

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

APPENDIX M

SUMMARY OF CHANGES TO FINAL DRAFT MCO P1900.16F, MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Includes revisions since Change 3 (ALMAR 308/98 - August 98) to MCO P1900.16E to include comments from 1999 Draft review.

Chapter 1

Par. 1002.6. Active Status. The status of a Reservist who is a member of the Ready Reserve or the Active Status List of the Standby Reserve, including Reserve officers on the active-duty list.

Par. 1002.21. Entry level Status. Add as the last sentence. The period of entry level status is not interrupted by unauthorized absence or desertion.

Par. 1002.40. Prior Enlistment or Period of Service.

a. Service in the regular or reserve component of the Armed forces, including the Coast guard, under a DD Form 4 (enlistment contract) or an extension of an enlistment contract and which service was terminated by issuance of a DD Form 214, discharge certificate, certificate of service, or report attesting to the type and character of service rendered during that period.

b. In determining characterization for separation from the reserve component, "Prior Enlistment or Period of Service" does not include service, pursuant to orders or an agreement, by a member of the reserve component on active duty for training or active duty for special work, even if the end of that service is memorialized by a DD 214 indicating release from active duty.

Par. 1002.41. Probationary Commissioned Officer.

a. A commissioned officer on the Active Duty List with less than 5 years of active commissioned service; or,

b. A Reserve commissioned officer with less than 5 years of commissioned service; however, a Reserve commissioned officer serving in an active status before October 1, 1996, who was in a probationary status prior to that date, shall be a probationary commissioned officer for a period of 3 years from the date of his or her appointment as a Reserve commissioned officer.

Par.1002.50. Separation. A general term which includes dismissal, dropping from the rolls, revocation of an appointment or commission, termination of an appointment, release from active duty, release from custody and control of the Marine Corps, or transfer from active duty to the: IRR, Fleet Marine Corps Reserve, Retired List, Temporary or Permanent Disability List, or Retired Reserve and similar changes in an active or reserve status.

Par. 1002.51. Separation Authority. After paragraph 1002.51c, add: "Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job a military member or civilian employee is engaging in sexual harassment.

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment."

Par. 1002.52. New definition for Sexual Harassment.

Par. 1003: Types of Separation. Under the types of separation, Bad Conduct Discharge, change the character of separation "Under Other Than Honorable Conditions" to Bad Conduct.

Par. 1004. Characterization. Rewritten.

Par. 1005.4: Discharge for Expiration of Enlistment. Third line, change "MBK5" to "MBK4."

Par. 1006.1a. Time and Place of Separation. Marines stationed in Hawaii will be separated from the Marine Corps from Hawaii.

Par. 1006.1c: Time and Place of Separation. Change Marine Corps Security Force Company, "Roosevelt Roads" to "2nd Beach and Terminal Ops Co).

Par. 1006.1e. Time and Place of Separation. Procedures for requesting early separation of first term Marines within 90 days of EAS when overcrowding adversely affects quality of life or mission accomplishment.

Par. 1006.2. Time and Place of Separation. New paragraph. In no case will Marines be separated more than 90 days prior to their EAS without approval by HQMC (MMSR-3). Requests for separation more than 90 days before EAS require Secretary of the Navy approval under paragraph 6421.

Remainder of sub-paragraphs in 1006 renumbered.

Par. 1006.4a. Time and Place of Separation. MCSA KSC, change 047 to W25.

Par. 1006.7. Time and Place of Separation. Directs residents of Hawaii and Alaska serving in those locations to be separated at those duty stations.

Par. 1009.2e. Travel Upon Separation. Delete the paragraph. Certificates in lieu of orders are illegal. See ALMAR 342/97.

Par. 1011.1. Medical Qualification for Separation and Physical Examination. Rewritten.

1. Article 15-29 of the MANMED, requires a Marine being separated from active duty (i.e., statutory or voluntary retirement/transfer FMCR, discharge, expiration of enlistment, etc.) receive a thorough physical examination. A Marine evaluated by a medical evaluation board (MEB) incident to separation need not undergo further physical examination at the time of separation. Under normal circumstances, a Marine must schedule a physical examination not more than 12, nor less than 6, months prior to the effective date of separation to allow time for necessary medical treatment or disability processing. It may take 6 to 8 months from the initial physical examination until final action by the Secretary of the Navy. Longer periods may result in exceptional cases. Examinations are not required for Marines being discharged or retired upon the approved report of an MEB or the Secretary of the Navy Physical Evaluation Board (PEB), per the MANMED (See Chapter 8). While every reasonable attempt will be made to provide a

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

separating Marine with a final separation physical, it is recognized that there will be rare situations when it will be difficult or impossible to provide the physical.

a. Per MANMED article 16-13, the physical examination of Marines convicted by (and in the hands of) civil authorities may be conducted and reported by any of the following: a medical officer of the Armed Forces or other Federal Government agency; penal institution physician; or, in the absence of the foregoing, a certificate signed by the official in charge of the penitentiary reflecting an opinion about the present state of health of the Marine to be discharged.

b. When a Marine is otherwise beyond the control of the Marine Corps, e.g., in the hands of foreign authorities, the separating command will comply with the spirit of MANMED article 16-13. The request for physical examination must be in writing and sent via certified mail, if available. If, after a reasonable amount of time (approximately 45 days) has elapsed, there is no response or a negative answer is received, the separating command will make a Page 11 entry in the Marine's service record book explaining the situation and why it was impossible to provide the physical. Page 11 will be similarly annotated for Marines separated under the conditions set forth in paragraph 6312. All documents and actions taken will be included in the service record book.

