

MCO P1900.16F w/Ch 2 dtd 06 June 2007
Summary of Changes

Change 2 to MCO P1900.16F has many notable changes and should be reviewed in its entirety. The most significant change is that distribution has been changed from "DISTRIBUTION STATEMENT B", limited only to U.S. Government Agencies to "DISTRIBUTION STATEMENT A", unlimited distribution for public release, based on the removal of the Separation Program Designator (SPD) codes from Appendix A.

This will provide for the ability of individual users to download the Order from the Internet and provide an online searchable medium for information.

COVER PAGE

This change updates the cover page to reflect proper PCN number for Change 2: 1020273002.

This change also updates the distribution statement to:

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

This was accomplished by removing the SPD codes and "for official use only" stamp from Appendix A, as all of the Separation Program Designator (SPD) Codes are maintained within MCO P1080.20 series Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN). This effort is aimed at reducing redundancy within Orders.

Additionally, in coordination with HQMC JAD, the stamp "for official use only" was removed from all pages within Appendix I (Reenlistment Codes) as the contents within Appendix I are not classified and are easily obtainable from outside sources.

These actions complete the steps required to ensure the order remains releasable for unlimited public distribution.

CHAPTER 1: GENERAL INSTRUCTION ON SEPARATIONS

Page 1-2, Table of Contents. Updated to reflect changes in Section 3 - Entitlement to Separation Pay. Figure 1-2, Sample Orders for Leave Awaiting Separation, is also reflected.

Paragraph 1002.4. Active Duty List. Removes the series designation from MCO 1400.31 and replace with "series" to ensure user applies most current version.

Paragraph 1002.13a. Continental United States (CONUS). New paragraph. "United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico."

Paragraph 1002.17a. Domestic Abuse. New paragraph. "Domestic abuse is (1) domestic violence or (2) a pattern of behavior resulting in emotional/psychological abuse, economic control, and/or interference with personal liberty when such violence or abuse is directed toward a person of the opposite sex who is: (a) A current or former spouse; (b) A person with whom the abuser shares a child in common; or (c) A current or former intimate partner with whom the abuser shares or has shared a common domicile. Refer to MCO P1700.24 series." Incorporated into SEPSMAN in accordance with current OSD and Marine Corps policy requirements.

Paragraph 1002.24a. Foreign Service. New paragraph. "Service performed outside the continental United States not part of a deployment (sea service). (See "Overseas" and "OCONUS")."

Paragraph 1002.39a. Outside the Continental United States (OCONUS). New paragraph. "Any area of the world other than the CONUS to include Alaska and Hawaii."

Paragraph 1002.39b. Overseas. New paragraph. "All locations, including Alaska and Hawaii, outside the continental United States."

Paragraph 1004.2a(1). Honorable upon EAS separation. Change "Member's" to "Marine's" and add the following sentence to the end of the paragraph: "Separation upon EAS does not specifically indicate the expiration of contractual obligated service (EOS)."

Paragraph 1004.2a(2). Honorable upon involuntary separation under chapter 6 or separation in lieu of trial by court-martial. Rewritten. "If a Marine is being separated as a result of adverse conduct, unsatisfactory performance, or is requesting separation in lieu of court-martial, an honorable characterization is appropriate only if the Marine's service is otherwise so meritorious that any other characterization would clearly be inappropriate."

Paragraph 1004.2b. General (Under Honorable Conditions). Rewritten. "This is the second highest quality of characterization and is appropriate if the member's service has been honest and faithful but significant negative aspects of the member's conduct or performance outweigh positive aspects of the member's military record. See also paragraph 1004.3 and the specific basis in chapter 6."

Paragraph 1004.2b(1). General upon EAS separation. Remove last sentence and replace with: "The separation authority may determine a fully honorable characterization of service is warranted, however, this discretion should only be used if the Marine's service is otherwise so meritorious that any other characterization would clearly be inappropriate. "EAS separation" does not specifically indicate the contractual EAS."

Paragraph 1004.2b(2). General upon involuntary separation under chapter 6 or separation in lieu of trial by court-martial. Rewritten. "If a Marine is requesting separation in lieu of court-martial, a general characterization is appropriate only if the Marine's service is otherwise so meritorious that any other characterization would clearly be inappropriate."

Paragraph 1004.3a. Removes the series designations from MCO P1610.7 and MCO P1070.12, and replace with "series" to ensure user applies most current versions.

Paragraph 1004.4c. Serious offense. Remove reference to "Secretary of the Navy" and add "Deputy Commandant (M&RA)". Following "case-by-case basis" at the end of the first sentence, add new sentence: "However, referral to the Deputy Commandant (M&RA) is not required if the special or general court-martial was not authorized to adjudge a punitive discharge." This fills an apparent gap that has raised questions from the field on numerous occasions and is consistent with current practices.

Paragraph 1004.4e. Drug Abuse. Removes the series designation from SECNAVINST 5300.28 and replace with "series" to ensure user applies most current version.

Paragraph 1004.4f. Renumber as 1004.4g. Replace with new paragraph 1004.4f: "f. Domestic Abuse Repeat Offenders. Commanders shall initiate administrative separation proceedings for Marines determined to have committed a "Substantiated" second domestic abuse offense as defined and required by MCO P1700.24 series. When initiating an administrative separation as a result of domestic abuse involvement, the commander must include domestic abuse as part of the reason for separation so the spouse and family may initiate the application process for financial compensation and retention of ID card benefits and privileges through the Transitional Compensation for Abused Family Members program." Incorporated into SEPSMAN in accordance with current OSD and Marine Corps policy requirements.

Paragraph 1005.2. Remove the series designation from MCO 7220.24 and replace with "series" to ensure user applies most current version.

Paragraph 1006.5a. Rewritten.

"a. Marines returning to the United States for immediate retirement, transfer to the FMCR, or for separation (per the Joint Federal Travel Regulations (JFTR) Chapters 1 and 5) may select one of the following CONUS locations for separation processing, regardless of availability of Government billeting and messing:

MCB CAMPEN CA	014
MCB CAMLEJ NC	013"

This change and changes to paragraphs 1006.6 and 1006.6a direct the following: All Marines, regardless of rank, receive MMIA approval for authorization, ensuring that fair and equitable standards are maintained throughout the Marine Corps and the perception of inequity of entitlements based on rank or MOS is avoided. This change provides the opportunity for Marines to request an alternative separations site that supports legitimate needs. As previously written, Marines were defrauding the government when returning from OCONUS with lengthy stays at high cost BAH/per diem separation sites, that were never intended to be their final home of selection.

Paragraph 1006.5b(1). Removes the series designation from MCO P1741.11 and replace with "series" to ensure user applies most current version.

Paragraph 1006.6. Rewritten.

"*6. Exceptions. Marines stationed overseas who are eligible for separation and who desire separation at a Marine Corps activity not listed in paragraph 1006.5, will request (MCC W95) orders via naval message to (MMIA) and info CMC (MMEA/MMOA) for separation at that activity. Marines with family members in Government quarters at a CONUS site must request separation at that site."

Paragraph 1006.6a. Rewritten.

"*a. These requests will not normally be approved unless a humanitarian or hardship situation exists, or the Marine can demonstrate that the location requested is the closest location to where they are establishing a permanent post service residence. Documentation considered as acceptable in this case includes (but is not limited to): TMO documents that list a location near the proposed separation site as the final household goods destination, a bona fide employment offer in the proposed separation site vicinity or proof of legal permanent residence at the proposed separations site."

Paragraph 1006.6b. Required Paragraph in Orders. After the second sentence include: "Entitlement to reimbursement for mileage or expenses will be determined by the JFTR and MCO P4650.37 series Marine Corps Travel Instructions Manual (MCTIM), as applicable." Replace "this expense" with "additionally incurred expenses". In the last sentence add "chapter 5," after "JFTR," and remove the series designation from MCO P4650.37 and replace with "series" to ensure user applies most current version.

Paragraph 1006.7. Add "Non-retirement eligible" to the beginning of the first sentence to provide clarity to the policy and differentiate between a member who is separating (EAS) vice one who is being transferred to the FMCR or retired list.

In the sixth sentence, remove "(not to exceed a total of 60 days)". Following the sixth sentence, add new sentence, "Greater than 60 days requires approval of CMC (MMEA/MMOA)." This change allows the member to take additional leave, past 60 days, with approval and oversight from CMC (MMEA/MMOA).

Paragraph 1006.8b(4). To add clarity in the fourth sentence insert "or retirement" after separation and replace "(MMSR-3)" with "(MMOA)".

Paragraph 1007.7c. Add the following sentence to the end: "If the Marine is not returning from overseas, omit the second sentence of the page 11 entry in its entirety." This change clarifies the procedures for commanders to effect a discharge, or to order release from active duty, on the last working day preceding a weekend or observed holiday for those members not returning from overseas.

Paragraph 1008.1a(3). Replace "article 18-23" with "article 18-5".

Paragraph 1008.2b. Add the following sentence: "However, Marines involuntarily retained on active duty pursuant to paragraph 1008.1.b.(1) above, may be administratively separated pursuant to their own request in lieu of trial by court-martial, or pursuant to a negotiated pretrial agreement at a court-martial. In either case, said request or agreement by the Marine must be made with the assistance of counsel." This clarifies standard practices. In these cases the Marine has not been involuntarily extended past his end of service for the sole purpose of administrative discharge, but rather for disciplinary purposes. With the assistance of counsel, the Marine negotiates an administrative separation in lieu of trial by court-martial, or avoids a punitive discharge from a court-martial. In these cases, the Marine gains a benefit from this request.

Paragraph 1008.2d(4). Removes the series designation from SECNAVINST 5820.4 and replace with "series" to ensure user applies most current version.

Paragraph 1008.2e. New paragraph.

"e. Alcohol or Drug Rehabilitation Treatment. A Marine on active duty who is found to be alcohol or drug dependent or is found to have an alcohol or drug abuse problem will not be retained beyond the established separation date. Alcohol or drug dependency or misuse does not constitute a medical condition. The separating Marine will be advised to contact a VA facility for counseling and/or treatment after discharge."

Paragraph 1009.1. Removes the series designation from MCO P4650.37 and replace with "series" to ensure user applies most current version. Remove "(see ALMAR 342/97)".

Paragraph 1009.2d. Change "DD Form 1351-2C" to "DD Form 1315-4".

Paragraph 1009.3a. Rewritten. "Travel Completed Within 60 Days. Forward the final travel claim to Servicing Finance/Disbursing Office that supports the member's last active duty station." DFAS no longer has a Separations Division. Final travel claims are to be processed by the Marine's last active duty station.

Paragraph 1009.3b. Rewritten. "Travel - All Other. Forward the final travel claim to Servicing Finance/Disbursing Office that supports the member's last active duty station." DFAS no longer has a Separations Division. Final travel claims are to be processed by the Marine's last active duty station.

Paragraph 1009.3c. Rewritten. "At a minimum, two copies of the original orders, completed DD Form 1351-2, and DD Form 1351-4 (if appropriate) are required to settle the final travel claim." DFAS no longer uses form 1351-2C.

Paragraph 1010.1. Remove the series designation from MCO P1050.3 and replace with "series" to ensure user applies most current version.

Paragraph 1010.2b. Remove the series designation from MCO P1050.3 and replace with "series" to ensure user applies most current version.

Paragraph 1010.2e. Change the fourth sentence to read, "For separating officers, not career designated and not retirement eligible, provide this information to the CMC (MMOA-3)." Remove closing parenthesis from end of the fifth sentence.

