAND POST.....	CP
COMMAND POST EXERCISE.....	CPX
COMMAND REPORTING UNIT CODE.....	CRUC
COMMERCIAL.....	*Mer or coml
COMMERCIAL AIR.....	MerAir
COMMISSARY.....	comsy
COMMISSION -ED.....	com
COMMUNICATION.....	Comm
COMMUNICATION OPERATION INSTRUCTIONS.....	COI
COMMUNICATIONS-ELECTRONICS OFFICER.....	CEO
COMMUNICATIONS SECURITY.....	COMSEC
COMMUTED RATIONS.....	ComRats
COMPETITION IN ARMS PROGRAM.....	CIAP
COMPLETE -D - COMPLETION - UPON COMPLETION THEREOF..	compl
COMPONENT.....	comp
COMPUTER AIDED EMBARKATION MANAGEMENT SYSTEM.....	CAEMS
CONCEPT PLAN.....	ConPlan
CONCERNED.....	conc

CONDITION.....	cond
CONDUCT.....	con
CONFERENCE.....	confer
CONFIDENTIAL.....	conf
CONFINE.....	cnf
CONFINED.....	cnfd
CONFINEMENT.....	cnft
CONFINEMENT AT HARD LABOR.....	CHL
CONFIRM.....	cfm
CONGRESSIONAL INTEREST.....	CONGRINT
CONNECTION - IN CONNECTION WITH.....	conn
CONSCIENTIOUS OBJECTOR.....	ConObjtr
CONSIDER -ED.....	cons
CONSOLIDATED ADMINISTRATION.....	CONAD
CONSOLIDATED PERSONNEL ADMINISTRATION CENTER.....	CPAC
CONSTRUCTION - CONSTRUCTIVE.....	cons
CONTAIN -ED.....	cntn
CONTINENTAL LIMITS UNITED STATES.....	CONLUS
CONTINENTAL UNITED STATES.....	CONUS
CONTINGENCY PLAN.....	CONPLAN
CONTINUED.....	contd
CONTRACT.....	cont
CONTROL.....	cntl
CONVALESCENT LEAVE.....	CnvLv
CONVENE.....	cvn
CONVENIENCE OF THE GOVERNMENT.....	CofG
CONVENING AUTHORITY; CIVIL AFFAIRS.....	CA
CONVICT -ED -ION.....	conv
COORDINATE.....	coord
COORDINATING REVIEW AUTHORITY.....	CRA
CORRECT -ED -ION.....	corr
CORRECTIONS MANAGEMENT INFORMATION SYSTEM.....	CORMIS
CORRESPONDENCE.....	corresp
CODE.....	CC
COST OF LIVING ALLOWANCE -S.....	COLA
COUNTER BATTERY RADAR.....	CBR
COUNTERINTELLIGENCE.....	CI
COURSE.....	crs
COURSE CONCEPT ELEMENT -S.....	CCE
COURSE CONTENT REVIEW BOARD.....	CCRB
COURSE DESCRIPTIVE DATA.....	CDD
COURT OF APPEALS FOR THE ARMED FORCES.....	CAAF
COURT-MARTIAL.....	CM
CREDIT -ED.....	cr
CRITICAL.....	cri

CRYPTOGRAPHIC.....	CRYPTO
CURRENT.....	curr
CURRENT FISCAL YEAR.....	CFY
COMMAND REPORTING UNIT CODE	CRUC
CUSTODY.....	cust
CUSTOMER INFORMATION CONTROL SYSTEM.....	CICS
DATA BASE.....	DBASE
DATED.....	dtd
DATE CURRENT TOUR BEGAN.....	DCTB
DATE OF BIRTH.....	DOB
DATE OF DETACHMENT.....	DofD
DATE OF RANK.....	DOR
DATE-TIME GROUP.....	DTG
DAUGHTER.....	dau
DAY.....	da
DAYS.....	das
DEACTIVATE -D.....	deactd
DEATHS FROM ACCIDENTAL INJURIES.....	DAI
DEATHS FROM DISEASE.....	DFD
DEATHS FROM OTHER CAUSES.....	DOC
DEBARK -ED -ATION.....	debark
DECLARED DESERTER.....	DclDes
DECLASSIFY.....	DECL
DECONTAMINATION.....	decon
DEDUCT.....	ded
DEFENSE.....	def
DEFENSE CONDITION.....	DEFCON
DEFENSE COUNSEL.....	DC
DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM.....	DEERS
DEFENSE INTELLIGENCE SUMMARY; DAILY INTELLIGENCE SUMMARY.....	DISUM
DEFENSE LANGUAGE PROFICIENCY TEST.....	DLPT
DEFENSE LANGUAGE APTITUDE BATTERY.....	DLAB
DEFENSE OFFICER PERSONNEL MANAGEMENT ACT.....	DOPMA
DEFENSE SWITCHED NETWORK (Replaced AUTOVON).....	DSN
DEFENSE TRAVEL PAY SYSTEM.....	DTPS
DEFER -MENT.....	dfr
DEGREE.....	deg
DELAYED ENTRY PROGRAM.....	DEP
DELIVER -ED -Y.....	del
DEMILITARIZED ZONE.....	DMZ
DEMOLITION.....	dml
DEMONSTRATE.....	dmst

DEPARTED UNITED STATES.....	DepUS
DEPART -MENT -ING -URE -ED.....	dept
DEPARTMENT OF DEFENSE DIRECTIVE.....	DoDDir
DEPARTMENT OF DEFENSE INSTRUCTION.....	DoDInst
DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATIONS.....	DODFMR
DEPENDENCY AND INDEMNITY COMPENSATION.....	DIC
DEPENDENT -S.....	depn
DEPLOYMENT.....	deplm
DEPUTY - DEPOT.....	*dep
DEPUTY CHIEF OF STAFF.....	DC/S
DEPUTY NAVAL INSPECTOR GENERAL FOR MARINE CORPS MATTERS.....	DNIGMC
DESERT -ED -ER -ION.....	des
DESERTER INFORMATION POINT.....	DIP
DESIGNATE -D DESIGNATION.....	desig
DESTINATION.....	destn
DETACH -ED -MENT.....	det
DETACHED DUTY.....	DetDu
DETAIL -ED.....	dtl
DETAINED PAY.....	dtnd pay
DETERMINE -D.....	detm
DEVELOP -ED -MENT.....	dev
DIAGNOSIS UNDETERMINED.....	DU
DIED OF WOUNDS.....	DOW
DIFFERENCE.....	dif
DIARY MANAGEMENT REPORT.....	DMR
DIARY FEEDBACK REPORT.....	DFR
DIRECTOR -DIRECT -ED.....	dir
DIRECTOR OF INSTRUCTION.....	DOI
DIRECT SUPPORT.....	DS
DISABILITY.....	dsabl
DISABILITY EVALUATION SYSTEM.....	DES
DISAPPROVE -D.....	disap
DISBAND -ED.....	disd
DISBURSING.....	disb
DISBURSING OFFICER VOUCHER.....	DOV
DISCHARGE -D.....	dis
DISCIPLINE -D.....	discp
DISCONTINUE -D.....	discon
DISEMBARK -ED.....	disemb
DISENROLL -ED.....	disenr
DISHONORABLE.....	DISHON
DISHONORABLE DISCHARGE.....	DD
DISK OPERATING SYSTEM.....	DOS

DISPOSITION.....	dispo
DISSEMINATE.....	disem
DISTRIBUTION.....	distr
DISTRICT.....	dist
DITTO (Duplicate as before).....	do
DOCTRINE.....	doc
DOCUMENT.....	docu
DRILL.....	dr
DRILL INSTRUCTOR.....	DI
DUPLICATE.....	dupe
DURING.....	dur
DUTY.....	du
DUTY CONNECTION.....	DuCon
DUTY UNDER INSTRUCTION.....	DUINS
EACH.....	ea
ECHELON.....	ech
ECONOMY.....	econ
EDUCATION.....	educ
EDUCATIONAL EQUIVALENCY TEST.....	EET
EFFECT -ED -IVE.....	eff
EFFECTIVE DATE.....	ED
EFFECTIVE DATE OF MOBILIZATION.....	M-Day
EFFICIENCY REVIEW.....	ER
ELECTRIC -AL -ITY -ELECTRONIC.....	elec
ELECTRONIC COUNTERMEASURES.....	ECM
ELECTRONIC COUNTER-COUNTERMEASURES.....	ECCM
ELECTRONIC DATA PROCESSING TEST.....	EDPT
ELECTRONIC FUND TRANSFER.....	EFT
ELECTRONIC LIBRARY MAIL SYSTEM.....	ELMS
ELECTRONIC MAIL.....	E-Mail
ELECTRONIC SIGNATURE.....	ELSIG
ELECTRONIC REPAIR COMPOSITE SCORE.....	EL
ELECTRONIC WARFARE.....	EW
ELEMENT.....	elm
ELIGIBLE -ILITY.....	elig
ELIMINATE - ELIMINATION.....	elim
EMBARK -ED -ATION.....	emb
EMERGENCY.....	emerg
EMPLOYMENT.....	emplm
ENABLING LEARNING OBJECTIVE.....	ELO
ENCLOSURE.....	encl
END USER COMPUTER EQUIPMENT.....	EUCE
ENDORSE -D -MENT.....	end

ENEMY	en
ENEMY PRISONER OF WAR.....	EPW
ENGINE.....	eng
ENGINEER.....	enr
ENLIST -ED -MENT.....	enl
ENLISTED ASSIGNMENT MODEL.....	EAM
ENLISTED AVIATION MAINTENANCE TRAINEE MANAGEMENT SYSTEM.....	EAMTRAMS
ENLISTED STAFFING GOAL MODEL.....	ESGM
ENLISTMENT EXTENDED.....	enlxt
EN ROUTE.....	enr
ENSIGN (not military grade).....	ens
ENTITLE -D -MENT - ENTITLING.....	entl
ENTRANCE NATIONAL AGENCY CHECK.....	ENTNAC
ENTRY LEVEL TRAINING ASSIGNMENT.....	ELTA
EQUAL OPPORTUNITY ADVISOR.....	EOA
EQUIPMENT.....	equip
EQUIPPED.....	eqpd
EQUIVALENT INSTRUCTION OR DUTY.....	EIOD
ERRONEOUS -LY.....	err
ESSENTIAL SUBJECTS TEST.....	EST
ESTABLISH -ED -MENT -INC.....	estab
ESTIMATE -D.....	est
ESTIMATED DATE OF ARRIVAL.....	EDA
ESTIMATED DATE OF DEPARTURE.....	EDD
ESTIMATED TIME OF ARRIVAL.....	ETA
ESTIMATED TIME OF DEPARTURE.....	ETD
ESTIMATED TIME EN ROUTE.....	ETE
ESTIMATED TIME OF RETURN.....	ETR
EVACUATE -D - EVACUATION.....	evac
EVALUATE.....	eval
EXAMINATION -EXAMINED.....	exam
EXCELLENT.....	exc
EXCHANGE.....	exch
EXCLUDE -D - EXCLUSIVE.....	excl
EXCUSED ABSENCE.....	EA
EXECUTED.....	execd
EXECUTION.....	execn
EXECUTIVE.....	exec
EXECUTIVE OFFICER.....	XO
EXEMPT -ED -ION.....	exempt
EXERCISE.....	ex
EXPEND -ABLE -ED -ITURE -EXPENSE -S.....	exp
EXPERIENCE.....	exper
EXPIRATION OF ACTIVE SERVICE.....	EAS