Par. 1101. Administrative Procedures and Requirements. Directs mandatory separation/transition counseling.

Par. 1101.2b(2)(a). Administrative Procedures and Requirements. Rewritten. Discharge certificates will be prepared by the organization having custody of the service record. Discharge certificates will not be issued unless the Marine is being discharged either for reenlistment after completion of the eight year service obligation or through involuntary administrative separation proceedings.

Par. 1101.2c(3). Certificate of Appreciation. In recognition of their true and faithful service, those Marines, honorably separated at the end of their active service requirement and being transferred to the Inactive Ready Reserve, will be presented a Certificate of Appreciation. An appropriate ceremony will be held within the capabilities of the command, unless the Marine desires otherwise. Certificates are available through the supply system (NAVMC 11352), NSN 0109-LF-983-1400.

Par. 1101.6a. Pay Accounts. Delete the last sentence and replace with "See MCO P7220.31, Automated Pay Systems Manual and Paragraph 50213 of MCO P4650.37C (MCTIM)."

Par. 1301. Entitlement to Separation Pay. Add to the end of the paragraph. Entitlement to separation pay is contained in paragraphs 1304 and 1305. "When final action is taken on administrative separations under Chapter 6 of this manual, the separation authority will include any entitlement to separation pay in that action."

Par. 1304. Separation Pay. Updated Guidance. CMC (MMEA-6) is the authority for separation pay.

Par. 1305.2d. Half Separation Pay. For agreement with SECNAVINSTs and paragraph 6209, change to read "Alcohol abuse rehabilitation failure."

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Par. 1305.3. Half Separation Pay. Last sentence, change (MMSR-3) to (MMEA-6).

Par. 1306. Marines Not Eligible for Separation Pay. Rewritten. Any Marine separated under other than honorable conditions or by reason of misconduct or unsatisfactory performance of duty is not eligible for separation pay. See SECNAVINST 1900.7 for further guidance.

Par. 1402.1&2. Retired/Retainer Pay. Rewritten. Computation for retired/retainer pay updated.

Par. 1402.3a(2)(d). Retired/Retainer Pay. Rewritten. Inactive duty points not to exceed 75 points per year as of 23 September 1996. Inactive duty points not to exceed 60 points per year for those years ending before 23 September 1996. One day of credit is awarded for each retirement point earned as a member of a Reserve component after 31 May 1958 through: authorized attendance at drills; completion of correspondence courses; periods of equivalent instruction or appropriate duty performed as authorized by the CMC, COMMARFORRES, or the CG MCRSC; and 15 points per year gratuitous credit for Reserve membership.

Par. 1404.1b. MMSR's new address in Quantico.

United States Marine Corps
Manpower and Reserve Affairs (MMSR-7)
3280 Russell Road
Quantico, VA 22134-5103

Par. 1405. CALCULATING RETIRED/RETAINER PAY. Substantial revisions reflecting the Defense Authorization Act of 2000 repeal of the "REDUX" retired pay computation and the \$30,000 career status bonus. For more pay information see Internet Web sites: www.dfas.mil and www.pay2000.dtic.mil

Chapter 2

Par. 2001 and 2002 are more specific to rank when discussing DOPMA and Pre-DOPMA provisions of service.

Par. 2002.4. Rewritten. Total Commissioned Service.

a. Pre-DOPMA. For officers in the grade of lieutenant colonel and above, commissioned prior to 15 September 1981, commissioned service is measured from 30 June of the fiscal year in which an officer was appointed a commissioned officer. Per 10 U.S.C. section 611, part C, section 624, all commissioned service, both inactive and active, prior to 15 September 1981 counts for this computation and in determining years of service for mandatory retirement. This definition only applies when determining the mandatory retirement date of lieutenant colonels and above who were commissioned prior to 15 September 1981. See subparagraph 2001.2a.

b. DOPMA. For lieutenant colonels and above commissioned after 15 September 1981, only active commissioned service is used to determine the mandatory retirement date. See subparagraph 2001.2b.

Par. 2003.1c. Tour Length. Add to the end of the paragraph: Whenever PCS orders are issued (no cost, low cost, or fully funded) and those orders

result in a change of geo-location, the member incurs the requisite obligated TOS requirement per MCO P1300.8. See paragraph 2004.3.

Par. 2003.2. Waiver of Criteria. Rewritten.

a. An officer requesting waiver of any criteria must submit a written request with justification via the chain of command to the CMC (MMSR-2).

b. Except as noted in subparagraph 2003.2d below, requests must be based upon hardship or humanitarian considerations and should include the information required by paragraph 6407. Only cases that clearly establish that a situation exists which is not of a temporary nature and is not susceptible to relief by other means will be favorably considered.