Paragraph 1010.2g(1). Replace "(not to exceed a total of 60 days)" with "(greater than 60 days requires approval of CMC (MMEA/MMOA))". This change allows the member to take additional leave, past 60 days, with approval and oversight from CMC (MMEA/MMOA).

Paragraph 1010.2h. Remove the series designation from MCO P1050.3 and replace with "series" to ensure user applies most current version.

Paragraph 1011.1. Change article "15-29" to "15-20". The fourth and fifth sentences have been deleted. In the last sentence "separation Marine" was corrected to "separating Marine".

Paragraph 1011.4. Change article "18-23" to "18-5".

Paragraph 1011.9 HIV Testing. The last sentence has been changed to read "If the HIV test results are not available at the time of separation, the Military Treatment Facility (MTF) will inform the Marine that his/her medical and dental records will be closed in absentia."

Paragraph 1012.5. Rewritten. "Refer to chapter 18 of MCO P5060.20 series, Marine Corps Drill and Ceremony Manual, for information on retirement parades."

Paragraph 1012.7. Remove "or 8345-00-656-3224". There is only one NSN to procure a flag.

Paragraph 1101.1. General. The last sentence has been changed to read, "See chapter four of MCO P1700.24 series regarding separation transition."

Paragraphs 1101.1a, 1101.1b, 1101.1c and 1101.1d with associated sub-paragraphs. Rewritten to conform to updated and current policies:

"*a. Pre-separation Process. The transition process from active duty to civilian life is a complex undertaking. There are four mandatory transition assistance events that a separating/retiring Marine shall complete before separation: (1) Attend a pre-separation interview, (2) Attend a Pre-separation Counseling Brief, (3) Completion of the Pre-separation Counseling Checklist (DD Form 2648 (Active Component) or 2648-1 (Reserve Component)), and (4) Attend the two and a half day Transition Assistance Program (TAP) Employment Workshop. The installation Transition Assistance Management Program (TAMP) sponsors all pre-separation activities, transition assistance, and TAP classes.

*b. Pre-separation Interview.

* (1) This requirement shall be met either by individual or group counseling sessions with the Unit Transition Counselor (UTC) or a designated individual from the consolidated administration center. The UTC shall direct the separating/ retiring Marine to Marine Corps Community Services (MCCS) for the mandatory brief. This requirement shall be provided when the service member is within 12 months of EAS or within 24 months of retirement, but no later than 90 days prior to separation/ retirement, regardless of whether or not a request for reenlistment has been submitted.

* (2) The pre-separation interview shall consist of an explanation of the TAMP requirements for separating/retiring service members; timeframes for attendance at mandatory Pre-separation Counseling and TAP Employment Workshop; the procedures for obtaining a copy of the Verification of Military Education and Training (VMET) document (DD Form 2586); information for upcoming counseling and workshops; completion of DD Form 2648, Section II, one through six and brief description of the Pre-separation Counseling Checklist (DD Form 2648) to include where a service member may obtain additional information or resources; and schedule service member for mandatory TAMP programs and services ensuring to encourage spouse attendance.

*c. Pre-separation Counseling Brief

* (1) Attendance is mandatory. Under Title 10 USC 1142, all separating/retiring service members shall attend a Pre-separation Counseling Brief within 12 months of separation date or within 24 months of retirement, but no later than 90 days prior to separation/retirement, regardless of

whether or not a request for reenlistment has been submitted. This requirement shall be met by either individual or group counseling sessions with TAMP personnel. It is strongly recommended that Marines attend a Pre-separation Counseling Brief at least 180 days before separation. See DD Form 2648/2648-1 for the Pre-separation Counseling Checklist.

* (2) This brief shall provide specific, detailed information on all items listed on the Pre-separation Counseling Checklist (DD Form 2648/2648-1). This briefing typically takes one full day. Family members' attendance is highly recommended.

* (3) The completed DD Form 2648/2648-1, signed by the separating/retiring Marine and a designated TAMP official, shall be forwarded to MMSB-20 for inclusion in the Marine's OMPF.

*d. DOL Transition Assistance Program (TAP) Employment Workshop.

* (1) Attendance is mandatory. However, failure to complete TAP will not preclude a member from being discharged or separated. Following the Pre-separation Counseling Brief, all separating service members shall attend the TAP Employment Workshop when the service member is within 12 months of EAS or within 24 months of retirement, but no later than 90 days prior to separation/retirement, regardless of whether or not a request for reenlistment has been submitted.

* (2) The Department Of Labor (DoL) TAP Employment Workshop is designed to prepare separating/retiring service members and their families for civilian employment and/or careers. This workshop provides instruction on personal appraisal, skills identification, job search and interview techniques, resume preparation, and other subjects. Family members' attendance is highly recommended.

* (3) If a Marine is stationed at another service's installation or is on independent duty, the member shall attend pre-separation activities, transition assistance, and TAP classes at the nearest DoD transition assistance office. Marines shall attend the brief no later than 90 days before separation/retirement, regardless of whether a request for reenlistment or extension is pending. Unit commanders of Marines scheduled to deploy during this period are encouraged to have Marines attend briefs prior to deployment.

* (4) Attendance is mandatory at the Disabled Transition Assistance Program (DTAP) for service members receiving a Medical Evaluation Board. This briefing is designed specifically for service members who have or think they have a service connected disability, are awaiting a medical discharge, have incurred an injury or illness while on active duty, or aggravated a pre-existing condition. The main objective of the DTAP is to inform/enroll service members in the appropriate VA vocational and educational programs. The DTAP Briefing is typically two hours. Attendance at DTAP does not eliminate the requirement for all Marines to attend the regular TAP workshop.

* (5) Retiring Marines may attend specialized retirement transition assistance seminars (where available). The retirement seminars teach all of the same information as a regular seminar; however, a greater emphasis is placed on various topics that have a larger impact on retirees than those

Marines who have completed one or two enlistments. These areas include, but are not limited to, financial planning, self assessment, medical briefings, and second career/job search assessments."

Paragraph 1101.2b. Honorable Discharge Certificate (DD Form 256). Rewritten. "Discharge certificate will not be issued unless the Marine is being discharged or reenlisted after completion of the service obligation or through involuntary administrative separation proceedings (NOTE: General Discharge Certificate, DD Form 257, was canceled by DOD in August 2003 and will no longer be used)."

Paragraph 1101.2b(1)(b). Update NAVSUP Pub "2002" to "2003".

Paragraph 1101.2b(2)(c). Rewritten. "Regular and Reserve Marines separated under honorable conditions will receive the appropriate discharge certificate. Marines separated under general (under honorable conditions), other than honorable, bad conduct, and dishonorable conditions will not be issued a discharge certificate." Removed mention of General Discharge Certificates.

Paragraph 1101.2b(3)(a). Completion of the Discharge Certificate. Change "Marine Corps Reserve Support Command (MCRSC)" to "Marine Corps Mobilization Command (MOBCOM)".

Paragraph 1101.2b(4)(a). Removed mention of General Discharge Certificates.

Paragraph 1101.2b(4)(b)(1). Change "Marine Corps Reserve Support Command" to "Marine Corps Mobilization Command".

Paragraph 1101.2b(4)(b)(2). Marines at Home Awaiting Results of a Physical Evaluation Board. Change "Marine Corps Reserve Support Command" to "Marine Corps Mobilization Command".

Paragraph 1101.2b(5)(a). Enlisted Marines. Rewritten. "Upon request, CMC (MMSB-10) will issue a replacement honorable discharge certificate."

Headquarters, U.S. Marine Corps (MMSB-10)
2008 Elliot Road
Quantico, VA 22134"

Paragraph 1101.2b(5)(b). Officers. Rewritten. "Upon request, CMC (MMSR-3) will issue a replacement honorable discharge certificate."

Paragraph 1101.2c(1). Honorable Discharge Lapel Pin (only worn with civilian attire). Underline entire sentence.

Paragraph 1101.2c(1)(b). Remove "Federal Stock Number" and replace with "NSN".

Paragraph 1101.2c(2). Benefits Pamphlet. Remove comma and "(last version 1999)".

Paragraph 1101.2c(3). Certificate of Appreciation. Remove ", unless the Marine desires otherwise" from end of second sentence.

Paragraph 1101.3. Servicemember's Group Life Insurance (SGLI). In the title, replace "Servicemen's" with "Servicemember's".

Paragraph 1101.3a. To clarify current policy, add "without proof of health." after "Marines on active duty entitled to full-time SGLI coverage can convert to Veteran's Group Life Insurance (VGLI)." Add last sentence: "After 120 days, Marines have up to one year to apply for VGLI, but must complete and meet requirements for proof of health."

Paragraph 1101.3b. In the address, replace "Servicemen's" with "Servicemember's".

Paragraph 1101.4a(3). Change the last sentence to, "Recruiters may refer individual cases to the CMC (MMEA-6) per MCO 1130.80 series, Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps."

Paragraph 1101.4b. Address of Commanding General, Marine Corps Mobilization Command. Remove "Marine Corps Reserve Support" from the title and replace with "Marine Corps Mobilization Command". Change last sentence to, "See MCO 1001.39 series, Pre-Separation Counseling Concerning Marine Corps Reserve (MCR) Participation." In the address, change "Marine Corps Reserve Support Command" to "Marine Corps Mobilization Command"

Paragraph 1101.4c(1). Remove the series designation from MCO P1040.31 and replace with "series" to ensure user applies most current version and correct publication title to "Enlisted Retention and Career Development Manual".

Paragraph 1101.4e(4). Rewritten. "Marines who have completed at least 180 days of service at the time of separation must be provided a written explanation of eligibility requirements. The Marine will sign this document acknowledging receipt and a copy will be filed on the document side of the service record. If the Marine refuses to sign the statement, the commanding officer should so note that fact on the statement and file it in the service record. Additionally, on block 18 (Remarks Section) of the DD Form 214, indicate that the Marine was counseled, but refused to sign an acknowledgement."

Paragraph 1101.4g. Unemployment Compensation for Ex-Service Members (UCX Program). Delete "up to 13 weeks of" from first sentence. States offer different unemployment benefits.

Paragraph 1101.4h. Selective Service Registration. Correct spelling of "commissioning".

Paragraph 1101.4i. Montgomery G.I. Bill (MGIB) - Active Duty. Rewritten to include web site address and updated addresses. "Marines who entered active duty after 30 June 1985 and enrolled in the new MGIB while in the service may be eligible for benefits. For further information Marines should go to the "Question and Answers or Contact Us" section at "www.gibill.va.gov" for a personalized response within 3-5 business days. Write to the nearest DVA regional offices for further information:

Buffalo:
Department of Veterans Affairs
P.O. Box 4616
Buffalo, NY 14240-4616

St. Louis:
Department of Veterans Affairs
P.O. Box 66830
St. Louis, MO 63166-6830

Atlanta:
Department of Veterans Affairs
P.O. Box 100022
Decatur, GA 30031-7022

Muskogee:
Department of Veterans Affairs
P.O. Box 8888
Muskogee, OK 74402-8888"

Paragraph 1101.4j(3). Replace "Defense Finance and Accounting Service, Cleveland, OH" with "DFAS, Cleveland". Correct spelling of "system" in the last sentence.

Paragraph 1101.5b(1). Remove the series designation from MCO 10120.28 and replace with "series" to ensure user applies most current version.

Paragraph 1101.5b(3). Remove the series designation from MCO 10120.28 and replace with "series" to ensure user applies most current version.

Paragraph 1101.5b(4). Wearing of the Uniform after Separation. Rewritten. "Wearing of the uniform requires maintaining the high standards of MCO P1020.34 series, Marine Corps Uniform Regulations and meeting the provisions specified in those regulations regarding authorization and occasion of wear."