EXPIRATION OF EXTENDED ENLISTMENT.....	EofEE
EXPIRATION OF INDUCTION.....	EofI
EXPIRATION OF OBLIGATED SERVICE.....	EOS
EXISTED PRIOR TO SERVICE.....	EPTS
EXPLOSIVE.....	expl
EXPLOSIVE ORDNANCE DISPOSAL.....	EOD
EXTEND -ED - EXTENSION.....	ext
EXTENDED ACTIVE DUTY.....	EAD
EXTENDED TECHNICAL TRAINING.....	ETT
EXTENSION OF ENLISTMENT.....	extenl
FACSIMILE.....	FAX
FACTOR EVALUATION SYSTEM.....	FES
FAMILY.....	fam
FAMILY ALLOWANCE.....	FA
FAMILY SEPARATION ALLOWANCE.....	FSA
FAMILY SERVICE CENTER.....	FamSvcCtr
FATHER.....	F
FAVORABLE.....	fav
FEDERAL BUREAU OF INVESTIGATION.....	FBI
FEDERAL PERSONNEL MANUAL.....	FPM
FEDERAL STOCK NUMBER.....	FSN
FEDERAL WAGE SYSTEM.....	FWS
FIELD.....	fld
FIELD BULLETIN.....	FB
FIELD EXERCISE.....	FEX
FIELD FLIGHT PERFORMANCE BOARD.....	FFP
FIELD MANUAL.....	FM
FIELD SKILLS TRAINING.....	FST
FILE SERVER.....	FServ
FILM STRIP.....	flmstp
FINAL SETTLEMENT.....	FS
FIRE DIRECTION CENTER.....	FDC
FIRE SUPPORT COORDINATION CENTER.....	FSCC
FIRE SUPPORT COORDINATOR.....	FSC
FISCAL YEAR.....	FY
FIT FOR FULL DUTY.....	FFD
FITNESS REPORT.....	FitRpt
FITNESS REPORT AUDIT PROGRAM.....	FRAP
FIXED-WING.....	FW
FLEET.....	FLT
FLEET HOSPITAL.....	FH
FLEET MARINE FORCE END USER COMPUTER EQUIPMENT	FMF-EUCE
FLEET MARINE FORCE MANUAL.....	FMFM

FLEET POST OFFICE.....	FPO
FLEET MARINE FORCE PERSONNEL ASSISTANCE PROGRAM	FAP
FLEET MARINE FORCE REFERENCE PUBLICATION.....	FMFRP
FLIGHT.....	flt
FLIGHT ORDERS.....	FltO
FLIGHT STATUS SELECTION BOARD.....	FSSB
FLOPPY DISKS.....	FD
FOLLOW -S -ED -ING.....	fol
FOLLOWING NAMED MARINE -S.....	FNM
FOR ACTION.....	ForAc
FORCE -S.....	for
FOREIGN DUTY.....	FORDU
FOREIGN LANGUAGE PROFICIENCY PAY.....	FLPP
FOREIGN AREA OFFICER.....	FAO
FOREIGN MILITARY SALES.....	FMS
FORFEIT -ED -URE.....	forf
FOR FURTHER ASSIGNMENT.....	FFA
FOR FURTHER TRANSFER.....	FFT
FOR RECORD.....	FOREC
FOR OFFICIAL USE ONLY.....	FOUO
FORMER MARINE.....	FMar
FORWARD.....	fwd
FORWARD AIR CONTROLLER.....	FAC
FORWARD AIR CONTROLLER (AIRBORNE)	FAC (A)
FORWARD ECHELON.....	FwdEch
FORWARD LOOKING INFRARED RADAR.....	FLIR
FORWARD OBSERVER -S.....	FO
FRAGMENTATION ORDER.....	FRAGO
FRAGMENTATION WOUND.....	FragWd
FRAUDULENT ENLISTMENT.....	frdenl
FREE FIRE AREA.....	FFA
FREQUENCY.....	freq
FREQUENCY MODULATION.....	FM
FROM.....	fr
FUNCTIONAL ACCOUNT NUMBER.....	FAN
FUNDAMENTAL -S.....	fund
FURNISH -ED.....	furn
FURTHER ASSIGNMENT.....	FURAS
FUTURE MONITORED COMMAND CODE.....	FMCC
GENERAL (not military grade).....	gen
GENERAL CLASSIFICATION TEST.....	GCT
GENERAL COURT-MARTIAL.....	GCM
GENERAL COURT-MARTIAL ORDER.....	GCMO
GENERAL EDUCATIONAL DEVELOPMENT TEST.....	GEDT
GENERAL COURT-MARTIAL PRISONER.....	GCMP

GENERAL DISCHARGE.....	GenDis
GENERAL MANAGER (CIVIL SERVICE EMPLOYEE).....	GM
GENERAL MILITARY SUBJECTS TEST.....	GMST
GENERAL SCHEDULE (CIVIL SERVICE EMPLOYEE, NORMALLY FOLLOWED BY A NUMERAL GRADE).....	GS-
GENERAL SUPPORT.....	GS
GENERAL TECHNICAL COMPOSITE.....	GT
GIGABYTE -S.....	GB
GLOBAL COMMAND CONTROL SYSTEM.....	GCCS
GOOD OF THE SERVICE.....	GOS
GOVERNMENT.....	govt
GOVERNMENT TRANSPORTATION REQUEST.....	GTR
GRADE.....	gde
GRADUATE.....	grad
GRADUATION.....	grdn
GRAVES REGISTRATION.....	GrReg
GRENADA VETERAN.....	GVet
GROUND.....	gnd
GROUND COMBAT ELEMENT.....	GCE
GROUND CONTROL APPROACH.....	GCA
GROUND SUPPORT EQUIPMENT.....	GSE
GUARD.....	gd
GUIDED MISSILE.....	GM
GUILTY.....	G
GUNNER.....	gnr
GUNSHOT WOUND.....	GSW
HANDLING.....	hdlg
HARD DISK.....	HD
HAZARDOUS DUTY INCENTIVE PAY.....	HDIP
HEADQUARTERS.....	hq
HEADQUARTERS ACCESSION MANAGEMENT SYSTEM.....	HAMS
HEADQUARTERS MASTER FILE.....	HMF
HEALTH RECORD -S(COMBINED MEDICAL AND DENTAL RECORDS)...	HR
HEAVY.....	hvy
HEAVY ANTIARMOR WEAPON.....	HAW
HEAVY ARTILLERY.....	HvyArty
HEAVY ASSAULT ANTITANK WEAPON.....	HAAW
HEAVY MACHINEGUN.....	HMG
HELICOPTER.....	hcptr
HIGH EXPLOSIVE.....	HE
HIGH INTENSITY CONFLICT.....	HIC
HIGH MOBILITY MULTIPURPOSE WHEELED VEHICLE.....	HMMWV
HOME ADDRESS.....	HA
HIGH SCHOOL.....	HS
HISTORY/HISTORICAL.....	hist

HOME OF RECORD.....	HOR
HOME TRAINING CENTER.....	HTC
HONORABLE.....	hon
HONORABLE DISCHARGE.....	HonDis
HONORABLY RETIRED.....	HonRetd
HOSPITAL.....	hosp
HOSTILE.....	hstl
HOSTILE FIRE AREA.....	HFA
HOSTILE FIRE PAY.....	HFP
HOUSEHOLD EFFECTS.....	HHE
HOUSEHOLD GOODS.....	HHG
HOWITZER.....	How
HUMANITARIAN REASONS.....	HUMS
HUSBAND.....	H
IDENTIFICATION.....	ID
ILLUMINATION.....	ILLUM
IMMEDIATE -LY.....	immed
IN ACCORDANCE WITH.....	IAW
INACTIVE.....	inact
INACTIVE DUTY TRAINING.....	IDT
INACTIVE STATUS LIST.....	ISL
INCAPACITATED.....	INCAP
INCLUDE-INCLUDING-INCLUSIVE.....	incl
INCOMPETENCE-INCOMPETENT.....	incomp
INCONSISTENT CONDITIONS REPORT.....	ICR
INCREMENTAL INITIAL ACTIVE DUTY FOR TRAINING.....	IIADT
INDEBTED -NESS.....	indebt
INDEFINITE.....	indef
INDEPENDENT.....	indep
INDICATE -S -D - INDICATING.....	indc
INDIVIDUAL.....	indiv
INDIVIDUAL COMBAT TRAINING.....	ICT
INDIVIDUAL MILITARY COUNSEL.....	IMC
INDIVIDUAL MOBILIZATION AUGMENTEE.....	IMA
INDIVIDUAL READY RESERVE.....	IRR
INDIVIDUAL TRAINING STANDARDS.....	ITS
INDIVIDUAL TRAINING STANDARDS SYSTEM.....	ITSS
INDUCTION.....	ind
INERTIAL NAVIGATION SYSTEM.....	INS
INFANTRY.....	inf
INFORMATION.....	info
INFANTRY OFFICER COURSE.....	IOC
INFLAMMABLE.....	Infl

INFORMATION CONTROL CENTER; INFORMATION COORDINATION CENTER.....	ICC
INFORMATION SERVICE OFFICER.....	ISO
INFORMATION SERVICES MANAGEMENT REPRESENTATIVE	ISMR
INFORMATION SYSTEMS.....	IS
INFORMATION SYSTEMS MANAGEMENT OFFICER.....	ISMO
IN HANDS OF CIVIL AUTHORITIES.....	IHCA
IN HANDS OF FOREIGN AUTHORITIES.....	IHFA
INITIAL.....	init
INITIAL ACTIVE DUTY FOR TRAINING.....	IADT
INITIAL CIVILIAN CASH CLOTHING ALLOWANCE.....	ICCCA
INITIAL CLOTHING MONETARY ALLOWANCE.....	ICMA
INITIAL SKILLS TRAINING.....	IST
INJURIES OR ILLNESSES FROM OTHER CAUSES.....	IOC
INJURIES OR ILLNESSES SELF-INFLICTED (INTENTIONALLY).....	ISI
INPUT/OUTPUT.....	I/O
IN PROGRESS PAYMENT.....	IPP
INSPECTOR GENERAL.....	IG
INSPECTOR GENERAL OF THE MARINE CORPS.....	IGMC
INSPECTOR GENERAL'S UNIT INSPECTION PROGRAM.....	IGUIP
INSPECTOR-INSTRUCTOR.....	I-I
INSTRUCTION.....	instn
INSTRUCTOR.....	instr
INTEGRATED COMMUNICATION COLLECTION SYSTEM.....	ICCS
INTEGRATED LOGISTIC SUPPORT PLAN.....	ILSP
INTEGRATED SIGNALS INTELLIGENCE SYSTEM.....	ISIS
INTEGRATED TACTICAL AIR CONTROL SYSTEM.....	ITACS
INTELLIGENCE.....	intel
INTELLIGENCE SUMMARY.....	INTSUM
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NONAPPROPRIATED FUND.....	NAF
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NOT APPLICABLE.....	N/A
NOT EARLIER THAN.....	NET
NOT GUILTY.....	NG
NOT LATER THAN.....	NLT
NOT PHYSICALLY QUALIFIED.....	NPQ
NOT SCHEDULED.....	NS
NOT TO, NOR NEEDED, BY ALL.....	NOTAL
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NO TIME LOST.....	NTL
NO TRAVEL INVOLVED.....	NTvli
NOT RECOMMENDED FOR REENLISTMENT.....	NRR
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NUMBER.....	No
OBJECT -ION -IVE.....	obj
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PAID.....	pd
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PARENTHESIS.....	paren
PASSENGER.....	PAX
PATIENT.....	pnt
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PAY ENTRY BASE DATE.....	PEBD
PAYMENT.....	pmt
PENDING.....	pend
PERFORM -ED.....	pef

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PERIOD.....	prd
PERMANENT.....	perm
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PERMANENT MAILING ADDRESS.....	PMA
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RADAR INTERCEPT OFFICER.....	RIO

RADIO.....	rad
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RANK.....	rk
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REMIT -TED.....	rem

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REPAIR.....	rep
REPLACE -MENT.....	repl
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REPORTING UNIT.....	RU
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RETAINED IN THE SERVICE.....	retnsvc
RETIRED - RETIREMENT.....	ret
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RETURN.....	rtrn
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REVIEWED.....	revd
REVIEWING OFFICER (IN CONNECTION WITH FITNESS REPORTS).....	RO
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RIFLE RANGE.....	RR
RIFLE SHARPSHOOTER.....	RSS
RIFLE UNQUALIFIED.....	RUQ
RIFLE (WEAPON).....	rfl
RIGHT.....	rt
ROCKET.....	rkt
ROCKET LAUNCHER.....	RL
ROTATION.....	rot
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SENTENCE.....	sent
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SEPARATE -D - SEPARATION.....	sep
SEPARATE COVER.....	SC
SEPARATE WRITTEN AGREEMENT.....	SWAG
SEPARATION DESIGNATOR NUMBER.....	SDN
SEPARATION IN LIEU OF TRIAL.....	SILT
SERGEANT MAJOR OF THE MARINE CORPS.....	SGTMAJMARCOR