Opportunity for civilian employment does not warrant waiver of the criteria.

c. Requests for waiver of the minimum TIG requirement must be submitted to the Secretary of the Navy via CMC (MMSR-2) for approval; they will not normally be given favorable consideration.

d. Requests for retirement requiring a waiver may receive favorable consideration if an officer:

(1) Has qualifying service and is considered twice failed of selection for promotion to the next higher grade;

(2) Is a Reserve officer eligible for retirement whose active service is no longer required;

(3) Has been identified by the CMC as being of limited assignability, such as those whose general health has deteriorated, or due to a condition beyond their control, whose continued service is not clearly in the interest of national security consistent with SECNAVINST's 1920.6 and 5510.30; or,

(4) Has an extreme hardship or exceptional circumstances of a long term nature and retirement would significantly alleviate the condition per the criteria of paragraph 6407.

Paragraph 2004.9c. Certificate-in-Lieu of Orders. Certificates-in-lieu of orders are illegal. See ALMAR 342/97.

Paragraph 2005. Mandatory Retirement. Completely rewritten. Divided into unrestricted officer, limited duty officer and warrant officer sections.

Chapter 3

Par. 3003.3. Involuntary Discharges. Rewritten as 3003.4. Reserve officers and Reserve warrant officers, regardless of length of Commissioned service or service as a warrant officer, respectively, may be separated from the Marine Corps Reserve without a hearing or board procedure per paragraph 3003.6 (Lack of Mobilization Potential) or paragraph 3005.2 (Age-In-Grade Restrictions). Use the notification procedures contained in SECNAVINST 1920.6.

Par. 3003.4&5. Involuntary Discharges. Combined and rewritten as par.3003.3. Reserve officers with more than 3 years of commissioned service and Reserve warrant officers with more than 3 years of service as a warrant

officer, respectively, may be separated per paragraph 4103 (Separation for Cause) and SECNAVINST 1920.6 only upon recommendation of a Board of Inquiry.

Par. 3003.6-11. Involuntary Discharges. Renumbered as 3003.5-.10.

Par. 3004. Transfer of Reservists to Another Reserve Component. Rewritten to conform with DoDDir 1205.5 and DoDInst 1205.19.

Par. 3004.3a. Exceptions and Limitations of Transfer of Reservists to Another Reserve Component. Rewritten. After 1 June 1984, an officer who initially becomes a member of an armed force before his 26th birthday will serve for a total of 8 years. Any part of such service that is not active duty or active duty for training will be performed in a reserve component. Unless pursuant to regulations prescribed by the Secretary of the Navy, when an officer is promoted to a higher reserve grade, the officer will be retained in an active status in his reserve grade for the remaining period of required service and may be only discharged because of personal hardship under regulations prescribed by the Secretary of the Defense.

Par. 3005.2. Age in Grade Restrictions. Updated.

Par. 3006. Change section title to read "Retirement or Separation of Officers Twice Failed of Selection for Promotion and/or Those Officers at Service Limitation"

Par. 3006.1b. Retirement or Separation of Officers Twice Failed of Selection for Promotion and/or Those Officers at Service Limitation. Change the second sentence to read: "Any Chief Warrant Officer with 30 years of qualifying service and who is eligible for a reserve retirement with pay at age 60, in the absence of a retirement request, will be involuntarily placed on the reserve retirement list awaiting pay effective the first day of the sixth month following completion of such service unless selectively continued to meet the needs of the Ready Reserve as determined by the CMC."

Paragraph 3006.3. Retirement or Separation of Officers Twice Failed of Selection for Promotion and/or Those Officers at Service Limitation. Rewritten.

3. Majors/Lieutenant Colonels/Colonels

a. Reserve Majors. Reserve Majors in an active status considered having twice failed of selection for promotion to the next higher grade must be removed from the active status list, retired if eligible, or discharged on the first day of the month following completion of 20 years of commissioned service unless retained in an active status under the provision of paragraph 3008.1 or continued under the provisions of paragraph 3008.4. If a Reserve major has already completed 20 years of commissioned service when the second failure of selection occurs then the officer will be separated on the first day of the seventh month following the month the board results are approved by the Secretary of the Navy.

b. Reserve Lieutenant Colonels/Colonels. Reserve lieutenant colonel and Reserve colonels, unless retained in an active status under the provision of 3008.1 or continued under the provisions of paragraph 3008.5, must be removed from an active status, retired, or discharged on the first day of the month following completion of 28 and 30 years of commissioned service respectively.

Par. 3006.5. Rewritten. Total Commissioned Service

a. Per Title 10, U.S. Code, Section 14704. A reserve officer's years of service include all service, other than constructive service, of the officer as a commissioned officer of any uniformed service (other than service as a Warrant Officer). Such service is calculated from the first date of appointment. For example a Reserve Major who was first commissioned on 15 January 1979 would complete 20 years of commissioned service on 15 January 1999, as long as there is no break in service of 24 hours or more. Time spent on the inactive status list or on the Temporary Disability Retired List, although not creditable for retirement purposes, is creditable towards an officer's commissioned service.

Par. 3006.4c. Deleted. Reserve CWOs with 30 years service retiring not more than 6 months after that date.