Paragraph 1101.5b(4)(b). FMCR and Retired Marines. Remove the series designation from MCO P1020.34 and replace with "series" to ensure user applies most current version.

Paragraph 1101.6a. Change last sentence to: "See Defense Finance and Accounting Service, Kansas City Center Publication 7220.31 series, Marine Corps Total Force System, Automated Pay Systems Manual (DFAS-KC 7220.31 series, MCTFS APSM) and the MCTIM.

Paragraph 1101.7a. Remove the series designation from MCO P1070.12 and replace with "series" to ensure user applies most current version. Replace last sentence with:

"DD Form 2648 (Preseparation Counseling Checklist) and the retirement/FMCR request are to be forwarded to MMSB-20 when completed, vice waiting for record close out:

Headquarters, U.S. Marine Corps (MMSB-20)
2008 Elliot Road
Quantico, VA 22134-5030"

Paragraphs 1101.7a(1) & 1101.7a(2). Delete. These paragraphs conflict with the IRAM and provide confusing guidance. With removal of both sub-paragraphs while keeping 1101.7a, the administrator is referred to the IRAM for proper guidance for official records disposition.

Paragraph 1104.5. Correct spelling of "preceding".

Paragraph 1105.2. Replace "DoN" with "DON".

Paragraph 1105.4. Correct spelling of "Personnel".

Paragraph 1105.5b. Remove the series designation from MCO P1050.3 and replace with "series" to ensure user applies most current version.

Paragraph 1201.3b. Replace "Marine Corps Reserve Support Command (MCRSC)" with "Marine Corps Mobilization Command (MOBCOM)".

Paragraph 1202.2a(3). Rewritten. "(3) Separation for cause or for physical disability regardless of the length of time served on active duty."

Paragraph 1202.2b(2). Rewritten. "(2) Separation from a period of active duty, active duty for training (ADT), full-time training duty, or active duty for special work (ADSW) of 90 days or more, or when required by the Secretary of the Navy for shorter periods; and"

Paragraph 1202.3h. Replace first sentence with, "Enlisted Reservists released from a period of Active Duty Special Work or active duty for training of less than 90 days or discharged from the Reserve component unless otherwise directed under paragraph 1202.2.b(2)." Remove the series designation from MCO P1080.40 (MCTFSPRIM) and replace with "series" to ensure user applies most current version.

Paragraph 1202.4c. Rewritten. "Avoid abbreviations. Civilians, who may not be familiar with military terms, will read the form and may fail to understand the meaning."

Paragraph 1202.4g(2). Rewritten. "The Marine will be cautioned not to make changes or alterations to the form; to do so will render it void. If the Marine discovers an error after receipt of the form and after departure from the separation activity, or distribution of copies has been made, corrections or changes to blocks 1 through 22 will be made by the activity having physical control of the OQR/SRB. Changes will be made using the DD Form 215. Corrections or changes to blocks 23 through 28 of the DD Form 214 will only be corrected by CMC. These changes will also be made using the DD Form 215. Requests for correction to DD Form 214 will be addressed to:

Headquarters, U.S. Marine Corps (MMSB-10)
2008 Elliot Road
Quantico, VA 22134-5030

Requests should include the Marine's full name, grade, social security number (SSN), and effective date of separation."

Paragraph 1202.4g(3). Rewritten. "Requests for replacing a lost or destroyed DD Form 214 will be handled by the activity having physical control of the OQR/SRB. Prior to issuing a replacement DD Form 214, contact CMC (MMSB-10) to determine if the initial DD Form 214 is contained in the member's Official Military Personnel File. To reissue a DD Form 214 that has been lost or destroyed may require a lengthy research process and all information needed may not be available."

Paragraph 1205. RESPONSIBILITY FOR ASSIGNMENT OF SEPARATION PROGRAM DESIGNATOR (SPD). Rewritten. "The standard codes for officer and enlisted personnel were developed under the direction of the DOD and are published in MCO P1080.20 series, MCTFS Codes Manual. Address requests for additions, deletions, or modifications to SPD's to the CMC (MMSR-3)."

Section 3: ENTITLEMENT TO SEPARATION PAY. Due to the cancellation of and delegation to the Service level of SECNAVINST 1910.7, Separation Pay, Section 3 was removed in its entirety and rewritten based on Title 10 USC 1174 and DODINST 1332.29. The applicable section is covered in pages 1-42 through 1-52b.

Paragraph 1402.1c. Due to National Defense Authorization Act (NDAA) FY07, 75% retired pay cap was lifted. Rewrite:

" *c. A Marine who retires under the law with 30 or more years of active service is entitled to retired pay at the applicable rate explained in paragraph 1405 of the basic pay in the grade retired or the grade advanced to on the Retired List. At 2.5% for every year of creditable service, retired pay may exceed 100 percent of the basic pay on which subject pay is based."

Paragraph 1402.2a. Corrected spelling of "multiplied".

Paragraph 1402.2d(3). Due to NDAA FY07, 75% retired pay cap was lifted. Rewrite:

" * (3) May exceed 75 percent of the pay upon which it is based."

Paragraph 1402.3a(2)(d). Replaced "MCRSC" with "MOBCOM".

Paragraph 1403.2. Remove the series designation from MCO P7220.45 and replace with "series" to ensure user applies most current version.

Paragraph 1405. CALCULATING RETIRED/RETAINER PAY. Replace websites with "www.dod.mil/dfas".

Paragraph 1405.1a(1). Due to NDAA FY07, 75% retired pay cap was lifted. Rewrite last sentence to: "The RPM may exceed 75%."

Paragraph 1405.2a. Due to NDAA FY07, 75% retired pay cap was lifted. Rewrite second sentence to: "This factor may exceed 75%."

Paragraph 1405.3. Due to NDAA FY07, 75% retired pay cap was lifted. Rewrite second to last sentence to: "For Marines who retire under this system with 30 or more years of active service, the RPM is based on those years and months of active service."

Paragraph 1405.3b. Due to NDAA FY07, 75% retired pay cap was lifted. Rewrite last sentence to: "The RPM may exceed 75%."

Paragraph 1405.5. RETIRED/RETAINER PAY MULTIPLIER TABLE. One of the more significant changes made by the National Defense Authorization Act for Fiscal Year 2007 (Public Law 109-364) was the lifting of the 75 percent cap used in the calculation of retired pay for members eligible for service retirements.

Effective January 1, 2007, anyone retiring due to service in excess of 30 years of total active service will receive credit for service over 30 years. For example, a member who served 32 years will receive 80 percent of their retired base pay and a member who has served 42 years will receive 105 percent of their retired base pay. In most cases, there is no longer a cap on the percentage multiplier to be utilized in the computation of retired pay.

Modified table to reflect changes greater than 30 years of service:

"*RETIRED/RETAINER PAY MULTIPLIER TABLE

<u>Old Retired/Retainer Pay RPMs</u>		<u>New Retired/Retainer Pay RPMs</u>	
<u>Years 31 July 86 and Earlier</u>		<u>Years 1 August 86 and Later</u>	
or 1 Aug 86 or later if career status bonus NOT accepted		if accepting career status bonus at 15 years of service	
<u>Years of Service</u>	<u>RPM</u>	<u>Years of Service</u>	<u>RPM</u>
20	50.0%	20	40.0%
21	52.5%	21	43.5%
22	55.0%	22	47.0%
23	57.5%	23	50.5%
24	60.0%	24	54.0%
25	62.5%	25	57.5%
26	65.0%	26	61.0%
27	67.5%	27	64.5%
28	70.0%	28	68.0%
29	72.5%	29	71.5%
30	75.0%	30	75.0%
31	77.5%	31	77.5%
32	80.0%	32	80.0%
33	82.5%	33	82.5%
34	85.0%	34	85.0%
35	87.5%	35	87.5%
36	90.0%	36	90.0%
37	92.5%	37	92.5%
38	95.0%	38	95.0%
39	97.5%	39	97.5%
40	100.0%	40	100.0%"

Figure 1-1 Paragraph 3. Rewritten. "Any inquiries you may have concerning your military service should be addressed to the Commandant of the Marine Corps (MMSB-10), Headquarters, U.S. Marine Corps, 2008 Elliot Road, Quantico, VA 22134-5030. All written inquiries must include your full name, social security number, and date of discharge."

Figure 1-2. Sample Orders for Leave Awaiting Separation. New. Figure added to present an example on how to generate leave awaiting separation orders.

"(Letterhead)

From: Commanding Officer
To: Staff Sergeant Joe I. MARINE 124 34 5678/0193 USMC
Subj: LEAVE AWAITING SEPARATION
Ref: (a) MCO P1050.3 series
(b) JFTR, par. U5125
(c) 10 U.S.C., Sect. 652 (NOTAL)

1. Per the provisions of reference (a), effective (Time), (Date), you will proceed on 28 days annual leave while awaiting release from active duty on (Date). You may proceed to your home of record or to any other place you elect. You were ordered to active duty from Yuma, Arizona. Your home of record is Hot Springs, Arkansas 67890.

2. You have elected mileage, via POV, to Hot Springs, Arkansas, your home of record. You have given your permanent mailing address as 782 Devil Dog Road, Benton, Arkansas 12345. Per the provisions of reference (b), travel pay upon separation is authorized.

3. Your unused leave, computed to include (Date), is (unused leave total) days. Upon completion of authorized leave, your leave balance will be (leave balance) days due upon release.

4. On (Date), you will notify this command of your actual location. Such notification will be by the most expeditious means, either by phone or email to (Unit's Separation Department Contact Phone Number) or (Unit's Separation Department Email Addresses), in order to report the most current data via Unit Diary. With your retirement orders you will locate the nearest ID card processing location to obtain your retired identification card and the identification cards of your dependents.

5. Per reference (c), you are required while a member of the Marine Corps Reserve to keep the Commanding General, Marine Corps Mobilization Command, 15303 Andrews Road, Kansas City, MO 64147-1207 (toll free 1-800-255-5082), informed of any change of address, marital status, number of dependents, civilian employment, or physical standards.

6. Travel appn: 17*1105, 2654, BCN 45690, AAA 000027, CC 74129 enl tvl (TIK), 74123 enl tvl (MALT), 74125 enl tvl (per diem), 74179 depns age 11/under (MALT), 74190 depns age 12/over (MALT), 74160 depns tvl (TIK), 74186 depns age aa/under (per diem), 76195 depns age 12/over (per diem), 74164 trans HHG, 74131 enl TLE.

I. M. HARDCHARGER
By direction"

Table 1-1. Rule 4. In the "If the separating Marine:" column, change "conduct and proficiency markings" to read "proficiency and conduct markings" and change "4.0/3.0" to "3.0/4.0". This maintains consistency with rule 5, below.

Table 1-1. Rule 5. In the "If the separating Marine:" column, change "4.0/3.0" to "3.0/4.0".

CHAPTER 2: RETIREMENT OF OFFICERS ON ACTIVE DUTY

Page 2-1, Table of Contents. Updated to reflect addition of paragraphs dedicated to Retire-Retain, as well as addition of paragraph pertaining to modification of retirement requests.

Paragraph 2001.1. Deleted reference to SECNAVINST 1811.3M, which is to be cancelled upon incorporation to and publication of Change 2 to MCO P1900.16F.

Paragraph 2002.3. Safety Zone. Renamed the paragraph to "Sanctuary" as the accepted description of the limitation on release from active duty provided in Statute 12686, 10 U.S.C..

Paragraph 2002.4a. Pre-DOPMA. Deleted duplicate "and above" from first sentence.