SERIAL.....	ser
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SERVICEMEN'S GROUP LIFE INSURANCE.....	SGLI
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SETTLEMENT - SETTLED.....	sett
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SPECIAL DUTY.....	Spldu
SPECIAL EDUCATION PROGRAM.....	SEP
SPECIAL MONEY REQUISITION.....	SMR
SPECIAL OPERATIONS CAPABLE EXERCISE -S.....	SOCEX
SPECIAL OPERATIONS/LOW INTENSITY CONFLICT.....	SO/LIC
SPECIAL ORDER -S.....	SO
SPECIAL -1ST.....	spl
SPECIAL SERVICES.....	SplSvc
SPECIALTY.....	splty
SPECIFY - SPECIFICATION.....	spec
SQUAD AUTOMATIC WEAPON.....	SAW
SQUADRON.....	sqdn
STAFF JUDGE ADVOCATE.....	SJA
STAFF NONCOMMISSIONED OFFICER -S.....	SNCO

STAFF NONCOMMISSIONED OFFICERS DEGREE COMPLETION PROGRAM.....	SNCODCP
STAFF NONCOMMISSIONED OFFICER IN CHARGE.....	SNCOIC
STAFF UNACCOMPANIED ENLISTED PERSONNEL HOUSING	Staff UEPH
STANDARD.....	std
STANDARD ACCOUNTING BUDGET REPORTING SYSTEM.....	SABRS
STANDARD FORM.....	SF
STANDARD IDENTIFICATION INFORMATION.....	SII
STANDARD MAINTENANCE ALLOWANCE.....	SMA
STANDARD NOMENCLATURE LIST.....	SNL
STANDARD TOUR OF DUTY.....	STDU
STANDARD WRITTEN AGREEMENT.....	SWAT
STANDARDIZATION AGREEMENT.....	STANAG
STANDING OPERATING PROCEDURE -S.....	SOP
START.....	strt
STATEMENT OF UNDERSTANDING.....	SOU
STATEMENT OF WORK.....	SOW
STATION.....	Sta
STATION OF INITIAL ASSIGNMENT.....	SIA
STATUS OF FORCES AGREEMENT.....	SOFA
STENOGRAPHER.....	Steno
STINGER LAUNCH SIMULATOR.....	STLS
STOCK LIST.....	SL
STRAGGLER.....	strag
STRATEGIC.....	strgc
STREET.....	St
STRENGTH.....	str
STUDENT.....	stud
STUDENT NAVAL AVIATOR	SNA
STUDENT NAVAL FLIGHT OFFICER	SNFO
SUBJECT.....	subj
SUBJECT MATTER EXPERT.....	SME
SUBJECT NAMED MARINE -S.....	SNM
SUBJECT NAMED OFFICER -s.....	SNO
SUBJECT NAMED PRISONER.....	SNP
SUBMIT -TED - SUBMISSION.....	sub
SUBSEQUENT.....	subq
SUBSISTENCE.....	subs
SUBSTITUTE -D - SUBSTITUTION.....	subt
SUFFICIENT.....	suf
SUITABLE -BILITY.....	suit
SUMMARY COURT-MARTIAL.....	SCM
SUPERINTEND -ENT.....	supt
SUPERIOR PERFORMANCE.....	SP

SUPERVISE - SUPERVISOR.....	super
SUPPLEMENT -AL.....	supp
SUPPLY.....	sup
SUPPLY INSTRUCTION.....	SI
SUPPORT.....	spt
SUPPORTED ACTIVITIES SUPPLY SUPPORT SYSTEM.....	SASSY
SUPPORTING ARMS COORDINATION CENTER.....	SACC
SUPPORTING ESTABLISHMENT.....	SE
SUPPORTING ESTABLISHMENT END USER COMPUTING EQUIPMENT...	SEEUCE
SURRENDER.....	surr
SURVEILLANCE AND TARGET ACQUISITION.....	sta
SURVEY.....	surv
SURVIVAL, EVASION, RESISTANCE TO INTERROGATION, AND ESCAPE.....	SERE
SUSPECT - SUSPICION.....	susp
SWITCHBOARD.....	swbd
SYSTEM.....	sys
SYSTEMS APPROACH TO TRAINING.....	SAT
TABLE OF ALLOWANCE.....	T/A
TABLE OF ALLOWANCE FOR PUBLICATIONS.....	TAP
TABLE OF AUTHORIZED MATERIAL.....	TAM
TABLE(S) OF EQUIPMENT.....	T/E
TABLE(S) OF MANPOWER REQUIREMENTS.....	T/MR
TABLE(S) OF ORGANIZATION.....	T/O
TACTICAL AIR COMMAND/CONTROL CENTER.....	TACC
TACTICAL AIR CONTROL PARTY.....	TACP
TACTICAL AIR OPERATIONS CENTER.....	TAOC
TACTICAL AREA OF RESPONSIBILITY.....	TAOR
TACTICAL AVIATION.....	TACAIR
TACTICAL AIR NAVIGATION SYSTEM.....	TACAN
TACTICAL AIR REQUESTS.....	TAR
TACTICAL ELECTRONIC RECONNAISSANCE PROCESSING AND EVALUATION SYSTEM.....	TERPES
TACTICAL EXERCISE COORDINATOR.....	TEC
TACTICAL EXERCISE COORDINATION GROUP	TECG
TACTICAL EXERCISE WITHOUT TROOPS.....	TEWT
TACTICAL LOGISTICAL GROUP.....	TACLOG
TACTICAL RECOVERY OF AIRCRAFT, EQUIPMENT, AND PERSONNEL.....	TRAP
TACTICAL WARFARE SIMULATION, EVALUATION AND ANALYSIS SYSTEM.....	TWSEAS
TANK.....	tk
TECHNICAL BULLETIN.....	TB
TECHNICAL INSTRUCTION.....	TI

TECHNICAL MANUAL.....	TM
TECHNICAL - TECHNICIAN.....	tech
TELEPHONE.....	Tp
TELEPHONE CONVERSATION.....	PHONCON
TELETYPEWRITER.....	tty
TELEVISION.....	TV
TEMPORARILY ATTACHED.....	tempatt
TEMPORARY.....	temp
TEMPORARY ADDITIONAL DUTY.....	TAD
TEMPORARY DISABILITY RETIRED LIST.....	TDRL
TEMPORARY DUTY.....	TDY
TEMPORARY LIMITED DUTY.....	TLD
TEMPORARY LODGING ALLOWANCE -S.....	TLA
TEMPORARY LODGING EXPENSE ALLOWANCE -S.....	TLE
TENTATIVE CHARACTERIZATION OF SERVICE.....	TCS
TERMINAL LEARNING OBJECTIVE.....	TLO
TERMINAL AREA SECURITY OFFICER.....	TASO
TERMINATE -D.....	term
TEST AND EVALUATION.....	TE
TIME IN GRADE.....	TIG
TIME IN SERVICE.....	TIS
TIME LOST.....	TL
TO BE DETERMINED.....	TBD
TOP SECRET.....	TS
TOTAL DETENTION OF PAY.....	TDP
TOTAL FORCE RETENTION SYSTEM.....	TFRS
TOTAL LOSS OF PAY.....	TLP
TOTAL QUALITY LEADERSHIP.....	TQL
TOUR OPTIMIZATION FOR UNIFORM READINESS II MODEL.....	TOUR II
TRAIN -ED -ING.....	trng
TRAINING FILM.....	TF
TRAINING INPUT PLAN.....	TIP
TRAINING PAY CATEGORY.....	TPC
TRAINING PLAN.....	TRAPLAN
TRAINING QUOTA MEMORANDUM.....	TQM
TRAINING SITUATION ANALYSIS.....	TSA
TRANSACTION RESEARCHER FILE.....	TRF
TRANSFER -RED.....	tr
TRANSIENT FACILITY.....	TFAC
TRANSMIT.....	XMIT
TRANSPORT -ED -ATION.....	trans
TRAVEL.....	tv1
TRAVEL ORDER NUMBER.....	TON
TREATMENT.....	trmt
TRIAL.....	trl

TRIAL COUNSEL.....	TC
TROOPS.....	trps
TUBE LAUNCHED, OPTICALLY TRACKED, WIRE COMMAND LINK, GUIDED MISSILE SYSTEM.....	TOW
TYPE TRANSACTION CODE.....	TTC
ULTIMATE -LY.....	ult
ULTRAHIGH FREQUENCY.....	UHF
UNACCOMPANIED ENLISTED PERSONNEL HOUSING.....	UEPH
UNACCOMPANIED OFFICER PERSONNEL HOUSING.....	UOPH
UNAUTHORIZED.....	unauth
UNAUTHORIZED ABSENCE - ABSENT OVER LEAVE.....	UA(AOL)
UNAUTHORIZED ABSENCE - ABSENT WITHOUT LEAVE.....	UA(AWOL)
UNAVOIDABLE.....	unavd
UNCLASSIFIED.....	UNCLAS
UNDER HONORABLE CONDITIONS.....	UHC
UNDER OTHER THAN HONORABLE CONDITIONS.....	UOHC
UNDESIRABLE DISCHARGE.....	UnDis
UNFITNESS.....	unfit
UNIFORM CODE OF MILITARY JUSTICE.....	UCMJ
UNIFORM -ITY.....	unif
UNIT ACTIVITY REPORT.....	UAR
UNIT DEPLOYMENT PROGRAM.....	UDP
UNIT DIARY.....	UD
UNIT DIARY/MANPOWER INTERGRATED PERSONNEL SYSTEM	UD/MIPS
UNIT OF FIRE.....	u/f
UNIT SUSTAINMENT TRAINING.....	UST
UNIT COMMANDERS PERSONNEL SYSTEM.....	UCPS
UNIT IDENTIFICATION CODE.....	UIC
UNIT MUSTER SHEET.....	UMS
UNIT VERIFICATION ROSTER.....	UVR
UNITED STATES.....	U.S.
UNITED STATES CODE.....	USC
UNITED STATES SHIP.....	USS
UNIVERSITY.....	univ
UNKNOWN.....	UNK
UNMANNED AERIAL VEHICLE.....	UAV
UNQUALIFIED.....	UQ
UNSATISFACTORY.....	unsat
UNSUITABLE - UNSUITABILITY.....	unsuit
UNTIL FURTHER NOTICE.....	UFN
UNUSED LEAVE.....	UL
USER IDENTIFICATION.....	USERID
USER'S MANUAL.....	UM
UTILIZE -D.....	utl
UTILITIES.....	util

VALIDATION AND EXTRACT FILE.....	VEF
VARIABLE REENLISTMENT BONUS.....	VRB
VARIABLE REENLISTMENT BONUS INSTALLMENTS.....	VRBI
VARIABLE REENLISTMENT BONUS MULTIPLE.....	VRBM
VARIABLE TIME - PROXIMITY FUZE.....	VT
VEHICLE - VEHICULAR.....	veh
VENEREAL DISEASE.....	VD
VERIFY -LED.....	ver
VERIFICATION OF MILITARY EDUCATION AND TRAINING	VMET
VERIFICATION OF MILITARY EXPERIENCE AND TRAINING	VERDOC
VERTICAL/SHORT TAKEOFF AND LANDING.....	VTOL
VERY GOOD.....	VG
VERY HIGH FREQUENCY.....	VHF
VETERAN.....	Vet
VETERANS ADMINISTRATION.....	VA
VIDEO TELECONFERENCING.....	VTC
VIETNAM VETERAN.....	VVet
VIOLATION.....	viol
VISUAL.....	vis
VISUAL INQUIRY SYSTEM.....	VIS
VISUAL RECONNAISSANCE.....	VR
VOLUME.....	vol
VOLUNTEER.....	V
VOUCHER.....	Vou
WAGE GRADE (CIVIL SERVICE EMPLOYEE, NORMALLY FOLLOWED BY A NUMERAL GRADE).....	WG-
WAGE LEADERS (CIVIL SERVICE EMPLOYEE).....	WL
WAGE SUPERVISOR (CIVIL SERVICE EMPLOYEE).....	WS
WAIVED.....	wvd
WAREHOUSE.....	whs
WARFARE.....	warf
WARRANT.....	wrnt
WEAPON.....	wpn
WEAPONS AND TACTICS INSTRUCTOR.....	WTI
WEEK.....	wk
WEEKS.....	wks
WEIGHT.....	wt
WELL AND ON DUTY.....	WOD
WESTERN PACIFIC.....	WESTPAC
WHEN DIRECTED.....	WD
WHITE PHOSPHOROUS.....	WP
WIDE AREA NETWORK.....	WAN