Paragraph 3007.3. Retirement or Separation for Unsatisfactory Participation. Rewritten. The COMMARFORRES or the CG, MCRSC will inform (by certified mail return receipt requested) each non-obligor Reserve officer who has not met the prescribed satisfactory reserve participation requirements of his/her immediate transfer to the ISL. The member may choose to request a "one-time" waiver of the prescribed 50 point minimum requirement for the unsatisfactory anniversary year or the member may elect to retire, if eligible. If a "one-time waiver" is granted, the member will be reinstated on the ASL and will be assigned a new anniversary date. Requests for "one-time" waivers will be submitted via the Marine's chain of command to CMC (ATTN: MMSR-5) with complete justification.

Par. 3008.2. Exceptions to Mandatory Retirement or Separation. Rewritten. The safety zones referred above do not apply to a reservist who cannot meet all requirements for a reserve retirement with pay (see paragraph 3011) by the end of the safety zone period. Additionally, Reservists who have already earned 20 years of qualifying service but are not eligible for a reserve retirement with pay due to not having served the number of years in a reserve component required by law are not eligible for retention in a safety zone.

Par. 3008.3. Exceptions to Mandatory Retirement or Separation. Delete. This paragraph was moved to paragraph 3004.3a.

Par. 3008.4. Exceptions to Mandatory Retirement or Separation. Renumber as 3008.3.

Par. 3008.4. Exceptions to Mandatory Retirement or Separation. Rewritten. Continuation of Reserve Officers is based upon the following law and policy:

a. Title 10, U.S. Code, Section 14701 provides the Secretary of the Navy with the option of continuing reserve officers in the grades of Captain through Colonel beyond the maximum service limitation of 20 years, 28 years, and 30 years respectively. If continuation is offered, officers must apply in writing to the president of the respective continuation board. Approval is subject to the needs of the Marine Corps. The statutory limits of such continuation are as follows:

(1) Reserve Captains who have twice failed of selection for promotion to the grade of Major may not be continued beyond 20 years.

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

(2) Maximum continuation for a reserve Major is 4 years, not to exceed a total of 24 years.

(3) Maximum continuation for a reserve Lieutenant Colonel is 5 years, not to exceed 33 years.

(4) Maximum continuation for a reserve Colonel is 5 years, not to exceed a total of 35 years.

b. Continuation opportunities are limited and are based on the needs of the Marine Corps. Continuation requires the convening of a statutory board approved by the Secretary of the Navy (SECNAV) to consider officers for continuation who possess critical skills or capabilities that cannot be met by in zone promotions or officers currently on the ASL. Applications are limited to officers processing such qualifications as specified by SECNAV. The convening of such boards is announced by CMC via separate correspondence, as required, based on a SECNAV-approved continuation plan for each fiscal year.

Par. 3011. Transfer to the Retired Reserve list with Pay. Rewritten.

Par. 3012.1b(5)(b). Qualifying Service. Rewritten. For anniversary years ending before 26 September 1996 total retirement points credited for inactive duty participation may not exceed 60 in any anniversary year. Anniversary years ending on or after 26 September 1996 may not exceed 75 inactive duty points.

3012.4. Retired Grade Determination Enlisted Personnel. Rewritten. Retired grade determination (enlisted personnel). Per SECNAV Instruction 1820.2 enlisted members, upon transfer to the retired Reserve will be placed on the Reserve Retired List in the highest grade they have served satisfactorily. Reservists in the grades of E-7 through E-9 must serve 2 satisfactory years (50 points) from the date of promotion. The CMC (MMSR-5) will make the determination of satisfactory service. Factors used in making this determination are:

a. Time served in the current or higher grade **or to service limits, whichever occurs first.**

b. Any report of misconduct, moral or professional dereliction, conduct not in the best interest of national security, or conviction by court-martial.

c. The nature and severity of any misconduct."

Par. 3012.5a. Retired Grade Determination Additional Factors. Add to the end of 3012.5. Since the date of promotion may not coincide with the member's anniversary years which may result in partial periods of satisfactory service in regard time-in-grade requirements. However, partial period in one anniversary year may be added to a partial period in a subsequent anniversary to obtain a fully qualifying year, per 3012.1A(6). Any period less than a full anniversary year must be qualifying to count towards time-in-grade requirements.

Par. 3014. Honorary Retirement. Rewritten.

1. DOD Instruction 1200.15 of 18 September 1997 suspended the "Honorary" Retiree Program. While members previously transferred to the retired Reserve in an honorary status will not necessarily be discharged, no additional personnel will be similarly transferred unless authorized by the CMC to meet specific critical or legal program requirements. Only in the case of absolute necessity will a member who is not eligible for non-regular retired pay at age 60 be transferred to the retired Reserve. At least one of the following requirements must be met:

a. The member is being involuntarily separated under honorable conditions and possess a skill or profession in a critical area necessary to meet active duty or mobilization requirements which is in very short supply and which cannot be found in sufficient quantities in other members on the active duty list or the Reserve active status list; or

b. The member is being involuntarily separated from the active status but must be retained in a military status in order to receive previously authorized voluntarily separation incentive payments.

2. Request for honorary retirement will be submitted in writing via the chain of command to CMC (MMSR-5). Approval or disapproval of the request will be issued via unit diary. See paragraph 3020 and Appendix F for additional instructions."

Par. 3016.1. Application for Transfer to Retired Reserve Awaiting Pay at Age 60. Rewritten.