Paragraph 2003.1a. Service-in-Grade (SIG). Rewritten to incorporate policy that will be lost with the cancellation of SECNAVINST 1811.3M. This change will prevent officers from requesting to retire at a lesser grade shortly after being promoted and therefore assist in stabilizing officer assignments.

"Also referred to as time-in-grade (TIG). Officers must meet the applicable SIG requirements below. Officers selected for promotion who desire to retire prior to completion of the applicable minimum service-in-grade requirement must decline the appointment to the next higher grade."

Paragraph 2003.1c(1). CONUS. Removed letter version designator from MCO 1300.8R and replaces version with "series" to infer latest version to reader.

Paragraph 2003.1c(2). Overseas/Prescribed Tour Length. Removed letter version designator from MCO 1300.8R and replaces version with "series" to infer latest version to reader.

Paragraph 2003.2d(3). Removed letter version designator from SECNAVINST 1920.6B and replaces version with "series" to infer latest version to reader.

Paragraph 2003.3. Retired Grade/Retirement in a Lower Grade. (and subparagraphs a., b., c. and d.) Replaces the old paragraph: Voluntary Retirement in a Lower Grade, which referred readers to SECNAVINST 1811.3M. The new paragraph incorporates the policies from SECNAVINST 1811.3M that will be lost with its cancellation. Additionally, paragraph 2003.3d unifies the policy provided in Statute 1370 10 U.S.C., paragraph 3012.2c of this Order, and MARADMIN 335/04 (Policy for Managing Reservists Activated in Support of the Global War on Terror) as well as clarifies service-in-grade for those Reserve component members who are promoted while in sanctuary prior to attaining retirement eligibility under a purely military retirement system.

"The Deputy Commandant, Manpower and Reserve Affairs (DC M&RA) shall normally deny retirement requests of officers serving on active duty, whose length of service in the highest grade held while on active duty does not meet the TIG requirement. When other circumstances such as grade structure imbalances or strength overages clearly indicate that the retention of a member is not consistent with the needs of the Marine Corps, the SECNAV, considering the recommendations of DC M&RA, may authorize a member who does not meet the applicable TIG requirement to be retired:

a. In the highest grade in which an officer (O-4 and below) served on active duty satisfactorily for not less than 6 months.

b. In the next lower grade in which an officer (O-5 or above) served on active duty satisfactorily.

c. In the highest grade in which a warrant officer served on active duty satisfactorily for not less than 30 days.

d. In the grade at which serving for a period of not less than 6 months when a Reserve commissioned officer is notified of release from active duty without consent and is considered to be involuntarily retired."

Paragraph 2004.1. Submission of Requests. Removed letter version designator from MCO 1080.40B and replaces version with "series" to infer latest version to reader.

Paragraph 2004.5b. Survivor Benefit Plan. Removed letter version designator from MCO 1740.11B and replaces version with "series" to infer latest version to reader.

Paragraph 2004.8. Add "Refer to paragraph 2013." To end of last sentence. This will tie in the new paragraph which gives specific guidance for modifications to retirement requests.

Paragraph 2005.3a. Officers Designated for Permanent Limited Duty. Removed letter version designator from SECNAVINST 1920.6B and replaces version with "series" to infer latest version to reader.

Paragraph 2005.3b. Officers Designated for Temporary Limited Duty. Removed letter version designator from SECNAVINST 1920.6B and replaces version with "series" to infer latest version to reader.

Paragraph 2005.3b(1). Removed letter version designator from SECNAVINST 1412.9A and replaces version with "series" to infer latest version to reader.

Paragraph 2005.7. Retire-Retain. New paragraph and associated sub-paragraphs. Explanation of situations which may warrant, and of the process, for active component (AC) officers to request Retire-Retain. Inclusion of this information in this directive was necessitated by the cancellation of SECNAVINST 1811.4E, VOLUNTARY RECALL/RETENTION OF RETIRED OFFICERS TO/ON ACTIVE DUTY.

"7. Retire-Retain.

a. Officers with an approved mandatory retirement date resident in the Marine Corps Total Forces System (MCTFS), may be concurrently retired and voluntarily retained on active duty in billets they occupied at the time of their retirement, if continuity is essential and necessary to effect orderly relief and the billet requires identified qualifications that cannot be met with the active force.

b. The period of retention on active duty shall be of a fixed duration, determined on a case-by-case basis and shall not normally exceed 180 days.

c. Retention of retired officers will be for the sole purpose of meeting requirements that cannot be met by the active force, not to benefit a member or retiree.

d. Officers should submit requests to the CMC (MMSR-7) via the chain of command no later than six months prior to the officer's statutory retirement date."

Paragraph 2006. LEAVE. Removed letter version designator from MCO P1050.3H and replaces version with "series" to infer latest version to reader.

Paragraph 2013. New paragraph and associated sub-paragraphs. Due to the cancellation of and delegation to the Service level of SECNAVINST 1811.3M, the following is added. If a Marine has an approved retirement and subsequently requests it to be changed, the Marine should contact MMSR-2. The only way a Marine can request a change of an *executed* retirement is through the Board for Correction of Naval Records.

"2013. REQUESTS TO CHANGE RETIREMENT REQUESTS.

a. Requests to change retirement requests submitted prior to transferring to the retired list or Fleet Marine Corps Reserve (FMCR) must be requested through CMC (MMSR-2).

b. Requests to change retirement requests submitted after the member has been transferred to the retired list or Fleet Marine Corps Reserve (FMCR) must be requested through the Board for Correction of Naval Records (BCNR). The BCNR website can be reached at <http://www.hq.navy.mil/bcncr/bcncr>."

Figure 2-1. Format for Orders to Release from Active Duty and Transfer to the Retired List. References, and paragraph 12, have been updated to reflect "series". Remove from Encl (2): "/Dependent Travel" & "/1351-2C" - DFAS has submitted that form is longer required. Paragraph 8 has been updated to reflect current procedures and points of contact for submitting travel and household goods movement claims in conjunction with release from active duty.

**CHAPTER 3: SEPARATION AND RETIREMENT OF RESERVE OFFICERS NOT ON ACTIVE DUTY
AND RETIREMENT OF ENLISTED RESERVISTS NOT ON ACTIVE DUTY**

Paragraph 3002.2. Marine Corps Reserve Support Command (MCRSC) is changed to Marine Corps Mobilization Command (MOBCOM). Replace MCRSC with MOBCOM.

Paragraph 3003.1. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 3003.2. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 3003.3. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 3003.4. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 3003.6. Separation for Lack of Mobilization Potential. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 3004.1. Removes the series designation after MCO 1001R.1 and replaces with "series" to ensure user applies most current version.

Paragraph 3004.3c. Per SECNAVINST 1000.7 series, commissioned officers not on extended active duty may qualify only for inter-service transfer between like Reserve components. Added for clarification.

Paragraphs 3005.2b and 3005.2c. Change CMC Reserve Affairs Management-5 (RAM-5) to CMC Career Management Team (CMT) due to re-designation.

Paragraph 3007.1. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 3007.3. Marine Corps Reserve Support Command (MCRSC) is changed to Marine Corps Mobilization Command (MOBCOM).

Paragraph 3007.4. Marine Corps Reserve Support Command (MCRSC) is changed to Marine Corps Mobilization Command (MOBCOM).

Paragraph 3007.4c. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 3008.4. Continuation of Reserve Officers is based upon the following law and policy:

Rewritten.

- a. 10 U.S.C. 14701 provide the Secretary of the Navy with the option of continuing Reserve officers in the grades of major through colonel beyond the maximum service limitations of 20 years commissioned service (YCS), 28 YCS, and 30 YCS respectively, to 24 YCS, 33 YCS, and 35 YCS respectively. In addition, Reserve officers in the grade of captain with two failures for selection to promotion to the next higher grade may be continued to 20 YCS. SECNAVINST 1920.7 and SECNAVINST 1412.9 series further delegate continuation of commissioned officers and chief warrant officers (respectively) to CMC (MMSR).

b. Continuation opportunities are limited and based on the needs of the Marine Corps. In no case will an officer be continued beyond retirement eligibility. Additionally, those officers whose service places them within the confines of 10 U.S.C. 12646 or 12686 (active duty) are subject to sanctuary and shall not be considered for continuation. Current Reserve Policy provides for the continuation on the RASL of the following categories of Reserve officers:

(1) Chief Warrant Officers

(a) Active Reserve (AR) CWO2, CWO3, & CWO4 who have twice failed for selection by an AR promotion board may be continued until twice failed for selection by an Other than Active Reserve (OTAR) board.

(b) AR CWO2, CWO3, & CWO4 who have twice failed for selection by an AR promotion board and, will qualify for retirement under 10 U.S.C. 6323 within six years of the date of such continuation, may be continued for a maximum period of four years.

(c) OTAR CWO2 and CWO3 who have twice failed for selection by an OTAR promotion board, and will qualify for retirement under 10 U.S.C. 12731 within six years of the date of such continuation, may be continued for a maximum period of four years.

(2) Captains

(a) AR officers who have twice failed for selection by an AR promotion board may be continued until twice failed for selection by an Unrestricted Reserve promotion board.

(b) Unrestricted officers who have twice failed for selection by an Unrestricted promotion board and will qualify for retirement under 10 U.S.C. 12731 within six years of the date of such continuation.

(3) Majors

(a) AR officers who have twice failed for selection by an AR promotion board may be continued until twice failed for selection by an Unrestricted Reserve promotion board.

(b) AR officers who have twice failed for selection by an AR promotion board, and will qualify for retirement under 10 U.S.C. 6323 within six years of the date of such continuation, may be continued for a maximum of four years.

(c) Unrestricted officers who have twice failed for selection by an Unrestricted promotion board and will qualify for retirement under 10 U.S.C. 12731 within six years of the date of such continuation.

c. Continuation is accomplished by CMC (MMSR) upon approval of CMC (RA). Eligible officers who are selected for continuation must be fully qualified for continuation, and their continuation must be in the best

interests of the Marine Corps. "Fully Qualified" means that the officer's record clearly demonstrates performance in a satisfactory manner considering the grade and technical specialty held, and that the officer continues to meet the Marine Corps' standards of performance and conduct. Additionally, an accurate record of service, as reflected in the Career Retirement Credit Record (CRCR), is a key determinant in continuation consideration.

- d. Officers not desiring to be continued are required to decline continuation in writing to CMC (MMSR) prior to their original mandatory removal date (MRD).
- e. In general, opportunities for Reserve officers who have reached retirement eligibility are limited and based on the needs of the Marine Corps. Refer to MCO P1001R.1 series and MCO 1001.52 series for further guidance.

Paragraph 3011.1a.

Rewritten due to change in law (Title 10 USC 12731).

"a. Under the provisions of The National Defense Authorization Act for 2005, a reservist who completes 20 years of qualifying service on or after 25 April 2005 no longer needs to have the last 6 years in a reserve component. However, a member who earned 20 years or more years of qualifying service before 25 April 2005 must perform the last 6 years of qualifying service while a member of a Reserve component."

Paragraph 3011.1b. To add clarity, insert "If" at the beginning of the sentence.

Paragraph 3011.2. Due to law change (Title 10 USC 12731), change "8" years to "6" years in both sentences.

Paragraph 3011.2a. Due to law change (Title 10 USC 12731), change "8" years to "6" years in both sentences.

Paragraph 3011.2b. Due to law change (Title 10 USC 12731), change "additional 4 qualifying years" to "additional 2 qualifying years."

Paragraph 3012.4. Retired Grade Determination (Enlisted Personnel). Removes the series designation after SECNAVINST 1820.2 and replaces with "series" to ensure user applies most current version.