WIFE.....	W
WILL BE ISSUED.....	WBI
WILL BE ORDERED.....	WBO
WITH.....	W/
WITHOUT.....	w/o
WORD PROCESSING SYSTEM -S.....	WPS
WORDS PER MINUTE.....	wpm
WOUNDED IN ACTION.....	WIA
WOUNDED IN ACTION - NOT EVACUATED.....	WIANE
YEAR.....	yr
YEAR GROUP.....	YG
YEARS.....	yrs

b. Phrases, Sentences, or Groups of Sentences, Frequently Used in Marine Corps Orders

<u>PHRASE EQUIVALENT</u>	<u>MEANING</u>
ADALCON	Advise all concerned.
ADDU	Additional duty.
ADLVADDR	You are directed to keep the CMC advised of an address at which you can be reached by telegram at all times while in a proceed, travel, or leave status.
ADMSG	Please advise by message.
ADP	Aeronautically Designated Personnel.
ADTAKE	Please advise action taken.
APOD	Aerial port of debarkation
APOE	Aerial port of embarkation
ALCON	All concerned.
ALCOM	All commands.
ALMAR	All Marine Corps activities.
ARPROREP	Upon arrival further proceed and report (to).

ARREP Upon arrival report (to) _____.

ARREPCOVES Upon arrival report to the commanding officer of that vessel for duty.

AUTHDELREP With authority to delay in reporting until (date).

AUTHPROBOUT Authorized to proceed on or about (date).

AVNCM Assigned to duty involving regular and frequent flights as a crewmember.

AVNOTCM Assigned to duty involving regular and frequent flights as a non-crewmember.

BAGAIR While traveling via air outside the United States (number of pounds indicate) baggage to accompany is authorized.

CARBAGAIR While traveling via air outside the United States (XX) pounds baggage to accompany is authorized, an additional (number of pounds indicated) baggage is authorized as air cargo for shipment under the same class of priority.

CARBASO Carry out unexecuted portion basic orders.

CC Cost Code.

CIC Customer Identification Code.

CIPAP Authority is granted to make such changes in above itinerary and to proceed to such additional places as may be necessary for accomplishment of this mission.

COMPDUINS Upon completion of duty under instruction.

COMPRET Upon completion thereof return to duty station and resume regular duties.

COMPTEM Upon completion of temporary duty.

COMPTEMINS Upon completion of temporary duty under instruction.

COT Consecutive overseas tour.

DATEDSG On such date as the commanding general, commanding officer or other competent authority may designate.

DAUS Date arrived United States.

DAUSDNR Date arrived United States, dependents not restricted.

DELREP Authorized to delay (no. of days indicated), provided no excess leave involved, in reporting in compliance with these orders. Such delay to count as leave. Keep old and new duty stations advised of leave address.

DELREPANY Authorized to delay (no. of days indicated), provided no excess leave involved, and all of which may be taken prior to or after reporting to temporary duty station(s); such delay to count as leave. No additional cost to the Government involved. Keep old and new duty station advised to leave address.

DELREPARUS Authorized to delay (no. of days indicated or until date indicated) in returning to the duty station, such delay to count as leave, provided no excess leave involved and at no additional cost to the Government. Keep duty station advised to leave address.

DELURN Authorized to delay (no. of days indicated or until date indicated) in returning to the duty station, such delay to count as leave, provided no excess leave involved and at no additional cost to the Government. Keep duty station advised of leave address.

DIFDEN Duty in a flying status, flight activity denied.

DIFOP Duty in a flying status involving operational flights.

DIFOPINS Duty under instruction in a flying status involving operational or training flights.

DIFOPSODA Duty in a flying status involving operational or training flights within the (command or activity) as may be designated.

DIFOPTECH Duty as a technical observer in a flying status involving operational or training flights.

*DIFOT Duty in a flying status involving operational or training flights.

* May be used followed by "crew" or "noncrew" to be translated "as crewmember" or "as noncrewmember".

DIFPRO Duty in a flying status involving proficiency flights.

DIRLAUTH Direct liaison authorized.

DISTREAT Upon being discharged from treatment.

DUINS Duty Under Instruction.

DUSODA Duty within the (command or activity) as the (command or activity) may designate.

DUSTA Duty Station.

EXACCT Expenditure account.

FAGAIRTRANS (Via) first available Government air transportation.

FAGSURTRANS (Via) first available Government surface transportation.

FAGTRANS (Via) first available Government transportation.

FAIRTRANS (Via) first available air transportation.

FATRANS (Via) first available transportation.

FURNARSSN Furnish full names, rates, and social security numbers of Marines transferred per this directive.

FURNDISBOFF Furnish the disbursing officer carrying your pay accounts a copy of these orders bearing all endorsements.

FYI For your information.

**GOVAIR Including Government air.

 ** Phrase equivalent usually used in combination.

GOVAIRDIR Travel via Government aircraft is directed (between points specified) where necessary to expedite completion of this duty. Class__ priority is certified.

GOVAIRDIROUT Travel via Government aircraft is directed Outside the U.S. Class __ priority is certified.

GOVAIRDIRVAIL Travel via Government aircraft is directed (between points specified) where available. Class __ priority is certified.

GOVAIRSUR Travel via Government air and/or surface is authorized.

GOVAIRSURDIR Travel via Government air and/or surface vessel is directed.

GOVAIRSURDIRVAIL .. Travel via Government air and/or surface vessel is directed. (between points specified) where available. Class __ priority is certified.

GOVMERAIRDIR In performing this travel Government air and/or Government procured commercial air is directed.

ICW Insure compliance with.

IMMUNQUIRED Immediately upon receipt of these orders obtain immunization required for areas to be visited. Procure properly completed NavMed 585 (U.S. Navy Immunization Record).

IRA Intermediate reporting activity.

IPCOT In-place Consecutive overseas tour.

IRT In reference to; In response to.

LCPCSO Low cost permanent change of station orders.

MARADMIN Marine Administrative Message.

MERAIR Commercial air.

MITRE Authorized to omit or revisit any of the mentioned places as deemed necessary.

MITREVAR Authorized to omit or revisit any of the mentioned places and to vary the itinerary as deemed necessary.

MITVAR Authorized to omit any of the mentioned places and to vary the itinerary as may be deemed necessary.

MPMC Military Personnel, Marine Corps.

NOPROCAN If not already proceeded, orders (identified by date-time-group which follows are canceled.

OC Object class.

OCONUS Outside 48 contiguous states and District of Columbia.

OCD Overseas control date.

PDS Permanent duty station.

PERGRA Permission granted.

PERNOGRA Permission not granted.

POV Privately owned vehicle.

PROIMREP Proceed immediately to location of ship, commander or station designated and upon arrival report for duty or purpose indicated.

PROREP Proceed to (location of ship, commander, or station by group(s)) immediately following and upon arrival report for duty or purpose indicated).

PROTIMEARR Proceed in time to arrive on (date indicated) to activity or station designated.

PROTIMEREP Proceed in time to report to activity or station designated not later than (hour and/or date indicated).

PROVMAIN All other provisions of present orders to remain in effect.

PROWODELREP Proceed without delay to location of ship, commander, designated and upon arrival report for duty or purpose indicated.

RELACDU Release from active duty.

RELBY When relieved by_____.

RFC Relief for cause.

RICCO Reenlistment incentive considered complete.

RNQ Reason not qualified.

ROCCO Reenlistment option cycle complete.

SECNAVFINN The Secretary of the Navy found on (date) that more than one permanent change of station was required by the exigencies of the service during the same fiscal year.

SFNP Statement format not provided.

SURTRANS (Via) first available Government transportation, not including air.

TEMAC Temporary active duty.

TEMADDCON Temporary additional duty in connection with.

TEMADDINS Temporary additional duty under instruction. (TAD at a formal school less than 20 weeks.)

TEMCCN Temporary duty in connection with.

TEMINS Temporary duty under instruction. Temporary duty at a formal school en route to new PDS.

TOS Time on Station.

TRAVCHAR Cost of this travel is chargeable to appropriation or department designated following group(s) (Identifying numerals may be added.)

UNI Unless otherwise indicated.

UNODIR Unless otherwise directed.

UNORDREVO Unexecuted portion of orders (identified by reference number following) are revoked.

c. Punctuation used in Messages. Punctuation shall be used when essential for clarity. The letter "X" will not be used. The punctuation marks used in the drafting of messages normally shall be limited to those symbols listed in the NTP 3, which have Morse equivalents and appear on the standard typewriter and teletypewriter keyboards.

d. Days

Monday.....Mon	Friday.....Fri
Tuesday.....Tue	Saturday.....Sat
Wednesday.....Wed	Sunday.....Sun
Thursday.....Thu	

e. Months

January.....Jan	July.....Jul
February.....Feb	August.....Aug
March.....Mar	September.....Sep
April.....Apr	October.....Oct
May.....May	November.....Nov
June.....Jun	December.....Dec

f. Combination of Cities and States or Cities and Countries

Alameda, CA	ALMDCA	Jacksonville, FL	JAXFL
Albany, GA	ALBGA	Jacksonville, NC	JAXNC
Albuquerque, NM	ALBUQ	Kaneohe Bay, HI	KBAY
Alexandria, VA	ALEX	Kansas City, MO	KSC
Annapolis, MD	ANNA	Key West, FL	KWEST
Arlington, VA	ARLVA	Little Creek, Va	LCREEK
Asheville, NC	ASH	Little Rock, AR	LROCK
Atlanta, GA	ATLA	Long Beach, CA	LBEACH
Bambridge, MD	BAIN	Los Alamitos, CA	LOSALAM
Baltimore, MD	BALTO	Los Angeles, CA	LOSA
Barbers Point, Oahu, HI	BARPT	Louisville, KY	LVILLE
Barstow, CA	BRST	Memphis, TN	MFS
Beaufort, SC	BFT	Milwaukee, WI	MILW
Birmingham, AL	BHAM	Minneapolis, MN	MPLS
Boston, MA	BSN	Monterey, CA	MNTRY
Bremerton, WA	BREM	Montgomery, AL	MONTG
Brooklyn, NY	BKLYN	Morehead City, NC	MHNC
Brunswick, ME	BRUNS	Narrangansett Bay, RI	NARRABAY
Buffalo, NY	BFLO	Nashville, TN	NASH
Cecil Field, FL	CECILFLD	New London, CT	NLON
Charleston, SC	CHASN	New Orleans, LA	NRLNS
Cherry Point, NC	CHERPT	Newport News, VA	NPTNWS
Chicago, IL	CHGO	New York, NY	NYK
Cincinnati, OH	CIN	Norfolk, VA	NORVA
Cleveland, OH	CLEVE	North Island, CA	NORIS
Corpus Christi, TX	CORPC	Oakland, CA	OAK