1. Submission of Requests. Requests for voluntary retirement will be submitted by reporting command via the unit diary system in MCTFS per MCO P1080,35 (PRIM) and paragraph 2004. Request outside the 4 to 14 month submission timeframe or for those Reservist desiring a retirement ceremony before the requested effective date of retirement must be submitted via separated correspondence/naval message to CMC (MMSR-5) with justification, endorsements and the following information:

a. Name, grade, social security number, and date of birth.

b. Current mailing address.

c. Desired date of transfer and date of retirement ceremony.

d. Address where the retirement package is to be sent, point of contact with telephone number. Per 5 U.S. Code, Section 8301, the effective date of retirement must be the first day of the month and cannot be later than the first day of the month following mandatory separation dates."

Par. 3023. Preparation and Distribution of the Reserve Retirement Credit Report. Delete the entire paragraph. Renumber remaining paragraphs.

Chapter 4

Chapter 5

Par. 5002.2i. Resignation Eligibility. Add. Completion of a minimum of 24 months as:

(1) An instructor at a Fleet Readiness Squadron (FRS), Marine Aviation Weapons and Tactics Squadron MAWTS-1), or Naval Fighter Weapons School (Top Gun).

(2) A participant in the Marine Corps Foreign Personnel Exchange Program (MCFPEP) or aviation exchange tour with other U.S. services."

Par 5006.6. Eligibility for Separation Pay. Rewritten. Officers involuntarily discharged as a result of a second failure of selection may be entitled to separation pay. Separation pay will only be authorized if the officer signs a written agreement to serve in the Ready Reserve for 3 years. The DODFMR prescribes actual entitlements and methods of computation. The CMC (MMSR) will complete a statement of service to include a statement of qualifying service which will be included in the separation orders. For further information on separation pay see chapter 1, section 3 of this Manual and SECNAVINST 1900.7.

Figure 5-3: Acceptance of Resignation of Regular Commission. Add reference. (f) MCO P7301.104."

Figure 5-5, pg. 5-24, Letter of Discharge U.S. Marine Corps ELECTION ENDORSEMENT. First sentence: Delete the words "Home of Record/". After the words, "Place of Commission" insert "or Home of Selection."

Figure 5-5, pg. 5-24, Letter of Discharge U.S. Marine Corps ELECTION ENDORSEMENT. Notes, paragraph 2. Rewritten. Insert at the (*) either the Home of Record, Place of Commission, or Home of Selection per the joint travel regulations.

Chapter 6

Par. 6105.3e. Counseling and Rehabilitation. Rewritten.

Make the following entry on page 11 of the service record upon completion of the above counseling. The Marine will acknowledge (sign) the entry. (See MCO P1070.12J, paragraph 4010.3cc, concerning rebuttal and counter-entry requirements.) The Marine's signature acknowledges that counseling has occurred, not that the Marine concurs with the content of the entry. These entries, once properly made, may not be removed by subsequent commanding officers based upon the passage of time or subsequent good performance.

"(Date). Counseled this date concerning deficiencies (list deficiencies; provide specific recommendations for corrective action; assistance available). [If the commander plans to process the Marine for judicial or separation proceedings as a result of the deficiencies, include that information in the entry. If the commander does not plan to process the Marine for separation due to deficiencies, include the following sentence: "I am advised that failure to take corrective action may result in administrative separation or limitation of further service."] I was advised that within 5 working days after acknowledgment of this entry a written

rebuttal could be submitted and that such a rebuttal will be filed on the document side of my service record. I choose (to) (not to) make such a statement.

(Signature of Marine)"

Par. 6106.1a. Limitations on Separation Actions. Add. "(including summary courts-martial)" after the word "proceedings" on the second line.

Par. 6106.3. Limitations on Separation Actions. Add. Time limitations. No statute of limitations exists for administrative separations. Accordingly, a Marine may be processed for separation based on conduct notwithstanding (1) the length of time between the conduct and the notification of separation or (2) the expiration of a statute of limitations for court-martial or nonjudicial punishment.

Renumber remaining sub-paragraphs.

Par. 6106.4. (old 6106.3) Limitations on Separation Actions. Administrative separation processing for those otherwise eligible for transfer to the FMC/retired list. Rewritten.

Par. 6203.2b. Convenience of the Government (CofG). Add. Physical Condition not a Disability - Refusal of Medical Treatment. Substantial guidance on this new issue.

Par. 6203.3. (CofG). Personality Disorder. Rewritten.

Par. 6203.4. (CofG). Review Action. To conform to SECNAVINSTs rewritten.

A member may be separated if placed on appellate leave awaiting review of a punitive discharge, pursuant to 10 U.S.C. § 706, and whose punitive discharge is set aside, suspended, remitted, or disapproved during the review process. The member must have been notified of the separation processing prior to beginning appellate leave, or be afforded the rights under paragraph 6303 or 6304, as appropriate, and either waive those rights or fail to respond within 30 days of receipt of notification of separation proceedings."

Par. 6204.2d. Erroneous Enlistment; Separation Authority. Rewritten. The separation authority is the GCMCA. For Reservists not on active duty, the CG, MCRC (ENLRETG) is separation authority. If an individual has already sworn in, but fails to ship, or is determined to be ineligible for enlistment and has not yet reported to a MCRD, the CG, MCRC is the discharge authority.

Par. 6204.3d. Fraudulent Entry into the Marine Corps; Characterization. Rewritten to conform to SECNAVINSTs.