Paragraph 3013. COMPUTATION OF RETIRED PAY. Due to NDAA FY07, 75% retired pay cap was lifted. Rewrite "Note" to: "Note: Retired pay may exceed 75 percent of pay on which computation is based per NDAA FY07 modification to 10 U.S.C. 12739)"

Paragraph 3014.1. Removes the series designation after SECNAVINST 1820.2 and replaces with "series" to ensure user applies most current version.

Paragraph 3015.2. Due to law change (Title 10 USC 12731b), rewritten as follows:

"2. Reservists not on active duty who are found not physically qualified for retention in the Marine Corps Reserve and who have completed a minimum of 15 years of qualifying service may be transferred to the Retired Reserve Awaiting Pay at Age 60 as long as such physical disability is not the result of:

a. The member's intentional misconduct, willful neglect or willful failure to comply with the standards and qualifications for retention established by the Secretary of the Navy; or

b. Such disability was incurred during a period of unauthorized absence."

Paragraph 3015.3. New paragraph due to law change (Title 10 USC 12731b):

"3. Those reservists not on active duty who are found not physically qualified for retention in the Marine Corps Reserve with less than 15 years of qualifying service will be processed per paragraph 8407."

Paragraph 3016.1. Removes the series designation after MCO 1080.40. and replaces with "series" to ensure user applies most current version.

Paragraph 3018.4b. Due to NDAA FY04, commissary restrictions for reservists were rescinded and allowed for unlimited use. Replace with:

"*b. Unlimited use of military commissaries."

Figure 3-1. Change the "To" block to read as follows: "COMMARFORRES or CG, MOBCOM". Ref: (a) Removes the series designation after MCO P1900.16. and replaces with "series" to ensure user applies most current version.

Figure 3-2. Change Via: (2) to read as follows: "COMMARFORRES or CG, MOBCOM". Ref: (a) Removes the series designation after MCO P1900.16. and replaces with "series" to ensure user applies most current version.

CHAPTER 4: ADMINISTRATIVE SEPARATION OF OFFICERS FOR CAUSE

Paragraph 4002. APPLICABILITY. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 4003. GUIDANCE TO COMMANDERS ON SEPARATION PROCESSING. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 4103. REASONS FOR SEPARATION FOR CAUSE. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 4103.1. Illegal Drug Involvement. Removes the series designation after SECNAVINST 5300.28 and replaces with "series" to ensure user applies most current version.

Paragraph 4103.3c(1)(d). Removes the series designation after JAGINST 5800.7 and replaces with "series" to ensure user applies most current version.

Paragraph 4106. SEPARATION PAY FOR INVOLUNTARY SEPARATIONS FOR CAUSE. Delete "SECNAVINST 1900.7G" and insert "Title 10, USC, Section 1174, DODINST 1332.29 and chapter 1, paragraph 1303 of this manual."

CHAPTER 5: SEPARATION OF OFFICERS FOR CAUSE

Page 5-1, Table of Contents. Updated to reflect proper title of paragraph 5007, "SEPARATION OF OFFICERS ON THE ACTIVE DUTY LIST NOT CAREER DESIGNATED".

Paragraph 5002.3a(2). After the word via delete rest of the sentence and insert "written request with the command endorsements".

Paragraph 5002.3c. Removes the series designation after MCO P1300.8 and replaces with "series" to ensure user applies most current version.

Paragraph 5002.3f. In the 2nd sentence after the words "Marine Corps," delete the rest of the sentence.

Paragraph 5003.2. In the 1st sentence, removes the series designation from MCO P1080.40 and replaces with "series" to ensure user applies most current version. To add clarity, in between the 5th and 6th sentences, insert "For officers who are not obligated and do not desire a Reserve commission, include a history statement stating SNO does not desire a Reserve commission."

Paragraph 5003.5. Resignation for Cause. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 5004.4. Separation Leave. Removes the series designation from MCO P1050.3 and replace with "series" to ensure user applies most current version.

Paragraph 5005.4. Change "the CMC (RAM-6) will issue" to "Commanding Officers are required to issue."

Paragraph 5006.1. Removes the series designation after SECNAVINST 1920.6 and replaces with "series" to ensure user applies most current version.

Paragraph 5006.6. Eligibility for Separation Pay. To add clarity in the 5th sentence change "who declines promotion" to "who declines continuation or promotion." In between the 5th and 6th sentences, insert "Refer to SECNAVINST 1420.1 series." In the last sentence, between the words eligibility and chapter 1, insert "refer to Title 10, USC Section 1174, DODINST 1332.29 and."

Paragraph 5007. Separation of Officers on the Active Duty List Not Career Designated. Delete "Reserve" throughout. After the last word in the 1st sentence, insert "who have not been career designated," and delete the remainder of the paragraph.

Paragraph 5008. INTERSERVICE TRANSFER. Removes the series after SECNAVINST 1000.7 and replaces with "series" to ensure user applies most current version.

Figure 5-1. For ref (a) removes the series designation after MCO and replaces with "series" to ensure user applies most current version.

Figure 5-2. For ref (a), (c), and (d) removes the series designation after each MCO and replaces with "series" to ensure user applies most current version.

Figure 5-2, paragraphs 4.h(1) and 4.j. "Marine Corps Reserve Support command (MCRSC)" is changed to "Marine Corps Mobilization Command (MOBCOM)."

Figure 5-2, paragraph 4.i. Change the sentence to "Transmit the HQMC copy of the DD Form 214 with a copy of this order to HQMC, (MMSB-20), 2008 Elliot Road, Quantico, VA 22134 within 3 working days after the effective date of the discharge."

Figure 5-2, paragraphs 4.i(1) and 4.i(2). Delete in their entirety.

Figure 5-2, paragraph 5b. and 5c. "Marine Corps Reserve Support command (MCRSC)" is changed to "Marine Corps Mobilization Command (MOBCOM)."

Figure 5-3. For ref (a), (c), and (d) removes the series designation after each MCO and replaces with "series" to ensure user applies most current version.

Figure 5-3, paragraph 4.a. In the 2d sentence, after the word "fact," delete the rest of the sentence.

Figure 5-3, paragraph 4h(1). and 4j. "Marine Corps Reserve Support command (MCRSC)" is changed to "Marine Corps Mobilization Command (MOBCOM)."

Figure 5-3, paragraph 4i. Paragraph was rewritten.
Transmit the HQMC copy of the DD Form 214 with a copy of these orders to HQMC, (MMSB-20), 2008 Elliott Road, Quantico, VA 22134 within 3 working days after effective date of the discharge.

Figure 5-3, Paragraph 4.i(1) and 4.i(2). Delete in their entirety.

Figure 5-3, paragraph 5b. and 5c. "Marine Corps Reserve Support command (MCRSC)" is changed to "Marine Corps Mobilization Command (MOBCOM)."

Figure 5-4: For ref (a), (c), and (e) removes the series designation after each MCO and replaces with "series" to ensure user applies most current version.

Figure 5-5: For ref (a), (c), and (e) removes the series designation after each MCO and replaces with "series" to ensure user applies most current version.

CHAPTER 6: ENLISTED ADMINISTRATIVE SEPARATIONS

Page 6-4. Table of Contents. Changed to "SEPARATION VIA SECRETARIAL AUTHORITY ("BEST INTEREST OF THE SERVICE") to properly reflect paragraph 6421.

Paragraph 6105.3e. Removes the series designation from MCO P1070.12 and replaces with "series" to ensure user applies most current version.

Paragraph 6106.4. Removes the series designation from MCO P1400.32 and replaces with "series" to ensure user applies most current version.

Paragraph 6201.1. References. Removes the series designation from DOD Directive 1332.14 and replaces with "series" to ensure user applies most current version.

Paragraph 6203.2a. Add the following after the second sentence: "Commanders must comply with SECNAVINST 6320.24 series and DODD 6409.1 series when referring a Marine for a mental health evaluation." These references prescribe procedures for command directed mental health evaluations.

Paragraph 6203.2a(1). Obesity Removes the series designation from MCO P6100.12 and replaces with "series" to ensure user applies most current version.

Paragraph 6203.2a(4). Chronic airsickness. Corrected spelling of "airsickness".

Paragraph 6203.2a(6). Pseudofolliculitis Barbae. Removes the series designation from MCO 6310.1 and replaces with "series" to ensure user applies most current version.

Paragraph 6203.2b(1). Refusal of Medical Treatment. Removes the series designation from SECNAVINST 1850.4 and replaces with "series" to ensure user applies most current version.

Paragraph 6203.2b(2). Refusal of Medical Treatment: Corrected spelling of "disability".

Paragraph 6203.2b(3)(b). Administrative reduction: Removes the series designation from MCO P1400.32 and replaces with "series" to ensure user applies most current version.

Paragraph 6203.2b(4). Refusing inoculations: Corrected spelling of "inoculations".

Paragraph 6203.3b(1). Medical: Removes the series designations from SECNAVINST 6320.24 and DODDIR 6409.1 and replaces with "series" to ensure user applies most current versions.

Paragraph 6203.3c. Documentation: New paragraph. "*c. Documentation. Documentation for separation under this paragraph must include evidence not only that the Marine is unable to function effectively because of a personality disorder, but also that the disorder of personality was clearly evident prior to enlistment." Commanders need to be aware that Marines cannot be discharged under 6203.3 for behavioral problems that did not exist throughout their careers and are not identifiable in their behavior prior to enlistment. This criterion for a medical diagnosis of personality disorder, is contained in the references in the paragraph, and is often over looked by commanders. Previous paragraph renumbered to 6203.3d.

Paragraph 6203.3d. Counseling: Previously 6203.3c. Correction and clarification of the mental state required for a Marine to be discharged without counseling.

Paragraph 6203.4. Action in lieu of approved punitive discharge: Grammar correction to "waives" and "fails".

Paragraph 6203.6. Failure or Disenrollment From Lateral School Seat Assignment: Removes the series designation from MCO 1220.5 and replaces with "series" to ensure user applies most current version.

Paragraph 6204.2d. Second sentence, replace "MCRC (ENRCTG)" with "MOBCOM". CMC (SJA) approved the delegation of separation authority for erroneous enlistments of reservists in the IRR to the CG, MOBCOM on 24 May 2007 in order to expedite the administrative separation of IRR Marines. The separation authority for individuals that have already sworn in but failed to ship will remain with the CG, MCRC.

Paragraphs 6204.3b & 6204.3c. Fraudulent Entry into the Marine Corps: Removes the series designation from MCO P1100.72 and replaces with "series" to ensure user applies most current version.

Paragraph 6206.5a. Unsanitary Habits. Grammatical correction to "unsanitary habits".

Paragraph 6207.3a(4). Responsibility. Add the word "series" after JAGINST 5800.7 to ensure user applies most current version.

Paragraph 6207.3a(5). Responsibility. Add the word "series" after DODINST 5505.8 to ensure user applies most current version.

Paragraph 6209.4. Removes the series designation from MCO P1700.24 and replaces with "series" to ensure user applies most current version.

Paragraph 6210.1d. Removes the series designation from MCO P1400.32 and replaces with "series" to ensure user applies most current version. Also adds minor grammatical correction by adding a comma between the publication number and the title of the publication.

Paragraph 6210.5a. Drug Abuse. Removes the series designation from SECNAVINST 5300.28 and replaces with "series" to ensure user applies most current version.