Dallas, TX	DAL	Oceanside, CA	OSIDE
Denver, CO	DVR	Okinawa, JA	OKI
Earle Colt's Neck, NJ ..	EARLE	Oklahoma City, OK	OKCTY
Elizabeth City, NC	ELIZCTY	Overland Park, KS	OPK
El Toro (Santa Ana), CA .	ELTORO	Parris Island, SC	PISC
Galveston, TX	GALV	Patuxtent River, MD ...	PAXRIV
Garden City, NY	GCTY	Pearl Harbor, HI	PEARL
Glenview, IL	GLEN	Pensacola, FL	PNCLA
Governer's Island, NY ..	GOVIS	Philadelphia, PA	PHILA
Great Lakes, IL	GLAKES	Pittsburgh, PA	PGH
Guantanamo Bay, Cuba ...	GTMO	Point Magu, CA.....	PTMAGU
Hampton Roads, VA	HAMP	Port Hueneme, CA	PORHUE
Honolulu, HI	HONO	Portsmouth, NH	PTSMNH
Houston, TX	HOU	Portsmouth, VA	PTSMHVA
Hunters Point, CA	HDNPNT	Quantico, VA	QUANT
Indianapolis, IN	INDPLS	Quonset Point, RI	QUONPT
Indiantown Gap, PA	INGAP	Rep, Philippines	RP
Richmond, VA	RICH	Schenectady, NY	SCHNET
Rochester, NY	ROCH	Seal Beach	SBEACH
Roosevelt Roads, PR	RR	Shreveport, LA	SPORT
St. Louis, MO	STL	Stockton, CA	STOCK
St. Petersburg, FL	SPEETE	Subic Bay, RP	SUBIC
San Diego, CA	SDIEGO	Tacoma, WA	TACO
San Francisco, CA	SFRAN	Treasure Island, CA...TISFRAN	
San Jose, CA	SJOSE	Tulsa, OK	TUL
San Pedro, CA	SPEDRO	Twentynine Palms, CA..	29PALMS
Santa Ana, CA	SANA	Washington, DC.....	WASHDC

g. States, District of Columbia, Possessions, Territories

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
American Samoa	AS	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR

Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Federated States of	
Kentucky	KY	Marshall Is., Palau.....	TT
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Virgin Island	VI
Minnesota	MN	Washington	WA
Mississippi	MS	West Virginia	WV
Missouri	MO	Wisconsin	WI
		Wyoming	WY

h. Weights and Measures

Ampere	amp	Measure	meas
Barrel	bbl	Measurement ton	mton
Diameter	diam	Megacycle	m
Day	da	Meter	m
Dollar	dol	Mile	mi
Drum	dr	Miles per hour	mph
Feet/Foot	ft	Millimeter	mm
Gallon	gal	Minute	mm
Gallon per hour	gph	Month	mo
Gallon per minute	gpm	Number	nr
Gallon per second	gps	Package	pkg
Height	ht	Pound	lb
Horsepower	hp	Quantity	qty
Hour	hr	Revolutions per minute..	rpm
Hundred	hun	Round (ammunition)	rnd
Inch	in	Shipment	shipmt
Kilocycle	Kc	Short ton	ston
Kilohertz	kHz	Thousand (monetary)	k
Kilometer	Km	Thousand	thou
Kilo-volt-ampere	Kva	Unit of Fire	uf
Kilowatt	Kw	Volt	v
Kilowatt-hour	Kwh	Volume	vol
Knot	Kt	Week	wk
Length over all	LCA	Weight	wt
Liquid	Liq	Yard	yd
Long ton	lton	Year	yr

i. GradeMARINE CORPS

General	Gen	Chief Warrant Officer 2.....	CWO2
Lieutenant General	LtGen	Warrant Officer	WO
Major General	MajGen	Sergeant Major	SgtMaj
Brigadier General	BGen	Master Gunnery Sergeant ...	MGySgt
Colonel	Col	First Sergeant	1stSgt
Lieutenant Colonel	LtCol	Master Sergeant	MSgt
Major	Maj	Gunnery Sergeant	GySgt
Captain	Capt	Staff Sergeant	SSgt
First Lieutenant	1stLt	Sergeant	Sgt
Second Lieutenant	2ndLt	Corporal	Cpl
Chief Warrant Officer 5..	CWO5	Lance Corporal	LCpl
Chief Warrant Officer 4..	CWO4	Private First Class	PFC
Chief Warrant Officer 3..	CWO3	Private	Pvt

NAVY

Admiral	ADM	Chief Warrant Officer 2	CWO2
Vice Admiral	VADM	Master Chief Petty Officer...	MCPO
Rear Admiral-Upper Half..	RDMU	Senior Chief Petty Officer ..	SCPO
Rear Admiral-Lower Half..	RDML	Chief Petty Officer	CPO
Captain	Capt	Petty Officer First Class.....	PO1
Commander	CDR	Petty Officer Second Class ...	PO2
Lieutenant Commander ...	LCDR	Petty Officer Third Clsss ...	PO3
Lieutenant	LT	General Apprenticeship	No Abbr
Lieutenant Junior Grade..	LTJC	General Apprenticeship, Chief	
Ensign	ENS	No Abbr
Chief Warrant Officer 4..	CWO4	General Apprenticeship,	
Chief Warrant Officer 3..	CWO3	Recruit	No Abbr

j. Numbers

(1) Military Organizations. When abbreviating numbers in military organizational titles, apply the following rules:

(a) If the number spelled out ends in the letters "st", the Arabic numeral is used followed immediately by the letters "st" Example: First becomes 1st.

(b) If the number spelled out ends in the letters "nd", the Arabic numeral is used followed immediately by the letter "d" Example: Second becomes 2d.

(c) If the number spelled out ends in the letters "th", the Arabic numeral is used followed immediately by the letter "th" Example: Fourth becomes 4th.

(2) Dates and Military Grades. When abbreviating dates and military grades the following rules apply:

(a) If the number spelled out ends in the letters "st", the Arabic numeral is used followed immediately by the letters "st" Example: First sergeant becomes 1stSgt.

(b) If the number spelled out ends in the letters "nd", the Arabic numeral is used followed immediately by the letter "nd" Example: Second Lieutenant becomes 2ndLt.

(c) If the number spelled out ends in the letters "th", the Arabic numeral is used followed immediately by the letter "th" Example: Twenty-fifth becomes 25th.

k. Military organizations/Activities/U.S. Government and DoD Agencies

(1) Punctuation and Spacing

(a) Normally, punctuation (i.e., periods, commas, etc.) and spacing are not used with military abbreviations and acronyms; the letters are run together, without separation by space or punctuation. This run-together rule does not apply when abbreviations or acronyms include numbers of any kind - Roman, Arabic, or ordinal. Examples:

III MEF	24th MEU	1st MarDiv	USMC
BLT 2/3	2d MAW	COA	HQMC
7th Mar	FMFPac	I-ISTf	MARFORRES

(b) As an exception to the above, when using abbreviations in naval correspondence and directives use a comma and a space between the different levels of command. Example: Co, 1st Bn, 5th Mar, 1st MarDiv, FMF.

(c) When allotted space is restrictive for making an entry in the service record or when preparing certain NAVMC or other forms, the spacing between the numerical designation of the

unit and the type of unit may be omitted. A space is still required between the different levels of command. Example: 1stBn 5thMar 1stMarDiv FMF.

(d) As shown in paragraph 4004.2, use either natural capitalization or all upper case typeface when making command title entries in the service record.

(2) Numerals. As noted in paragraph 6002, military units are expressed in figures at all times. "Wing (beginning a sentence) 2d Marine Aircraft Wing (elsewhere in a sentence)."

(3) U.S. Marine Corps units are designated by the use of letters for companies and batteries; arabic numerals for divisions, wings, regiments, groups, battalions, squadrons, platoons, and squads, and Roman numerals for forces.

Examples:

Marine Corps Forces, Pacific/Atlantic (MarForPac/Lant)

Fleet Marine Force Pacific/Atlantic (FMFPac/Lant)

III Marine Expeditionary Force (III MEF)

1st Marine Division (1st MarDiv)

4th Marine Expeditionary Brigade (4th MEB)

3d Force Service Support Group (3d FSSG)

22d Marine Expeditionary Unit (22d MED)

3d Battalion, 8th Marines (3d Bn, 8th Mar)

Company A (COA)

1st Platoon (1st Plt or 1st Plat)

1st Marine Aircraft Wing (1st MAW)

Marine Aircraft Group 33 (MAG-33)

Marine Fighter Attack Squadron 212 (VMFA-212)

Marine Medium Helicopter Squadron 163 (HMM-163)

(4) Naval Messages. Abbreviations of military organizations for use in the FROM, TO and INFO portions of Naval messages are contained in the USN PLAD 1.

(5) Abbreviations/Acronyms/Short Titles

ADMINISTRATION/LEGAL SERVICES SCHOOL	Admini/Legsvcscol
AIRBASE	AB
AIR/NAVAL GUNFIRE LIAISON COMPANY	ANGLICO
AIR SUPPORT RADAR TEAM	ASRT
AMPHIBIOUS RECONNAISSANCE TEAM	ART
AMPHIBIOUS RECONNAISSANCE UNIT	ARU
AMPHIBIOUS SQUADRON	PHIBRON
AMPHIBIOUS WARFARE SCHOOL	AWS
ARMED FORCES STAFF COLLEGE	AFSC
ARMORED VEHICLE LAUNCHED BRIDGE	AVLB
ARMY OF THE U.S.	AUS
ARMY SECURITY AGENCY	ASA
BATTALION	Bn
BATTALION LANDING TEAM	BLT
BATTERY	Btry
BLOUNT ISLAND COMMAND	BICMD
BRIGADE	Bde
BRIGADE SERVICE SUPPORT GROUP	BSSG
BUREAU OF MEDICINE AND SURGERY	BUMED
BUREAU OF NAVAL PERSONNEL	BUPERS
CAMP H. M. SMITH, HI	CamSmh
CAMP J. H. PENDLETON, OCEANSIDE, CA	CamPen
CAMP LEJEUNE, NC	CamLej
CAMP S. D. BUTLER	CamBut
CENTRAL INTELLIGENCE AGENCY	CIA
CHAIRMAN, JOINT CHIEFS OF STAFF	CJCS
CHIEF OF NAVAL AIR TRAINING	CNATRA
CHIEF OF NAVAL OPERATIONS	CNO
CHIEF OF STAFF, UNITED STATES AIR FORCE	CSAF
CHIEF OF STAFF, UNITED STATES ARMY	CSA
CIVIL AFFAIRS GROUP	CAG
COMBAT SERVICE SUPPORT DETACHMENT	CSSDET
COMBAT SERVICE SUPPORT ELEMENT	CSSE

COMMAND AND STAFF COLLEGE	C&SC
COMMANDER, AMPHIBIOUS TASK FORCE	CATF
COMMANDER IN CHIEF, FORCES COMMAND	CINCFOR
COMMANDER IN CHIEF, MILITARY AIRLIFT COMMAND	CINCMAC
COMMANDER IN CHIEF, STRATEGIC AIR COMMAND	CINCSAC
COMMANDER IN CHIEF, U.S. ATLANTIC COMMAND	USCINCLANT
COMMANDER IN CHIEF, U.S. CENTRAL COMMAND	USCINCCENT
COMMANDER IN CHIEF, U.S. PACIFIC COMMAND	USCINCPAC
COMMANDER IN CHIEF, U.S. SOUTHERN COMMAND	USCINCSO
COMMANDER IN CHIEF, U.S. SPECIAL OPERATIONS COMMAND	USCINCSOC
COMMANDER IN CHIEF, U.S. SPACE COMMAND	USCINCSPACE
COMMANDER IN CHIEF, U.S. TRANSPORTATION COMMAND ...	USCINCTrans
COMMANDER, LANDING FORCE	CLF
COMMANDER, MARINE CORPS AIR BASE	COMCAB
COMMANDER, MARINE CORPS AIR BASE, EASTERN AREA	COMCABEAST
COMMANDER, MARINE CORPS AIR BASE, WESTERN AREA	COMCABWEST
COMMANDER, MARINE CORPS BASES, PACIFIC	COMDRMARCORBASEPAC
COMMANDER, MARINE CORPS FORCES, ATLANTIC	COMDRMARFORLANT
COMMANDER, MARINE CORPS FORCES, EUROPE	COMDRMARFOREUR
COMMANDER, MARINE CORPS FORCES, PACIFIC	COMDRMARFORPAC
COMMANDER, MARINE CORPS SYSTEMS COMMAND	COMDRMARCORSYSOM
COMMANDER, MARINE CORPS SCHOOLS	COMDR, MCSCOLS
COMPANY	Co
COMPTROLLER OF THE NAVY	NAVCOMPT
COMPUTER SCIENCE SCHOOL	CSScol
COUNTERINTELLIGENCE TEAM	CIT
DATA PROCESSING INSTALLATION	DPI
DEFENSE COMMUNICATIONS	DCA
DEFENSE FINANCE AND ACCOUNTING SERVICE	DFAS
DEFENSE FINANCE AND ACCOUNTING SERVICE-KANSAS CITY CENTER	DFAS-KCC
DEFENSE INFORMATION SYSTEMS AGENCY	DISA
DEFENSE INTELLIGENCE AGENCY	DIA
DEFENSE LANGUAGE INSTITUTE	DLI
DEFENSE LOGISTICS AGENCY	DLA
DEFENSE MANPOWER DATA CENTER	DMDC
DEFENSE MAPPING AGENCY	DMA
DEFENSE MAPPING SCHOOL	DMSCOL
DEFENSE NUCLEAR AGENCY	DNA
DEPARTMENT OF COMMERCE	DoC
DEPARTMENT OF DEFENSE	DoD
DEPARTMENT OF HEALTH AND HUMAN SERVICES	DHHS
DEPARTMENT OF THE NAVY	DON