Characterization of service under other than honorable conditions may only be issued when the fraud involves concealment of a prior separation in which service was not characterized as honorable (the administrative board procedure of paragraph 6304 must be used if characterization under other than honorable conditions is desired). In all other cases, the notification procedure of 6303 will be used and service will be characterized as honorable, general (under honorable conditions), or uncharacterized. If the material misrepresentation included preservice homosexual conduct, the procedures in paragraph 6207 shall be applied. See table 6-1 for characterization limitations.

Par. 6206.5b. Unsatisfactory Performance. Add last sentence.

A member may also be separated under this basis for failure to conform to weight standards as a result of apathy or a lack of self discipline.

Par. 6207. Homosexuality. This paragraph may require significant revisions due to recent guidance from the Secretary of Defense. Discussions with DoD are ongoing about any need to revise Marine Corps policies or procedures. A MARADMIN may be published at a later date to effect any necessary changes to paragraph 6207.

Par. 6209. Alcohol Abuse Rehabilitation Failure. Rewritten.

Par. 6210.1. Misconduct. Second to last sentence delete "sexual harassment." See paragraph 6210.8.

Par. 6210.2. Minor Disciplinary Infractions. Change the first and second sentences: . . . under Article 15, UCMJ, nonjudicial punishment. When multiple offenses have been the subject of one nonjudicial punishment, they remain separate offenses for the purpose of determining eligibility for processing under this paragraph. If separation of a member in entry level . . .

Par. 6210.3. Pattern of Misconduct. Change the third sentence to read: An established pattern of minor unauthorized absences, an established pattern of dishonorable failure to pay just debts, or an established pattern of dishonorable failure to contribute adequate support to dependents or failure to comply with orders, decrees, or judgments of a civil court concerning support of dependents may be processed under this paragraph."

Par. 6210.5a. Drug Abuse. After the first sentence, add: "Commanders shall also process Marines who attempt to engage in any of the aforementioned activities."

Par. 6210.5b. Drug Abuse. Rewritten. Except as provided below, all Marines (regardless of pay grade) identified for processing under the criteria of paragraph 6210.5a will be processed for administrative separation by reason of misconduct, due to drug abuse, on the first offense. Processing is not required if:

(1) The offense has been adjudicated at a general or special court-martial, for which the sentence approved by the convening authority includes a punitive discharge (suspended or unsuspended), or

(2) The limitations of paragraph 6106.1 apply.

Par. 6210.6c. Commission of a Serious Offense. Rewritten. The notification procedure contained in paragraph 6303 may be used if characterization of service under other than honorable conditions is not warranted.

Par. 6210.7d. Civilian Conviction. Rewritten. The notification procedure contained in paragraph 6303 may be used if characterization of service under other than honorable conditions is not warranted.

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Par. 6210.8a. Sexual Harassment. Add: "(See paragraph 1002.51)" after the word "harassment."

Par. 6211.2. New Entrant Drug and Alcohol Testing. Per MARADMIN 249/99; delete ". . . 6204.3 (Erroneous Enlistment)" from the first sentence and substitute ". . . 6204 (defective enlistment and induction)." While processing for fraudulent entry would be legally permissible in most cases, it would not be in all cases.

Paragraph 6215. Weight Control Failure. Rewritten.

Table 6-1, Notes. Delete Note 5 and replace with: "5. Authorized in accordance with guidance in paragraph 1004." Add Note 6, "6. Authorized only when the fraud involves concealment of a prior separation in which service was not characterized as honorable.

Par. 6302. Initiation of Separation Processing. Add: "Marines must be processed for all reasons for which minimum criteria are met. However, separation authorities must choose the most appropriate reason when actually effecting the separation. Notification letters and command recommendations will be signed personally by the commanding officer. During the commanding officer's official absence, such correspondence will be signed "acting" by the officer temporarily succeeding to command."

Par. 6303.3. Notification Requirements. Delete and replace with: "3. Notification Requirements. If there is evidence of alcohol or drug dependence, the respondent must be evaluated prior to the case being referred to a board or forwarded to the separation authority. Refer to MCO P5300.12A for evaluation, counseling, and treatment requirements."

Par. 6303.3a(2). Notice. Delete "Transfer to the Fleet Marine Corps Reserve/Retired List if requested."

Par. 6303.3a(4). Notice. Rewritten. If the Marine is FMCR/Retired List eligible and has refused to request transfer to the FMCR/Retired List under paragraph 6106.4, the respondent's notification letter shall include a statement reflecting such refusal and acknowledging the respondent's understanding that, if separation is approved, he or she may lose all retainer/retired pay and benefits."

Par. 6303.b. Counsel. Add. "Qualified Counsel" is a trial or defense counsel certified under Article 27b of the UCMJ, or a civilian attorney authorized to practice law.

Par. 6303.3b(1) (a) & (b). Counsel. Limitations on consulting with counsel. Rewritten.

(a) The respondent is away from or deployed outside the United States, or attached to a vessel away from its overseas home port, or attached to a shore activity remote from Judge Advocate resources;

(b) No qualified counsel is assigned and present at the vessel, unit, or activity;"

Par 6303.3b(3). Counsel. Add sentence at the end of the paragraph. Consultation with civilian counsel shall not delay orderly processing in accordance with this Manual.