Paragraph 6210.5d. Rewritten to reflect current policy. "Marines separated for drug abuse will be screened for drug dependency at a Substance Abuse Counseling Center (SACC) and provided treatment prior to separation. Under special circumstances, they will be referred to the Department of Veterans Administration (DVA) for counseling and/or treatment. The commanding officer determines when treatment at a VA Medical Facility is in the best interest of the Marine Corps and the Marine being separated."

Paragraph 6210.10. Under the Influence. New paragraph and associated subparagraphs. This is a new basis for discharge directed by the Commandant of the Marine Corps. Fairness and consistent application must be used across the Fleet. This newly created "mandatory processing" is a very significant change that lends itself to inconsistent application throughout the field. Experience with the "mandatory processing" of drug cases has shown that there can be confusion and separate treatment across the field. This proposed revision clearly defines and narrows the occurrences where mandatory processing is triggered and/or required. A commander always retains the ability to process a Marine for administrative separation based upon an alcohol related offense at any time.

"10. Driving Under the Influence

a. A Marine may be processed for separation for driving under the influence following a substantiated incident.

b. An incident is considered substantiated when there has been a court martial conviction, nonjudicial punishment, a civilian conviction, or an administrative separation board convening authority determines based on a preponderance of the evidence that the member has engaged in the act of driving under the influence.

c. The basis for separation shall be under paragraph 6210.3 (pattern of misconduct); 6210.6 (commission of a serious offense); 6210.7 (civilian conviction); or 6214 (separation in the best interest of the service). Note, however, that paragraph 6210.3 may not be used unless the Marine has been previously counseled concerning misconduct per paragraph 6105.

d. The least favorable characterization is under other than honorable conditions, if an administrative board procedure (paragraph 6304) is used. Characterization is honorable, general (under honorable conditions), or uncharacterized (entry level separation), if the notification procedure (paragraph 6303) is used. Refer to paragraphs 6210.3, 6210.6, 6210.7, and 6214 to determine the applicability of paragraphs 6303 and 6304.

e. Processing for separation for driving under the influence is mandatory following the second substantiated incident. For the purposes of mandatory processing under this paragraph, a second substantiated incident is defined as a conviction at court-martial for operating a vehicle impaired or with a blood alcohol concentration that exceeds the limit proscribed in Article 111, UCMJ, a civilian conviction for driving under the influence that is substantially equivalent to a violation of Article 111, or nonjudicial punishment for driving under the influence in violation of Article 111. The first substantiated incident necessary to trigger mandatory processing must have occurred during the Marine's current enlistment and the Marine's service record book must indicate that the Marine was counseled concerning the earlier substantiated incident per paragraph 6105. Preservice misconduct shall not be considered for determining whether mandatory processing is required."

Paragraph 6213. UNSATISFACTORY PARTICIPATION IN THE READY RESERVE. Removes the series designations from DODDIR 1215.13 & MCO P1001R.1 and replaces with "series" to ensure user applies most current versions.

Paragraph 6214.8. New sub-paragraph. Added per SECNAV decision and cancellation of SECNAVINST 1900.7 series.

"8. Marines separated under this paragraph with an honorable or general (under honorable conditions) characterization of service normally rate full separation pay. The Secretary of the Navy or the Secretary's delegated representatives will determine approval of half or no separation pay. "

Paragraph 6215.1b(2). No medical problems: Weight Control/Body Composition Failure. Removes the series designation from MCO P6100.12 and replaces with "series" to ensure user applies most current version.

Paragraph 6215.1b(4). No medical problems: Weight Control/Body Composition Failure. Removes the series designation from MCO P6100.12 and replaces with "series" to ensure user applies most current version.

Paragraph 6215.2a. Documentation. Removes the series designation from MCO P6100.12 and replaces with "series" to ensure user applies most current version. In the first sentence, changes reference to "appendix D" (vice Enclosure (1)) of MCO P6100.12.

Paragraph 6215.3. Counseling (6105). Removes the series designation from MCO P6100.12 and replaces with "series" to ensure user applies most current version.

Paragraph 6215.6. Removes the series designation from MCO P6100.12 and replaces with "series" to ensure user applies most current version.

Paragraph 6302.2. Renumber to 6303.3. Add new paragraph: "2. A separation authority is not precluded from initiating separation processing for a Marine under his or her command. If a separation authority initiates separation processing, no recommendation from a subordinate commander is required, however, all other notification requirements shall be completed in compliance with this chapter." Clarifies when the Separation Authority is dual-hatted or is remotely located.

Paragraph 6302.3e. Step Five: Drug and alcohol dependency. To reflect current policy, replace first sentence with "Evidence of alcohol or drug abuse/dependence requires that the respondent be screened at a SACC and provided treatment before the case is referred to a board or forwarded to the separation authority." Removes the series designation from MCO P1700.24 and replaces with "series" to ensure user applies most current version.

Paragraph 6303.3. Notification Requirements. To reflect current policy, replace first sentence with "If there is evidence of alcohol or drug abuse/dependence, the respondent must be screened at a SACC and provided treatment before the case is referred to a board or forwarded to the separation authority." Removes the series designation from MCO P1700.24 and replaces with "series" to ensure user applies most current version.

Paragraph 6303.3a(8). Rewrite to: "(8) A statement of the right to request an administrative board if the Marine has 6 or more years of total active and inactive service at the time of notification of separation proceedings;". This clarifies that the six years of active service is tolled at the notification rather than at the time of the Separation from the Marine Corps.

Paragraph 6307.2. New paragraph based on SECNAV & CMC decision:

"2. When the sole basis for separation is a serious offense that resulted in a conviction by a general or special court-martial that did not impose a punitive discharge, and an other than honorable discharge is warranted, the Deputy Commandant (Manpower and Reserve Affairs) is the separation authority (refer to paragraph 1004.4.c for additional guidance)."

Paragraph 6307.3. Rewritten.

"3. With the exception of those cases contained in paragraph c. below, officers exercising GCMCA may, at their discretion, delegate to any officer exercising special court-martial convening authority (SPCMCA) within their command the authority to take action subject to guidance in this Manual on any recommendation or request submitted under this chapter in which retention, separation under honorable conditions, general (under honorable conditions), or entry level separation is recommended. Commanding generals electing to exercise subordinate separation authority under this paragraph will appoint such authority by letter and include the extent and limitation to authority being delegated and any additional guidelines relative to such delegation."

Paragraph 6307.3c. New paragraph:

"c. The separation authority for all administrative separation actions involving victims of sexual assault which occur within 1 year of the unrestricted report of sexual assault shall be an officer exercising GCMCA and may not be delegated further. See DODI 6495.02."

DODI 6495.02, signed 23 Jun 2006, requires that the separation authority for sexual assault victims, for separations within 1 year of sexual assault, be a GCMCA. The DODI requirement does not distinguish among the different characterizations of service and therefore delegation is not allowable.

Paragraph 6307.3. Delete. Marine Corps Security Forces are under Commanding General, II Marine Expeditionary Force.

Paragraph 6308.1b. Administrative Board Required. Corrected spelling of "characterization".

Paragraph 6308.1c(1)(a). Legal Review: Insert the word "or" between "held" and "characterization".

Paragraph 6309.2c(2). Action by the Separation Authority With an Administrative Separation Board. The paragraph was reworded for clarification. Insert "paragraph 6214, Secretarial Authority (also known as "Best Interest of the Service)". Follow the guidelines contained in paragraph 6214.4." after "The basis for separation will be" in the second sentence.

Paragraph 6311.6. ADMINISTRATIVE ACTION AFTER DECISION. Removes the series designation from MCO P1070.12 and replaces with "series" to ensure user applies most current version.

Paragraph 6312.2. Notice. Spelled out "DoN" for clarity.

Table 6-2. Guide for the Review of Separation Packages.

After each "Separation Authority" column header add an asterisk. On page 6-60, remove the word "Physical" from "Physical Condition Not a Disability". Add the following note on pages 6-60 through 6-62, "* Note: GCMCA may delegate separation authority to SPCMCA."

In the "NOTES", delete the references to "6303" in lines "7" and "8".

Rewrite Legend X to "X - Only if Marine has 6 or more years of active and inactive service at the time of notification of separation proceedings."

Rewrite Legend # to: "# - Only if Marine has 6 or more years of active and inactive service at the time of notification of separation proceedings, or the Marine is notified that an other than honorable discharge is the least favorable characterization that can be received."

Paragraph 6315.3. Recorder. Delete 9th sentence: "Neither the recorder, nor the assistant recorder will possess any greater legal qualifications than those possessed by the respondent's counsel." Respondent's counsel must be a judge advocate that is Article 27(b) UCMJ qualified. There are no "higher" qualifications. The provision, as currently worded, is misleading and suggests that respondent's counsel must be of equivalent experience or rank as the recorder. This is not the case.

Between 7th and 8th sentences, add: "Staff non-commissioned officers may be appointed to act as recorders upon approval by the convening authority's cognizant Staff Judge Advocate." Staff NCO's, with the appropriate experience, may serve as recorders for administrative discharge boards. SJA approval is required to ensure that appointed Staff NCO's possess the necessary experience. This change will significantly reduce the backlog of ADSEP boards and will allow Staff NCO's to bring their vast experience in the Marine Corps to help board members make informed decisions.

Figure 6-1. Commands Delegated by the CMC (SJA) as Discharge Authority For Other Commands. List was updated.

Figure 6-2. Sample Format for Notification Without an Administrative Separation Board. Removes the series designation from MCO P1900.16 and replaces with "series" to ensure user applies most current version.

Figure 6-3. Sample Format for Notification With an Administrative Separation Board. Removes the series designation from MCO P1900.16 and replaces with "series" to ensure user applies most current version.

Paragraph 6401.5a(4). To provide clarity, add "or RE-4B." to end of sentence.

Paragraph 6402.5. Characterization and Separation Authority. Separation authority delegated to GCMCA vice CMC (MMSR-3).

Paragraph 6404.1. To Accept a Commission or Appointment. In the second sentence add "with the exception of Marines selected for the Naval Reserve Officer Training Corps (NROTC) Scholarship Program or Marines appointed midshipmen or cadets in federal service academies or NROTC units (see MCO 1306.17 series for guidance in these cases) after "MMSR".

Paragraph 6404.2. CHANGES IN SERVICE OBLIGATION FOR ACTIVE DUTY MARINES. Removes the series designation from MCO P1040.31 and replaces with "series" to ensure user applies most current version.

Paragraph 6405.1b. General. Change "MCO P1001R.54" to "MCO P1001R.1 series".

Paragraph 6405.4e. Commander's Action. Removes the series designation from MCO P1050.3 and replaces with "series" to ensure user applies most current version.

Paragraph 6407.1. General. Paragraph was rewritten to provide clarification on separation authority.

Paragraph 6407.5. Commander's Action. In the first sentence, insert "to their GCMCA" between "application" and "via the chain of command".

Paragraph 6407.7d. Separation Authority. Add "series" at the end of the second sentence to ensure user applies most current version.

Paragraph 6408.6. PREGNANCY. Removes the series designation from MCO 1740.13 and replaces with "series" to ensure user applies most current version.

Paragraph 6408.7. PREGNANCY. Removes the series designation from MCO 5000.12 and replaces with "series" to ensure user applies most current version.

Paragraph 6409. CONSCIENTIOUS OBJECTION. Removes the series designation from MCO 1306.16 and replaces with "series" to ensure user applies most current version.

Paragraph 6410.1. General. Removes the series designation from DODDIR 1315.15 and replaces with "series" to ensure user applies most current version.

Paragraph 6410.2c. Add to the end of sentence "...and are not gainfully employed because of the disability." This definition matches DODD 1315.15.