DEPARTMENT OF TRANSPORTATION	DoT
DEPARTMENT OF VETERAN AFFAIRS	DVA
DETACHMENT	Det
DIRECTORATE FOR INFORMATION AND RESOURCE MANAGEMENT	DIRM
DISCIPLINARY BARRACKS	DisBks
DIVISION	Div
ENGINEER SUPPORT BATTALION	ESB
EXPEDITIONARY AIRFIELD	EAF
FAR EAST NETWORK	FEN
FEDERAL AVIATION ADMINISTRATION	FAA
FEDERAL BUREAU OF INVESTIGATION	FBI
FEDERAL BUREAU OF PRISONS	FBOP
FEDERAL EMERGENCY MANAGEMENT AGENCY	FEMA
FIELD ARTILLERY SCHOOL	FAS
FIELD MEDICAL SERVICE SCHOOL	FMSS
FIELD MUSIC SCHOOL	FMS
FIELD SUPPLY AND MAINTENANCE ANALYSIS OFFICE	FSMAO
FIRE TEAM	ftm
FIXED-WING SUPPORT SQUADRON	FWSS
FLEET ANTITERRORISM SECURITY TEAM	FAST
FLEET HOMETOWN NEWS CENTER	FHTNC
FLEET MARINE CORPS RESERVE	FMCR
FLEET MARINE FORCE	FMF
FLEET MARINE FORCE ATLANTIC	FMFLANT
FLEET MARINE FORCE EUROPE	FMFEUR
FLEET MARINE FORCE PACIFIC	FMFPAC
FLEET READINESS SQUADRON	FRS
FORCE AUTOMATED SERVICE CENTER	FASC
FORCE SERVICE SUPPORT GROUP	FSSG
FORWARD ANTI-AIR DEFENSE	FAAD
GENERAL ACCOUNTING OFFICE	GAO
GROUP	Gru
HEADQUARTERS AND HEADQUARTERS SQUADRON	HQHQRON
HEADQUARTERS AND SERVICE	HQSVC
HEADQUARTERS MARINE CORPS	HQMC
INSPECTOR-INSTRUCTOR STAFF	I-ISTF
INTERROGATOR-TRANSLATOR UNIT	ITU
INTERROGATOR-TRANSLATOR TEAM	ITT
JOINT CHIEFS OF STAFF	JCS
JOINT DEPLOYMENT AGENCY	JDA

JOINT DOCTRINE CENTER	JDC
JOINT ELECTRONIC WARFARE CENTER	JEWC
JOINT PUBLIC AFFAIRS OFFICE	JPAO
JOINT STRATEGIC TARGET PLANNING STAFF	JSTPS
JOINT TASK FORCE	JTF
JOINT U.S. MILITARY ASSISTANCE GROUP	JUSMAG
JOINT WARFARE SYSTEM	JWC
LANDING FORCE TRAINING COMMAND	LFTC
LANDING SUPPORT BATTALION	LSB
LIGHT ANTI-AIRCRAFT MISSILE	LAAM
LIGHT ARMORED INFANTRY	LAI
LOW ALTITUDE AIR DEFENSE	LAAD
MANPOWER INFORMATION SYSTEMS SUPPORT ACTIVITY	MISSA
MANPOWER INFORMATION SYSTEMS SUPPORT OFFICE	MISSO
MARINE AERIAL TRANSPORT/REFUELER SQUADRON	VMGR
MARINE AIR CONTROL GROUP	MACG
MARINE AIR CONTROL SQUADRON	MACS
MARINE AIRCRAFT GROUP	MAG
MARINE AIRCRAFT WING	MAW
MARINE AIR FORCES	MARAIRFOR
MARINE AIR-GROUND TASK FORCE	MAGTF
MARINE AIR-GROUND TASK FORCE WARFIGHTING CENTER	MAGTFWFC
MARINE AIR-GROUND TRAINING AND EDUCATION CENTER	MAGTEC
MARINE AIR SUPPORT SQUADRON	MASS
MARINE AIR TRAFFIC CONTROL SQUADRON	MATCS
MARINE AIR TRAFFIC CONTROL UNIT	MATCU
MARINE ALL WEATHER ATTACK SQUADRON	VMA (AW)
MARINE ALL WEATHER FIGHTER TRAINING SQUADRON	VMFAT
MARINE ATTACK SQUADRON	VMA
MARINE ATTACK TRAINING SQUADRON	VMAT
MARINE AVIATION DETACHMENT	MAD
MARINE AVIATION LOGISTICS SQUADRON	MALS
MARINE AVIATION TRAINING SUPPORT GROUP	MATSG
MARINE AVIATION WEAPONS AND TACTICS SQUADRON	MAWTS
MARINE BARRACKS	MARBKS
MARINE COMBAT CREW READINESS TRAINING GROUP	MCCRTG
MARINE CORPS ABSENTEE COLLECTION UNIT	MCACU
MARINE CORPS ADMINISTRATIVE ANALYSIS TEAM	MCAAT
MARINE CORPS ADMINISTRATIVE ANALYSIS TEAM, EAST COAST .	MCAAT-EAST
MARINE CORPS ADMINISTRATIVE ANALYSIS TEAM, WEST COAST .	MCAAT-WEST
MARINE CORPS ADMINISTRATIVE DETACHMENT	MCAD

MARINE CORPS AIR BASE -S	MCAB
MARINE CORPS AIR FACILITY	MCAF
MARINE CORPS AIR-GROUND COMBAT CENTER	MCAGCC
MARINE CORPS AIR STATION	MCAS
MARINE CORPS ARTILLERY DETACHMENT	MCARTYDet
MARINE CORPS AUTOMATED SERVICES CENTER	MCASC
MARINE CORPS AUXILIARY AIR FACILITY	MCAAF
MARINE CORPS AUXILIARY AIR STATION	MCAAS
MARINE CORPS AUXILIARY LANDING FIELD	MCALF
MARINE CORPS BASE	MCB
MARINE CORPS COMBAT DEVELOPMENT COMMAND	MCCDC
MARINE CORPS COMMAND CENTER	MCCC
MARINE CORPS DETACHMENT	MCDet
MARINE CORPS DISTRICT	MCD
MARINE CORPS INSTITUTE	MCI
MARINE CORPS LOGISTICS BASE	MCLB
MARINE CORPS LOGISTICS BASES	MCLBASES
MARINE CORPS MOUNTAIN WARFARE TRAINING CENTER	MCMWTC
MARINE CORPS RECRUIT DEPOT	MCRD
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION	MCRD/ERR
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION	MCRD/WRR
MARINE CORPS RECRUITING AND RECRUIT TRAINING COMMAND	MCR-RTC
MARINE CORPS RECRUITING STATION	USMC RS
MARINE CORPS RECRUITING SUBSTATION	USMC RSS
MARINE CORPS RESERVE	USMCR
MARINE CORPS RESERVE SUPPORT COMMAND	MCRSC
MARINE CORPS RESERVE TRAINING CENTER	MCRTC
MARINE CORPS SCHOOLS	MARSCHOOL
MARINE CORPS SECURITY FORCE -S	MCSF
MARINE CORPS SERVICE SUPPORT SCHOOLS	MCSSS
MARINE CORPS SUPPORT ACTIVITY	MCSA
MARINE CORPS SYSTEMS COMMAND	MARCORSYSKOM
MARINE CORPS TACTICAL SYSTEM SUPPORT ACTIVITY	MCTSSA
MARINE CORPS UNIVERSITY	MCU
MARINE DETACHMENT	MARDET
MARINE DIVISION	MarDiv
MARINE ELECTRONIC WARFARE SQUADRON	VMAQ
MARINE EXPEDITIONARY BRIGADE	MEB
MARINE EXPEDITIONARY CORPS	MEC
MARINE EXPEDITIONARY FORCE	MEF
MARINE EXPEDITIONARY UNIT	MEU
MARINE EXPEDITIONARY UNIT SERVICE SUPPORT GROUP	MEUSSG
MARINE EXPEDITIONARY UNIT (SPECIAL OPERATIONS CAPABLE)	MEU(SOC)

MARINE FIGHTER ATTACK SQUADRON	VMFA
MARINE FIGHTER TRAINING SQUADRON	VMFT
MARINE FORCES, ATLANTIC	MARFORLANT
MARINE FORCES, PACIFIC	MARFORPAC
MARINE FORCE RESERVE	MARFORRES
MARINE GROUND FORCES	MARGNDFOR
MARINE HEADQUARTERS AND MAINTENANCE SQUADRON	H&MS
MARINE HEAVY HELICOPTER SQUADRON	HMH
MARINE LIGHT ATTACK HELICOPTER SQUADRON	HMLA
MARINE LIGHT HELICOPTER SQUADRON	HML
MARINE MEDIUM HELICOPTER SQUADRON	HMM
MARINE OBSERVATION SQUADRON	VMO
MARINE OFFICER INSTRUCTOR	MOI
MARINES (WHEN REFERRING TO REGIMENTAL ORGANIZATIONS) ..	Mar
MARINE PHOTOGRAPHIC RECONNAISSANCE SQUADRON	VMFP
MARINE SECURITY GUARD BATTALION	MSGBn
MARINE SUPPORT BATTALION	MARSPTBn
MARINE WING COMMUNICATIONS SQUADRON	MWCS
MARINE WING HEADQUARTERS SQUADRON	MWHS
MARINE WING SUPPORT GROUP	MWSG
MARINE WING SUPPORT SQUADRON	MWSS
MARINE WING WEAPONS UNIT	MWWU
MARITIME PREPOSITIONING FORCE	MPF
MILITARY AIRLIFT COMMAND	MAC
MILITARY ASSISTANCE ADVISORY GROUP	MAAG
MILITARY ENTRANCE PROCESSING COMMAND	MEPCOM
MILITARY ENTRANCE PROCESSING STATION	MEPS
MILITARY SEALIFT COMMAND	MSC
MILITARY TRAFFIC MANAGEMENT COMMAND	MTMC
MOBILE COMBAT SERVICE SUPPORT DETACHMENT	MCSSD
MOBILE TRAINING TEAM	MTT
MOBILIZATION TRAINING UNIT	MTU
MORALE, WELFARE AND RECREATION	MWR
MORALE, WELFARE AND RECREATION SUPPORT ACTIVITY	MWSPTACT
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	NASA
NATIONAL DEFENSE UNIVERSITY	NDU
NATIONAL MILITARY COMMAND CENTER	NMCC
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION	NOAA
NATIONAL SECURITY AGENCY	NSA
NATIONAL WAR COLLEGE	NWC
NATO DEFENSE COLLEGE	NADEFCOL
NAVAL ACADEMY PREPARATORY SCHOOL	NAPS