Par. 6303.4a(2)(c). Marine Confined by Civil Authorities. Add. Once the respondent makes an election of rights, action need not remain suspended.

Par. 6303.4c. Reimbursement Requirement. In those cases that may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays, the respondent must be advised of such requirement prior to making a decision on an involuntary separation resulting from alleged misconduct. Failure to provide such advisement, however, shall not constitute grounds for avoiding a reimbursement requirement unless otherwise expressly provided by law or superior regulation"

Par. 6304.1q. Discussion on eligible members requesting transfer to FMCR/Retired List. Delete. Now discussed in par. 6106.4.

Par. 6304.2. Additional Notice Requirements. Add "d. In those cases that may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays, the respondent must be advised of such requirement prior to making a decision on an involuntary separation resulting from alleged misconduct. Failure to provide such advisement, however, shall not constitute grounds for avoiding a reimbursement requirement unless otherwise expressly provided by law or superior regulation."

Par. 6304.3. Counsel. Add "d. Nonlawyer counsel may not represent a respondent before an administrative separation board unless:

(1) The respondent expressly declines appointment of counsel qualified under article 27(b)(1) of the UCMJ and requests a specific nonlawyer counsel; or

(2) The separation authority assigns nonlawyer counsel as assistant counsel."

Par. 6304.5. Waiver. Add "c. In all cases in which the separation authority is CMC or the Secretary of the Navy, conditional waivers will be disapproved without referral to CMC unless the GCMCA (or convening authority for units which report to HQMC) specifically supports the requested waiver."

Par. 6305.1. Command Recommendation. Rewritten.

1. Once the notification requirements contained in paragraphs 6303 and 6304 are met, and provided the commanding officer desires to continue separation processing, the commanding officer must forward the recommendation for separation, copies of the appropriate notification, the Marine's acknowledgment and necessary supporting documentation to the separation authority via the normal chain of command. The commanding officer's recommendation will bear significant weight, provided the requirements of this chapter and separate Marine Corps directives (when applicable) have been observed. It must include a specific recommendation for:

a. Discharge or retention; and

b. The characterization of service and type of discharge.

The commanding officer need not restate what is evident within enclosed documentation, but should strive to present a concise "snapshot" of the case

amplifying unique aspects when necessary. Though such recommendations will lend themselves to a general format, commanding officers must ensure that the specific content accurately reflects the circumstances of the case being considered."

Par. 6307.1c. Separation Authorities. Rewritten. When the member is being processed for involuntary separation and has 18 years or more total active military service (sanctuary period, i.e. within 2 years of becoming eligible for military retired or retainer pay), the separation authority is the DC/S (M&RA). Determinations of "No Further Service" will not be made for Regular enlisted Marines who have entered the sanctuary period. However, the DC/S (M&RA) may direct the Marine's command to convene an administrative separation board (providing the command a copy of the Marine's complete OMPF pursuant to subparagraphs 2800.5d and 2800.6b of the Marine Corps Manual and 5 U.S.C. Section 552a(b)(1)), and process the Marine for administrative separation per chapter 6, section 3, of the MARCORSEPMAN in order to identify substandard performers or unqualified Regular enlisted Marines ineligible for further service who are within the sanctuary period;

Par. 6307.1d. Separation Authorities. Rewritten. The involuntary separation of Reservists on active duty (other than for training) who are within 2 years of becoming eligible for retired pay or retainer pay under a purely military retirement system must be approved by the Secretary of the Navy (10 U.S.C. § 12686); or"

Par. 6308.1c. Legal Review. Rewritten.

(1) In the following cases, the record of proceedings shall be reviewed by a Judge Advocate, or civilian attorney employed by the Navy or Marine Corps, prior to action by the separation authority:

(a) When an administrative board has been held and characterization of service under other than honorable conditions is recommended;

(b) When an administrative board has been held and the respondent identifies specific legal issues for consideration by the separation authority;

(c) When action is taken to vacate a previously suspended separation and the respondent identifies specific legal issues for consideration by the separation authority.

(2) The original or a signed copy of the review will be attached as a permanent part of the record of proceedings. The form and content will be as required by the separation authority. Normally a typed, stamped, or printed statement that the proceedings have been reviewed and found sufficient in law and fact is adequate. If the respondent has raised specific legal issues, the review will comment on the merits of the issues raised. If the proceedings are not found to be correct in law and fact, the review shall set forth the facts and reasoning leading to such a determination, and recommend corrective action, if appropriate."

Par. 6309. SEPARATION AUTHORITY FINAL ACTION. Add. The final action of the separation authority shall be recorded in writing.

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Par. 6309.1b(4). SEPARATION AUTHORITY FINAL ACTION. Rewritten. At the discretion of CMC, if the Marine is FMCR/Retired List eligible, suspend separation to afford the respondent the opportunity to request transfer to the FMCR/Retired List within 30 days.

Par. 6309.2a(2)(d). SEPARATION AUTHORITY FINAL ACTION. Rewritten. At the discretion of CMC, if the Marine is FMCR/Retired List eligible, approve the separation but suspend execution to afford the respondent the opportunity to request transfer to the FMCR/Retired List within 30 days.