Paragraph 6410.9. Change "Marine Corps Reserve Support Command" to "Marine Corps Mobilization Command".

Paragraph 6416.1c. MARINES MARRIED TO OTHER SERVICE MEMBERS. Removes the series designation from MCO P1300.8 and replaces with "series" to ensure user applies most current version.

Paragraph 6421. SEPARATION IN THE BEST INTEREST OF THE SERVICE. Change title to "SEPARATION VIA SECRETARIAL AUTHORITY ("BEST INTEREST OF THE SERVICE")".

Paragraph 6421.5 SEPARATION IN THE BEST INTEREST OF THE SERVICE. Removes the series designation from SECNAVINST 5300.30 and replaces with "series" to ensure user applies most current version.

Figure 6-5. Sample Request for Early Release to Further Education. Removes the series designation from MCO P1900.16 and replaces with "series" to ensure user applies most current version.

Table 6-3. Separation Authority for Voluntary Separations - Active Duty: Under "Defective Enlistment/Reenlistment" change separation authority to "GCMCA". Under "Dependency/Hardship" correct "GCMA" to "GCMCA". Under "Surviving Family Member" change separation authority to "CMC (MMSR)". At the bottom of the page, add "* Note: GCMCA may delegate separation authority to SPCMCA".

Table 6-3. Separation Authority for Voluntary Separations - Reservist on Inactive Duty: Under "Change in Service Obligation" change separation authority "CG, MCRSC" to "CG, MOBCOM;".

CHAPTER 7: RETIREMENT OF ENLISTED MARINES AND TRANSFER TO THE FLEET MARINE CORPS RESERVE (FMCR)

Paragraph 7004.5. Service-in-Grade (SIG). Rewritten to incorporate policy with the cancellation of SECNAVINST 1811.3M. Specifically, the change informs readers that an enlisted Marine may request to retire in a higher grade than that which he currently holds, if so entitled, without serving out the Marine's current TIG obligation.

"5. Service-in-Grade (SIG). Also referred to as time-in-grade (TIG). Unless entitled by law to a higher retired grade upon retirement, Marines in the grade of gunnery sergeant or above must serve 2 years in their current grade before transfer to the FMCR. Waiver of this requirement may only be approved by the Secretary of the Navy and only in instances of humanitarian or hardship situations. Marines in the grade of gunnery sergeant and above are required to extend or reenlist to have sufficient obligated service to serve the minimum time-in-grade of two years before promotion to the new grade is effected."

Paragraph 7004.6. Removed letter version designator from MCO P1300.8 and replaces version with "series" to infer latest version to reader.

Paragraph 7005.8a. Added "Refer to paragraph 2013." next to last sentence. This requires or directs that requests to change a retirement date after a member has transferred to the FMCR must be addressed the Board for Correction of Naval Records.

Paragraph 7005.3. Removed letter version designator from SECNAVINST 1850.4D and replaces version with "series" to infer latest version to reader.

Paragraph 7006.3. Approval Authority. Rewritten to clarify approval authority per SECNAVINST 1811.3M, which is to be cancelled when MARCORSEPMAN is updated.

"3. Approval Authority. The Deputy Commandant, Manpower and Reserve Affairs, acting for the President, is the approval authority for retirement requests. Staffing requires approximately 60 days to obtain approval, prepare necessary letters and certificates, and to complete a statement of service documenting the Marine's service for retainer/retired pay determination. The CMC (MMSR-2) posts approvals in MCTFS which reflect on the unit's DFR with an "approved" RER flag. Written authority for release or issuance of orders is not provided. The "approved" RER flag is the authority to release. Authority to grant an extension to meet the approved date for retirement/transfer to the FMCR is provided via a unit diary history statement at the time of approval. The responsible order writing unit will issue orders."

Paragraph 7007.5b and 7007.5c. These paragraphs conflicted with the IRAM and gave conflicting guidance. Modifying to the below requires the administrator to refer to the IRAM for proper guidance for mail outs. Replace with:

"*b. Refer to MCO P1070.12 series (IRAM) for disposition instructions of service records, health and dental records.

*c. Honor the Marine's desires for an appropriate retirement ceremony."

Figure 7-1. Remove from Encl (2): "/Dependent Travel" & "/1351-2C" - DFAS recommended no longer required.

Effective 1 Oct 2002, the Marine Corps abolished the travel settlement office at DFAS-Kansas City. All separation and retirement claims are to be settled by the Finance/Disbursing Office that supports a Marine's last active duty station.

Replace last sentence in paragraph 8 with:

"Upon completion of travel, forward enclosure (2), along with a copy of your retirement orders and all other supporting documentation, to the Servicing Finance/Disbursing Office that supports your last active duty station."

Figure 7-2. Remove from Encl (2): "/Dependent Travel" & "/1351-2C" - DFAS recommended no longer required. Replace last sentence in paragraph 8 with:

"Upon completion of travel, forward enclosure (2), along with a copy of your retirement orders and all other supporting documentation, to the Servicing Finance/Disbursing Office that supports your last active duty station."

CHAPTER 8: SEPARATION AND RETIREMENT FOR PHYSICAL DISABILITY

The most current version of the Navy Disability Evaluation Manual is SECNAVINST 1850.4E. Key changes:

Paragraph 8003.5. Death Imminent Processing. Per Asst SECDEF memo dated 30 Dec 2003, death imminent processing is no longer required by the PEB. Changes in law direct all service members who die on active duty in the line of duty to be considered retirement eligible with 100% disability.

Rewritten.

"5. Death Imminent Processing. Marines had been previously allowed to be expeditiously referred to and processed through the Disability Evaluation System when a competent medical authority deemed that the Marine's death was expected within 72 hours. Expansion of coverage under the Survivor Benefit Plan (SBP) has eliminated the requirement for death imminent processing. See paragraph 8511."

Paragraph 8003.11. Light Duty. The maximum length and total number of periods a Marine may be assigned to light duty has been modified. Marines are now allowed to be retained on light duty for up to two periods of 30 days and an additional administrative 30 day period if necessary to allow for the generation of a limited duty board.

Paragraph 8003.20. Presumption of Fitness (PFit). Criteria to overcome a presumption of fitness finding have been redefined. It is no longer necessary that a Marine be rated at 60% disability or greater to overcome a presumption of fitness finding. The last sentence of the paragraph has been modified to read:

"These guidelines allow for evaluation of acute and grave illnesses and injuries that occur within the presumptive period or conditions that would prevent a Marine from performing further duty if he or she were not retiring."

Paragraph 8003.21. Temporary Limited Duty (TLD). The maximum length and total number of periods a Marine may be retained in limited duty status at the local level has been modified. Marines may be retained in a limited duty status for up to two periods of 6 months vice one period of 8 months at the local command level.

Last sentence should read:

"The cumulative period of TLD shall not exceed 12 months. TLD is not authorized for Reservists on inactive duty."

First sentence in paragraph 8003.21a should read:

"TLD for enlisted Marines may be approved at the local MTF for up to 2 initial periods of 6 months without approval from the CMC (MMSR-4)."

Paragraph 8003.21b. should read:

"All officer MEBs recommending any period of TLD, enlisted MEBs recommending subsequent periods of TLD beyond 12 months, and enlisted MEBs recommending

initial periods of TLD longer than 12 months, must be submitted to the CMC (MMSR-4) for Departmental Review."

Paragraph 8101.1. The Physical Evaluation Board no longer processes formal board hearings in Bethesda, MD or San Diego, CA. All formal board hearings are held in Washington, D.C.

The applicable sentence is modified to read:

"The PEB is composed of an Informal PEB and a Formal PEB at the Navy Yard, Washington, D.C."

Paragraph 8104.3. Convening Authority. Rewritten.

"3. Convening Authority. The Director, NCPB, acting for the Secretary of the Navy, has convened the Formal PEB Hearing Panel at the Navy Yard, Washington, DC 20374."

Paragraphs 8104.3a and 8104.3b. Removed. Formal PEB hearings are only held at the Navy Yard, Washington, DC, and no longer conducted at NNMC Bethesda or USNAVHOSP Balboa.

Paragraph 8504.7. Removes the series designation from MCO P4650.37 and replaces with "series" to ensure user applies most current version.

Paragraph 8504.8c. Removes the reference to DD Form 1351-2C (Dependent Travel Voucher). DFAS no longer uses form 1351-2C.

Paragraph 8505. VOLUNTARY SEPARATION BEFORE COMPLETION OF FINAL ACTION ON PHYSICAL DISABILITY PROCEEDINGS. MARADMIN 023/98 (dtd 17 Sept 98, Subject: REDUCTION OF DOCUMENTS AND ENTRIES IN SERVICE RECORD BOOK AND OFFICER QUALIFICATION RECORD (SRB/OQR)) removed the requirement to make a page 11 entry in cases where a Marine either wanted to separate or retire before completion of final action on physical disability proceedings. These changes reflect the proper procedures IAW MARADMIN 023/98. Replace all with paragraphs 8505.1 and 8505.2:

"1. Do not discharge or release upon expiration of active duty Regular or Reserve Marines ordered to active duty for more than 30 days (except those Marines ordered to active duty for training) if medical treatment or disability proceedings have not been completed, unless the Marine specifically requests such discharge or release from active duty. Marines approved for separation under any program that incurs a Reserve obligation and who have conditions which are cause for referral into the DES are prohibited from waiving physical disability evaluation. If a Marine requests separation before final action by the Secretary of the Navy, the Marine will be instructed that separation before that time may prejudice any future claim for disability benefits. In accordance with MARADMIN 023/98, no page 11 entry is required if the Marine requests separation. Accordingly, the Marine will draft a letter requesting discharge with an acknowledgement of the consequences of this request. This letter must be dated and signed by the Marine and witnessed by a judge advocate before actual separation. This letter shall be forwarded to CMC (MMSR-4) for approval and inclusion into the Marine's Physical Evaluation Board package.

2. Marines eligible to retire, or with a request to retire pending, and who are also pending physical disability proceedings will be advised that

authorization to retire will not be issued until final disposition of physical disability proceedings. If a Marine is pending physical disability proceedings, applications for retirement should not be submitted and, if submitted, will not be processed unless the Marine opts to waive the rights and benefits to which entitled under 10 U.S.C. chapter 61. In accordance with MARADMIN 023/98, no page 11 entry is required if the Marine requests retirement under this circumstance. If the Marine still desires to retire after subject counseling, the Marine will draft a letter requesting discharge with an acknowledgement of the consequences of this request. This letter must be dated and signed by the Marine and witnessed by a judge advocate before actual separation. This letter shall be forwarded to CMC (MMSR-4) for approval and inclusion into the Marine's Physical Evaluation Board package."

Paragraph 8506.2. Medical Treatment Facility. These changes are necessary to maintain consistency with limited duty timeline restrictions modified in paragraph 8003.11.

The following subparagraphs are modified to read:

8506.2e. For the first two periods of TLD, up to 12 months for enlisted Marines, forwards a copy of the original MEB with supporting documentation to the CMC (MMSR-4) for historical record.

8506.2f. For any period of TLD greater than 12 months for enlisted Marines, forwards a copy of the original MEB with supporting documentation to the CMC (MMSR-4) for departmental review.

8506.2g. For any subsequent periods of TLD beyond 12 months for enlisted Marines, forwards a copy of the MEB with supporting documentation to the CMC (MMSR-4) for departmental review.

Paragraph 8511. Death Imminent Processing. Since Death Imminent Processing is no longer applicable, this entire paragraph which explains the death imminent process is no longer necessary. Eligible surviving dependents will remain eligible for Survivors Benefit Plan (SBP) coverage.