NAVAL AIR FACILITY - NAVAL AIRCRAFT FACTORY	NAF
NAVAL AIR MISSILE TEST CENTER	NAMTC
NAVAL AIR RESERVE TRAINING UNIT	NARTU
NAVAL AIR REWORK FACILITY	NARF
NAVAL AIR STATION	NAS
NAVAL AIR SYSTEMS COMMAND	NAVAIRSYSCOM
NAVAL AIR TECHNICAL TRAINING CENTER	NATTC
NAVAL AIR TRAINING BASE	NATB
NAVAL AMMUNITION DEPOT	NAD
NAVAL AMPHIBIOUS BASE	NAB
NAVAL BASE	NB
NAVAL COMMUNICATIONS STATION	NAVCOMSTA
NAVAL CONSTRUCTION BATTALION	NCB
NAVAL DISTRICT	NavDist
NAVAL FACILITY	NAVFAC
NAVAL FORCE -S	NAVFOR
NAVAL HOSPITAL	USNH
NAVAL CRIMINAL INVESTIGATIVE SERVICE	NCIS
NAVAL MEDICAL COMMAND	NAVMEDCOM
NAVAL MILITARY PERSONNEL COMMAND	NMPC
NAVAL POST GRADUATE SCHOOL	NPS
NAVAL RESERVE OFFICERS TRAINING CORPS	NROTC
NAVAL SHIPYARD	NAVSHIPYD
NAVAL STATION	NAVSTA
NAVAL SUPPLY DEPOT	NSD
NAVAL TRAINING CENTER	NTC
NAVAL WEAPONS STATION	NWPNSTA
NAVY ADVISORY GROUP	NAG
NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY	NAMALA
NAVY AND MARINE CORPS RESERVE TRAINING CENTER	N&MCRTC
NONCOMMISSIONED OFFICER SCHOOL	NCOScol
NORTH AMERICAN AEROSPACE DEFENSE COMMAND	NORAD
NORTH ATLANTIC TREATY ORGANIZATION	NATO
NUCLEAR ORDNANCE PLATOON	NOF
OFFICE OF LEGISLATIVE AFFAIRS	OLA
OFFICE OF NAVAL INTELLIGENCE	ONI
OFFICE OF THE CHIEF OF NAVAL OPERATIONS	OPNAV
OFFICE OF THE SECRETARY OF DEFENSE	OSD
OFFICER CANDIDATES SCHOOL	OCS
PERSONNEL ADMINISTRATIVE SCHOOL	PAScol
PLATOON	plat
PROVOST MARSHALL OFFICE	PMO
PUBLIC HEALTH SERVICE	PHS

RADIO AND PANEL SECTION	R&PSec
RADIO INTELLIGENCE PLATOON	RadIP
RADIO RECONNAISSANCE PLATOON	RRP
RADIO RECONNAISSANCE TEAM	RRT
REGIMENT -AL	Regt
REGIMENTAL LANDING TEAM	RLT
RESERVE AUGMENTATION UNIT	RAU
RESERVE SUPPORT UNIT	RSU
ROTARY WING SUPPORT SQUADRON	RWSS
SASSY MANAGEMENT UNIT	SMU
SCHOOL OF INFANTRY	SOI
SELECTED MARINE CORPS RESERVE	SMCR
SELECTED MARINE CORPS RESERVE, AVIATION	SMCR (A)
SELECTED MARINE CORPS RESERVE, GROUND	SMCR (G)
SHORE FIRE CONTROL PARTY	SFCP
SHORE PARTY - SHORE PATROL	SP
SPECIAL PURPOSE MAGTF	SPF
SQUAD	sqd
SQUADRON	Sqdn
STAFF NONCOMMISSIONED OFFICER ACADEMY	SNCOA
STATION	Sta
STATION OPERATIONS AND MAINTENANCE SQUADRON	SOMS
STRATEGIC AIR COMMAND	SAC
SUBUNIT	SU
SUPREME ALLIED COMMANDER EUROPE	SACEUR
SUPREME ALLIED COMMANDER ATLANTIC	SACLant
SUPREME HEADQUARTERS ALLIED POWERS EUROPE	SHAPE
SURVEILLANCE AND TARGET ACQUISITION	STA
SURVEILLANCE, RECONNAISSANCE, INTELLIGENCE	SRI
SURVEILLANCE, RECONNAISSANCE, INTELLIGENCE GROUP	SRIG
TARGET ACQUISITION BATTERY	TAB
THE BASIC SCHOOL	TBS
TRAFFIC MANAGEMENT OFFICE	TMO
TRAINING AND AUDIOVISUAL SUPPORT CENTER	TAVSC
TRAINING AND DOCTRINE COMMAND	TRADOC
UNITED SEAMAN'S SERVICE	USS
UNITED SERVICE ORGANIZATION	USO
UNITED STATES AIR FORCE	USAF
UNITED STATES AIR FORCE ACADEMY	USAFA
UNITED STATES ARMED FORCES INSTITUTE	USAFI

UNITED STATES ARMY	USA
UNITED STATES ARMY HOSPITAL	USAH
UNITED STATES CENTRAL COMMAND	USCENTCOM
UNITED STATES COAST GUARD	USCG
UNITED STATES COAST GUARD ACADEMY	USCGA
UNITED STATES FLEET ACTIVITIES	FltAct
UNITED STATES MARINE CORPS	USMC
UNITED STATES MARINE CORPS RESERVE	USMCR
UNITED STATES MILITARY ACADEMY	USMA
UNITED STATES NAVAL ACADEMY	USNA
UNITED STATES NAVAL ACTIVITIES	NavAct
UNITED STATES NAVAL ATTACHE	ALUSNA
UNITED STATES NAVAL TELETYPEWRITER EXCHANGE	NTX
UNITED STATES NAVY	USN
UNITED STATES NAVY RESERVE	USNR
UNITED STATES SPACE COMMAND	USSPACECOM
U.S. COMMAND IN CHIEF, EUROPE	USCINCEUR
U.S. ARMY COMMAND AND GENERAL STAFF COLLEGE	USACGSC
WING	Wg

6003. DECORATIONS AND UNIT AWARDS. Use the codes provided in the right-hand column when recording awards information in the MCTFS. Where no code is shown, continue to use the acronym. Acronyms appear here for clarity of entries made previous to this revision and use when no code exists.

1. U. S. Military Decorations

	<u>ACRONYM</u>	<u>CODE</u>
Air Force Aerial Achievement Medal	AFAAM	FE
Air Medal-Individual Action	AMA	AF
Air Medal-Individual Action (with Combat "V").	AMAV	AH
Air Medal (Strike/Flight)	AMS	AS
Bronze Star Medal	BSM	BS
Bronze Star Medal(with Combat "V")	BSMV	BV
Combat Action Ribbon	CAR	CR
Defense Distinguished Service Medal	DDSM	DD
Defense Meritorious Service Medal	DMSM	MR
Defense Superior Service Medal	DSSM	DS
Distinguished Flying Cross	DFC	DX
Distinguished Flying Cross (W/Combat "V")	DFCV	DV
Distinguished Service Medal	DSM	DM

	<u>ACRONYM</u>	<u>CODE</u>
Joint Service Achievement Medal	JSAM	JA
Joint Service Commendation Medal	JSCM	JC
Joint Service Commendation Medal (with Combat "V")	JSCMV	JV
Legion of Merit	LM	LM
Legion of Merit (with Combat "V")	LMV	LV
Medal of Honor	MH	MH
Meritorious Service Medal	MSM	MM
Navy and Marine Corps Achievement Medal	NMCAM	NA
Navy and Marine Corps Achievement Medal (with Combat "V")	NMCAMV	NV
Navy and Marine Corps Commendation Medal	NMCCM	NC
Navy and Marine Corps Commendation Medal (with Combat "V")	NMCCMV	CV
Navy and Marine Corps Medal	NMCM	NM
Navy Cross	NC	NX
Purple Heart	PH	PH
Silver Star Medal	SSM	SS

2. U. S. Unit Awards

	<u>ACRONYM</u>	<u>CODE</u>
Joint Meritorious Unit Award	JMUA	JU
Meritorious Unit Commendation	MUC	MU
Navy Battle "E" Ribbon	NAVE	NE
Navy Unit Commendation	NUC	NU
Presidential Unit Citation	PUC	PU

3. Non-U.S. Military Decorations

	<u>ACRONYM</u>	<u>CODE</u>
Congressional Space Medal of Honor	CSMH	SH
Department of Defense Distinguished Civilian Service Medal	DoDDCS	DG
Gold Life Saving Medal	GL	GL
Medal of Merit	MoM	ME
Merchant Marine Distinguished Service Medal ..	MMDSM	MA
Merchant Marine Mariners Medal	MMMM	MD
Merchant Marine Meritorious Service Medal	MMMSM	MB
NASA Flight Medal	NF	NF
NASA Medal for Exceptional Bravery	NB	NB

	<u>ACRONYM</u>	<u>CODE</u>
NASA Medal for Exceptional Service	NE	NS
National Aeronautics and Space Administration (NASA) Distinguished Service Medal	NDSM	ND
National Intelligence Distinguished Service Medal	NIDSM	NP
National Intelligence Medal of Achievement ..	NIMA	NJ
National Sciences Medal	NSCM	NI
National Security Medal	NSM	NW
Navy Award for Distinguished Achievement in Science	NDAS	DA
Navy Distinguished Civilian Service Award ...	NCDS	DC
Navy Distinguished Public Service Award	NDPS	DP
President's Distinguished Federal Civilian Service Medal	PDFCS	DF
Presidential Medal of Freedom	PMF	PM
Selective Service Distinguished Service Award	SSDS	SE
Selective Service Exceptional Service Award .	SSES	SF
Selective Service Meritorious Service Award .	SSMS	SG
Silver Life Saving Medal	SL	SL
4. <u>U.S. Campaign and Service Awards</u>		
	<u>ACRONYM</u>	<u>CODE</u>
American Campaign Medal	ACM	AM
American Defense Service Medal	ADSM	AD
Antarctica Service Medal	ASM	AR
Armed Forces Expeditionary Medal	AFEM	AE
Armed Forces Reserve Medal	AFRM	FR
Armed Forces Service Medal	AFSM	FS
Asiatic-Pacific Campaign Medal	APCM	AP
Certificate of Appreciation	COA	CE
Certification of Commendation	COC	CF
China Service Medal	CSM	CS
Coast Guard Special Operations Service Ribbon	SOS	SO
European-African-Middle Eastern Campaign Medal.....	EAMECM	EA
Expeditionary Medals (Navy and Marine Corps)	MCEM/NEM	EM

	<u>ACRONYM</u>	<u>CODE</u>
Humanitarian Service Medal	HSM	HS
Korean Service Medal	KSM	KS
Kosovo Campaign Medal	KCM	KC
Letter of Appreciation	LOA	LA
Letter of Commendation	LOC	LC
Marine Corps Good Conduct Medal	GCM	GC
Marine Corps Drill Instructor Ribbon	MCDIR	DI
Marine Corps Recruiting Ribbon	RRMC	RA
Marine Corps Reserve Ribbon	MCRR	RR
Marine Security Guard Ribbon	MSGR	MG
Medal for Humane Action	MHA	HA
Meritorious Mast	MM	MT
Military Outstanding Volunteer Service Medal	MOVSM	OV
National Defense Service Medal	NDSM	NN
Naval Reserve Medal	NRM	NR
Naval Reserve Meritorious Service Medal	NRMSM	NL
Naval Reserve Sea Service Ribbon	NRSSR	NH
Navy and Marine Corps Overseas Service Ribbon	OSR	OS
Navy Artic Service Ribbon	ASR	AT
Navy Good Conduct Medal.....	GCM	—
Navy Fleet Marine Force Ribbon	FMFR	ME
Navy Occupation Service Medal	NOSM	OM
Navy Recruiting Service Ribbon	NRSR	RS
Prisoner of War Medal	POW	PW
Sea Service Deployment Ribbon	SSDR	SD
Selected Marine Corps Reserve Medal	SMCRM	RM
Southwest Asia Service Medal	SASM	SA
Victory Medal (World War II)	VMWWII	WV
Vietnam Service Medal	VSM	VS

5. Stars and Devices

	<u>ACRONYM</u>	<u>CODE</u>
Bronze Hour Glass	AFRM(BHG)	B
"E" Device for Navy Battle "E" Ribbon	E	E
Gold Hour Glass	AFRM(GHG)	G
Gold/Bronze Hour Glass	AFRM(GBHG)	H
Mobilization	AFRM(FRM)	M
Silver Hour Glass	AFRM(SHG)	S

6. Foreign Unit/Non-U.S. Military Service/Foreign

a. Foreign Unit Awards

	<u>ACRONYM</u>	<u>CODE</u>
Korean Presidential Unit Citation	KPUC	KP
Philippine Presidential Unit Citation ...	PPUC	PP
Republic of Vietnam Meritorious Unit Citation (Civil Actions Medal First Class Color with Palm)	RVMUCCA	RC
Republic of Vietnam Meritorious Unit Citation (Gallantry Cross Medal Color with Palm)	RVMUCGCC	RG
Vietnam Presidential Unit Citation (Only for Aug/Sep 1954 Service)	VPUC	VP

b. Non-U.S. Military Service Awards

	<u>ACRONYM</u>	<u>CODE</u>
Inter-American Defense Board Medal	IDBM	IA
NATO Medal	NATO	NT
Multi-National Force and Observer Medal .	MFOA	MF
Philippine Defense Ribbon	PDR	PD
Philippine Independence Ribbon	PIR	PI
Philippine Liberation Ribbon	PLR	PL
United Nations Medal	UNM	UN
United Nations Service Medal	UNSM	US

c. Foreign Service Medal

	<u>ACRONYM</u>	<u>CODE</u>
Kuwait Liberation Medal (Kuwait)	KLM(K)	KK
Kuwait Liberation Medal (Saudi Arabia) ..	KLM(S)	KL
Republic of Vietnam Campaign Medal	RVCM	VM

7. Service/Identification Badges, Breast Insignia, and
Marksmanship Badge

a. Service/Identification Badges

	<u>ACRONYM</u>
Joint Chiefs of Staff Identification Badge ...	JCS-IDB
Office of Secretary of Defense Identification Badge	OSD-IDB
Presidential Service Badge	PSB
Vice presidential Service Badge	VPSB

b. Breast InsigniaACRONYM

Basic Explosive Ordnance Disposal Insignia	BEOD
Basic Parachutist Insignia	BPI
Combat Aircrew Insignia	CACI
Marine Aerial Navigator Insignia	MANI
Master Explosive Ordnance Disposal Insignia	MEOD
Naval Aircrew Insignia.....	NACI
Naval Aviator and Naval Aviation pilot Insignia	NAI
Naval Aviation Observer Insignia	NAOI
Naval Flight Officer Insignia	NFOI
Navy/Marine Corps parachutist Insignia	NMCPI
SCUBA Divers Insignia	SDI
Senior Explosive Ordnance Disposal Insignia	SEOD

c. Marksmanship BadgesACRONYM

U.S. Distinguished International Shooter Badge	USDIS
Distinguished Marksman Badge (Gold)	DMB
Lauchheimer Trophy Badge (Gold)	LTBG
Lauchheimer Trophy Badge (Silver)	LTBS
Lauchheimer Trophy Badge (Bronze)	LTBB
Marine Corps Rifle Championship Badge (McDougal Trophy Badge) (Gold)	MCRCB (MTB)
Marine Corps Pistol Championship Badge (Walsh Trophy Badge) (Gold)	MCPCB (WTB)
Marine Corps Rifle Competition Badge (Gold)	MCRCBG
Marine Corps Pistol Competition Badge (Gold)	MCPCBG
Marine Corps Rifle Competition Badge (Silver)	MCRCBS
Marine Corps Pistol Competition Badge (Silver)	MCPCBS
Marine Corps Rifle Competition Badge (Bronze)	MCRCBB
Marine Corps Pistol Competition Badge (Bronze)	MCPCBB

ACRONYM

Annual Rifle Squad Combat Practice (Completion Badge (Gold)	RSCPCG
Fleet Marine Force Combat Infantry Trophy Match Badge (Bronze)	FMF CITMB
Division Rifle Competition Badge (Gold)	DRCBG
Division Pistol Competition Badge (Gold)	DPCBG
Division Rifle Competition Badge (Silver) ...	DRCBS
Division Pistol Competition Badge (Silver) ..	DPCBS
Division Rifle Competition Badge (Bronze) ...	DRCBB
Division Pistol Competition Badge (Bronze) ..	DPCBB
San Diego Trophy Rifle Team Match Badge (Gold)	SDTRTMB
Wharton Trophy Rifle Team Match Badge (Gold)	WHTRTMB
Elliott Trophy Rifle Team Match Badge (Gold)	ETRTMB
Wirgman Trophy Rifle Team Match Badge (Gold)	WTRTMB
Lloyd Trophy Rifle Team Match Badge (Gold) ..	LTRTMB
Smith Trophy Rifle Team Match Badge (Gold) ..	STRTMB
Holcomb Trophy Pistol Team Match Badge (Gold)	MTPTMB
Edson Trophy Pistol Team Match Badge (Gold)	ETPTMB
Shively Trophy Pistol Team Match Badge (Gold)	STPTMB
Pacific Trophy Pistol Team Match Badge (Gold)	PTPTMB
Rifle Qualification Badge (Expert)	REX
Rifle Qualification Badge (Sharpshooter)	RSS
Rifle Qualification Badge (Marksman)	RMM
Pistol Qualification Badge (Expert)	PEX
Pistol Qualification Badge (Sharpshooter) ...	PSS
Pistol Qualification Badge (Marksman)	PMM

d. Federal Department (Other than DoD) Awards and other U.S. Armed Forces' Military Decorations

	<u>ACRONYM</u>	<u>CODE</u>
Air Force Achievement Medal	AFAM	FA

	<u>ACRONYM</u>	<u>CODE</u>
Air Force Aerial Achievement Medal	AFAAM	FE
Air Force Commendation Medal	AFCM	FC
Air Force Commendation Medal (W/Combat "V") ..	AFCMV	FV
Air Force Cross	AFC	FX
Air Force Good Conduct Medal	AFGCM	FG
Air Force Outstanding Unit Award	AFOUA	FU
Airman's Medal	ASM	FM
Army Achievement Medal	AAM	AA
Army Commendation Medal	ARCM	AC
Army Commendation Medal (with Combat "V") ..	ARCMV	AV
Army Good Conduct Medal	<u> </u>	<u> </u>
Army Distinguished Service Cross	ARDSC	AX
Certificate of Commendation	COFC	CF
Coast Guard Achievement Medal	CGACH	CG
Coast Guard Commendation Medal	CGCM	CC
Coast Guard Commendation Medal (with Combat "V")	CGCMV	GV
Coast Guard Distinguished Service Medal	CGDSM	CD
Coast Guard Good Conduct Medal	<u> </u>	<u> </u>
Coast Guard Medal	CGM	CM
Secretary of the Navy Letter of Commendation	SNLOC	SC
Secretary of Transportation Commendation for Achievement	SCTCA	CA
Secretary of Transportation Commendation for Achievement (with Combat "V")	SCTCAV	TV
Secretary of Treasury Commendation for Achievement	STCA	TA
Soldiers Medal	SM	SM

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CHAPTER 7

IDENTIFICATION TAGS

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CHAPTER 7

IDENTIFICATION TAGS

7000. GENERAL

1. Identification (ID) tags are used for identification and reporting of casualties, and graves registration in a combat zone.
2. ID tags are metal rectangles with rounded corners and smooth edges, about 0.025 inches (1 mm) thick, and measuring approximately 2 inches (5 cm) by 1 1/8 inches (2.7 cm). Each tag has a circular hole, approximately 3/16 (5 cm) in diameter near one end.
3. The following instructions apply only to Marines. Instructions for preparing ID tags for Navy personnel attached to Marine units are contained in NAVPERS 15560 (Navy Personnel Manual).
4. The format of ID tags produced at the Marine Corps recruit depots using the Automated Recruit Management System (ARMS) is valid. Do not prepare replacements for these tags solely to correct character spacing or because the information is embossed with the raised portion of the characters on the "reverse" (side without a raised rim) of the tag.
5. Instructions on disposition of ID tags of deceased personnel is contained in MCO P3040.4.
6. Upon being separated (released from active duty, discharged, transferred to FMCR, Retirement, etc.,) Marines may retain their ID tags.
7. Identification tags for individuals who have been separated from the Marine Corps, and those which are no longer used, should be destroyed in accordance with standard destruction procedures for Privacy Act protected information.

7001. PREPARATION INSTRUCTIONS. Each ID tag can accommodate 5 lines of type, with each line containing up to 15 characters. Using the hole in one end of the tag as a left margin, characters

are embossed with the raised portion of the character on the side with a raised rim. The information will be readable from the "smooth" side of the tag (no rim, characters are pressed into the tag). Place information on the tag as described below:

1. First Line. Beginning in the first spacer emboss the last name. Do not use spaces or hyphens.

2. Second Line. Beginning in the first space, emboss the first initial, a period; the second initial, a period; followed by Jr., Sr., I, II, or III, etc., as appropriate. Use only two initials. Beginning in the 10th space, emboss the blood type, followed by a space, followed by the RH factor. Indicate the RH factor by embossing "POS" or "NEG", as appropriate.

3. Third Line. Beginning in the first space, emboss the SSN with three/two/four format as follows: 123 45 6789.

4. Fourth Line. Beginning in the first space, emboss the letters "USMC" for all Marines, Regular or Reserve. In the seventh space, emboss the appropriate letter "S" for small, "M" for medium, or "L" for large to denote the protective mask size. Precede the appropriate letter with an "X" in the seventh space if the Marine wears an extra small or extra large gas mask.

5. Fifth Line. Beginning in the first space, emboss either religion or sect as designated by the Marine. Show religious preference as follows (examples used were selected at random with no other purpose than to set forth a pattern for guidance):

a. Spell out the designation where possible; for example: Baptist, Roman Catholic, Church of God, Moslem, etc.

b. If a religious designation exceeds 15 characters (including spaces), use meaningful contractions and/or abbreviations (American Evangelical Christian Church = "Am Evang Chr", Orthodox Presbyterian Church = "Ortho Presb Chr", etc.).

c. When the individual prefers not to designate a preference or does not state a preference, use the words "NO PREFERENCE."

d. Only change the religion on the identification tags currently in use when specifically requested by the individual concerned. The following are samples of completed ID tags:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	W	I	L	S	O	N									
2	J		L		S	R				0		P	O	S	
3	1	2	3		4	5		6	7	8	9				
4	U	S	M	C			M								
5	N	O		P	R	E	F	E	R	E	N	C	E		

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	J	O	L	L	Y										
2	B		B							A	B		N	E	G
3	2	3	4		5	6		7	8	9	0				
4	U	S	M	C			X	S							
5	A	M		B	A	P	T	I	S	T		C	O	N	V

7002. MEDICAL WARNING TAGS. Upon receipt of a NAVMED 6150/5 (Medical Warning Tag Order) from the Marine's attending physician or dentist, prepare a medical warning tag per instructions contained in BUMEDINST 6150.35.

7003. WEARING OF TAGS

1. All personnel will wear one ID tag suspended around the neck and the other as prescribed by their commander, when:

- a. In a combat area.
- b. Participating in field training exercises.
- c. On military operations.
- d. Traveling aboard military aircraft.
- e. Outside CONUS (unless otherwise directed).

2. Marines issued a medical warning tag should wear it at all times.

3. All commands Will conduct periodic inspections to ensure their personnel possess properly prepared ID tags.

7004. PREPARATION FACILITIES. Commands not possessing an embossing machine for preparing ID tags will request assistance (using the administrative chain of command, if possible) from the nearest Marine Corps activity with an embossing machine. The request should include a list of personnel for whom the tags are required, and the information needed to prepare their ID tags.

7005. NOMENCLATURE AND STOCK NUMBERS. Listed below are the correct nomenclatures and NSNs to requisition ID tags and accessories:

1. Necklace, Personnel, Identification Tag - 8465-00-261-6629.
2. Tag, Identification, Personnel - 8465-00-242-4804.
3. Tags, Medical, Warning - 6530-00-142-8775.

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