Paragraph rewritten as follows:

"8511. Death Imminent Processing. The Physical Evaluation Board (PEB) no longer processes death imminent cases. Entitlements to eligible surviving spouses and surviving dependent children of Marines who die while on active duty are covered by Survivors Benefit Plan (SBP)."

Paragraphs 8603. System Overview., 8604 Policy., and 8605 Light Duty. These changes are necessary to maintain consistency with respect to light duty and limited duty timeline restrictions as directed by SECNAVINST 1840.5E.

The following subparagraphs of 8603, 8604 and 8605 are rewritten as follows:

8603.1b. Recommend assignment to light duty for up to 60 days, in 30 day increments, if the physician expects that the Marine will return to full duty within those 60 days; or

8603.1c. Determine that the Marine will not be able to return to full duty within 60 days and initiate an MEB (see paragraph 8603.3) for assignment of temporary limited duty (TLD) and/or referral to the PEB for disposition. The MTF will provide naval message notification to the CMC (MMSR-4) and the command.

8603.3a(2)(a). The MTF is authorized to approve up to an initial 12 months of TLD in 6 month increments for enlisted Marines without approval from the CMC (MMSR-4).

8603.3a(2)(b). MEBs that recommend subsequent periods of TLD or initial periods of TLD greater than 12 months for enlisted Marines must be forwarded to the CMC (MMSR-4) for departmental review.

8603.3c. Under no circumstances will a Marine be removed from a full duty status in excess of 90 days without an MEB being completed. These 90 days include light duty for 60 days and 30 days for the MTF to complete an MEB.

8604.2. Replace "MCO 6100.10B" with "MCO P6100.12 series" to reflect current revision of Directive.

8604.5. Removes the series designation from MCO 1306.16E and replaces with "series" to ensure user applies most current version.

8604.7. For enlisted Marines, the CMC (MMSR-4) is required to review any period of TLD beyond 12 months and all subsequent periods of TLD.

8604.8. Marines cannot be removed from full duty for more than 90 days without MEB completion.

8605.2. Marines may be placed on light duty for up to 60 days, in 30 day increments based on a temporary medical condition which limits full duty only if the Marine is expected to return to full duty within those 60 days.

8605.3. Under no circumstances will light duty exceed 90 days.

Paragraph 8606. AUTHORIZATION FOR PARTIAL/NO PFT. Replace "MCO 6100.3J" with "MCO P6100.12 series" to reflect current revision of Directive.

Figure 8-2. Remove designators from references and replace with "series" to ensure user applies most current version.

Figures 8-3 and 8-4. Remove from Encl (2): "/Dependent Travel" and "/1351-2C" - DFAS recommended no longer required.

Effective 1 Oct 2002, the Marine Corps abolished the travel settlement office at DFAS-Kansas City. All separation and retirement claims are to be settled by the Finance/Disbursing Office that supports a Marine's last active duty station.

Replace last sentence in paragraph 9 (Fig 8-3) and paragraph 10 (Fig 8-4) with:

"Upon completion of travel, forward enclosure (2), along with a copy of your retirement orders and all other supporting documentation, to the Servicing Finance/Disbursing Office that supports your last active duty station."

Figure 8-4. Paragraph 11. Rewritten to add address:

"11. The office having custody of your service record and health (medical and dental) record will forward the originals to the CMC, Code MMSB-16, 2008 Elliot Road, Quantico, VA 22134-5030. You should make and retain a personal copy of these records for safekeeping."

APPENDIX A: SEPARATION PROGRAM DESIGNATORS (SPD)

In an effort to ensure the MARCORSEPMAN is available to all personnel, the SPD codes in Appendix A have been removed. The codes are still available in MCO P1080.20 series.

Page A-1 is edited to reflect the following:

"1. All Separation Program Designator Codes have been removed from this Appendix. Refer to Chapter 7 of MCO P1080.20 series (MCTFSCODESMAN) for SPD Codes.

2. Upon determination of the proper SPD code from MCTFSCODESMAN, take the respective English Description and match up the with corresponding English Description within this Appendix. The administrator is then provided with the appropriate Narrative Reason and paragraph of this Manual pertaining to Separation Authority.

**The Narrative Reason will be placed in block 28 of DD Form 214.
Do not use the English Description on DD Form 214.**

3. All separation authority is from paragraphs contained in this Manual, unless noted otherwise.

4. All references to "board", "board waived", and "no board" pertain to the eligibility of a Marine to an administrative separation board."

APPENDIX B: DETAILED INSTRUCTIONS FOR DD FORMS 214, 214WS, AND 215

Paragraph B001.2. DEPARTMENT, COMPONENT AND BRANCH. Removes the series designation from MCO P1080.20 and replaces with "series" to ensure user applies most current version.

Paragraph B001.4a. GRADE, RATE OR RANK. Removes the series designation from MCO P1070.12 and replaces with "series" to ensure user applies most current version.

Paragraph B001.9. COMMAND TO WHICH TRANSFERRED. Address updated to "Commanding General, Marine Corps Mobilization Command, 15303 Andrews Road, Kansas City, MO 64147-1207 (RUC 36005)"

Paragraph B001.12e. TOTAL PRIOR INACTIVE SERVICE. Paragraph was rewritten to clarify policy that does not credit for retirement time served in the Marine Corps Delayed Entry Program after 31 December 1984. A common and recurring mistake MMSR-2 corrects for DD 214 producing commands.

Paragraph B001.12f. FOREIGN SERVICE. Detailed directions incorporating DOD definitions. Foreign service is defined as service performed overseas not part of a deployment (sea service). DODDIR 1315.7 defines "overseas" as any area of the world other than the CONUS.

Paragraph B001.12g. SEA SERVICE. Removes the series designation from MCO P1080.40 and replaces with "series" to ensure user applies most current version.

Paragraph B001.14. MILITARY EDUCATION. Detailed description of information to be included. Rewritten to include non-combat related resident courses, medical, dental, electronics, supply, administration, personnel, heavy equipment operations and PMOS or AMOS producing courses. Training courses for combat skills will not be listed. Recruit training, SNCO Academy courses, Officer Candidate School, Warrant Officer Basic course and The Basic School will not be listed. Nonresident PME courses will not be listed. MCI, correspondence, and distance learning courses will not be listed. See 1986 Guide to the Evaluation of Educational Experiences in the Armed Services for commonly accepted course titles and abbreviations. For all other proof of education, provide the Marine with a Verification of Military Experience and Training, DD Form 2586.

Paragraph B001.16a. Detailed instructions for calculating leave. In no event will the combination of regular leave balance and the saved leave balance exceed 60 days; e.g., "RLB 60 SLB 00," "RLB 00 SLB 60," "RLB 45 SLB 15," etc.

Paragraph B001.18c. New reference - DFAS-KC 7220.31 series, Marine Corps Total Force System Automated Pay Systems Manual

Paragraph B001.18d(9). New paragraph. Paragraph is to clarify policy that does not credit for retirement time served in the Marine Corps Delayed Entry Program after 31 December 1984. A common and recurring mistake MMSR-2 corrects for DD 214 producing commands. This change, in addition to the change in paragraph B001.12e, will allow Delayed Entry Program time to be captured correctly; Time in the DEP accrued prior to 31 December 1984 will be captured in Block 12. Time in the DEP accrued 1 January 1985 and later will be captured in Block 18.

Example - SNM enlisted and signed initial contract on 1 October 1984 in the DEP for a class date of 24 May 1985. DEP time from 1 October to 31 December 1984 will be captured in Block 12 as it would still count towards pay and retirement credit. DEP time from 1 January to 23 May 1985 will be captured in Block 18. 24 May 1985 establishes Armed Forces AD Base Date.

Paragraph B001.18h. Updated Command to Commanding General, MOBCOM.

Paragraph B001.18j. Replace SECNAVINST 5212.5 and replace with SECNAV M-5210.1 series". The Department of the Navy, Navy Records Management Program directive has been revised.

Paragraph B002.1b. Copy No. 2 (SRB/OQR or HQMC). Rewritten:

" *b. Copy No. 2 (HQMC)

Forward this copy to:

Commandant of the Marine Corps (MMSB-20)
Headquarters, U.S. Marine Corps
2008 Elliot Road
Quantico, VA 22134-5030"

Paragraph B002.1c(1). Address updated.

Department of Veterans Affairs
Austin Automation Center
1615 East Woodward Street
Austin, TX 78772-0001

Paragraph B002.1c(3). To provide clarity, insert the following between 1st and 2nd sentences:

"However, in those cases where the Marine is being transferred to the Temporary Disability Retired List (TDRL), the original health record must be sent to the CMC (Code MMSB-16) per paragraph 8302.2 of this Manual and a photo copy of the health record provided to the DVA Regional Office with jurisdiction over the Marine's permanent address. Once the health record has been added to the Marine's Official Military Personnel File by MMSB-16, the original paper copy will be forwarded to the Department of Veteran's Affairs."

Paragraph B002.1c(5). Removes the series designation from MCO P1070.12 and replaces with "series" to ensure user applies most current version.

Paragraph B002.1d(1). Corrected misspelling of the word "initialed".

Paragraph B002.1e. Copy No. 5. Address updated.

Lockheed Martin Information Technology
U.S. Department of Labor
Federal Claims Control Center
P.O. Box 785070
Orlando, FL 32878-5070

Paragraph B002.1g(2). Delete address and change paragraph to:

(2) In all other cases, attach copy 7 of the DD Form 214 to the service side of the service record.

Paragraph B002.1h(1). Copy No. 8. Command updated to Commanding General, MOBCOM.

Paragraph B002.2. Additional Copy Requirements. Removes the series designation from DODDIR 1325.2 and replaces with "series" to ensure user applies most current version.

APPENDIX F: STATE DIRECTORS OF VETERANS AFFAIRS

Updated addresses for Michigan, Ohio and Utah.

MICHIGAN

Veterans Affairs Directorate
Michigan Veterans Trust Fund
3423 N Martin Luther King Jr Blvd
Lansing, MI 48906

OHIO

Governor's Office of Veterans
Affairs Records Office
77 South High Street
30th Floor
Columbus, OH 43215

UTAH

Division of Veterans Affairs
550 Foothill Blvd #202
Salt Lake City, UT 84158-1900

APPENDIX G: JURISDICTION AND ADDRESSES OF VA REGIONAL OFFICES

Updated address for Ohio.

OHIO

All cities and counties:

Governor's Office of Veterans
Affairs
Records Office
77 South High Street
30th Floor
Columbus, OH 43215

APPENDIX I: REENLISTMENT CODES

Page I-4. Add the following:

"* Note: Marines assigned a reenlistment code of RE-4 or RE-4B are prohibited from transferring to the IRR." This reiterates to the commands that an RE code of RE-4 or RE-4B will preclude a Marine from transferring to the Inactive Ready Reserve.

Under advice of HQMC JAD, the stamp "FOR OFFICIAL USE ONLY" (FOUO) was removed off of each page within Appendix I.

It was determined that re-enlistment codes are not considered FOUO and can be found by numerous open sources and that an FOUO stamp was not required.

APPENDIX J: RETIREMENT PREAPPLICATION CHECKLIST

Page J-4. Remove the words "intend to" from the second to last paragraph. This clears up any possibility of misconstruing intent.

**APPENDIX L: INVOLUNTARY ADMINISTRATIVE DISCHARGE OUTLINE,
CHECKLIST AND FORMS**

Figure L-3. Edited for format.

**APPENDIX N: CERTIFICATE OF APPRECIATION
(MARINES WITH HONORABLE SERVICE)**

Example of certificate with NSN information provided.

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Updated.