Par. 6311.4. Administrative Action After Decision. Delete. Discussed transfer to FMCR/retired list which is now discussed in par. 6106.4.

Renumber paragraphs 6311.5 through 6311.8.

Par. 6311.6. Administrative Action After Decision. Rewritten. Refer to MCO P1070.12 (IRAM) for permissible service record entries when an administrative separation has been suspended or a respondent has been retained despite board findings that one or more allegations are supported."

Par. 6311.8: Reduction of E-4 and below when receiving an OTH. Deleted.

Table 6-2. Guide for review of Separation Packages. Add GCM to the separation authority category under erroneous enlistment/reenlistment.

Table 6-2, page 6-62. Guide for review of Separation Packages. Under specific reason "Commission of a serious off." and "civilian conviction", replace "Y" with "#" in the column for Notes 7 & 8.

Table 6-2, Note 10. Guide for review of Separation Packages. Rewritten. Separation package must be reviewed per paragraph 6308.1C when an administrative board has recommended separation under other than honorable conditions, and when an administrative board has been held and the respondent identifies specific legal issues for consideration by the separation authority. For Marines with 18 or more years of service, subparagraph 6307.1C applies."

Table 6-2. Guide for review of Separation Packages. Change the symbol under Note column 8 for the basis "Commission of a Serious Off." from "Y" to "#." Entitlement to a board is conditional.

Table 6-2. Guide for review of Separation Packages. Enter a "Y" in Note column 10 for all specific reasons for separation which contain a "Y," "X," or "#" in Note column 7. A respondent may identify legal issues in any case referred to a board.

Table 6-2 Legend. Guide for review of Separation Packages. #. Rewritten. Only if Marine has 6 or more years of active and inactive service or the Marine is notified that an other than honorable discharge is the least favorable characterization that can be received.

Par. 6315. Composition of Admin Separation Boards. Change all "Major or above" to "O-4 or above."

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Par 6315.1a. Composition of Admin Separation Boards. Change the first sentence to: The convening authority shall appoint to the administrative board at least three commissioned/warrant or staff noncommissioned officers of the armed forces of the United States of America (or reserve components thereof).

Par. 6315.2a. Presiding Officer. Seventh line, delete "procedure, evidence, and challenges," and replace with "procedure and evidence,"

Par. 6315.3. Recorder. 13th line, change ...may be warrant or commissioned officers to "...shall..."

Par. 6316.1. Procedure. 11th line, delete the sentence beginning "The board may impose..." and replace with: Reasonable restrictions shall be observed, however, concerning relevancy and competency of evidence. The president of the board has full authority to decline to accept evidence whose probative value is outweighed by the prejudicial effect on the respondent, or which would cause unnecessary embarrassment to a witness or victim involved in the case.

Par. 6316.7c. Challenges. Rewritten. The convening authority shall rule finally on all challenges for cause of legal advisors, when appointed, and of board members when a legal advisor has not been appointed.

Par. 6319.1. Findings and Recommendations. After the first sentence, Add: Only voting members of the board shall be present.

Par. 6319.5e. Findings and Recommendations. Delete paragraph and subparagraphs. Transfer to FMCR/retired list which is now discussed in par 6106.4.

Par. 6320. Record of Proceedings and report of the Board. Rewritten. In cases where the board recommends separation, the record of the proceedings shall normally be kept in summarized form unless a verbatim record is required by the separation authority or authorized by the convening authority. In cases where the board recommends retention, a record of the proceedings is optional unless required by the separation authority. However, a summarized or verbatim record shall be prepared in any case in which CMC is the separation, and in any case in which the board recommends retention and the separation authority elects to forward the matter to the Secretary of the Navy under paragraph 6309.2. The board reporter shall retain all materials necessary to prepare a transcript should the separation authority elect to forward the case to the Secretary. The record of proceedings shall otherwise be prepared as directed by the convening authority and shall be authenticated by the signatures of the president and the recorder or, in the absence of either or both, by a member in lieu of the president or by a member in lieu of the recorder."

Par. 6320.1. Record of Proceedings and Report of the Board. Rewritten. When a record of proceedings is required, it shall contain, as a minimum:

Par. 6320.1i. Record of Proceedings and Report of the Board. Rewritten. All exhibits accepted by the board for consideration with Recorder and Respondent exhibits marked in such a manner to differentiate between them. Each exhibit will be clearly and individually identified within the record of proceedings, and each exhibit shall be clearly marked and sequentially

numbered or lettered, e.g., "Govt Exhibit 1," "Respondent Exhibit A," "Board Exhibit I," etc.

Par. 6320.1i. Record of Proceedings and Report of the Board. Renumber paragraphs 6320.1i and 6320.1j as paragraphs 6320.1j and 6320.1k.

Par. 6320.3. Record of Proceedings and Report of the Board. Add. The convening authority shall forward to the separation authority, via the chain of command, the findings and recommendations of the board, the record of proceedings, and the recommendations of subordinate commanders, if applicable, and shall make a recommendation with specific rationale on each of the board's findings and recommendations.

Par. 6321.1. Subsequent Administrative Separation Board Proceedings. After the phrase "improperly convened" in the tenth line, add "or constituted".

Figure 6-1. Separate Commands Designated Discharge Authority. Add. "MARCDET Kessler AFB: under "CG, MCRD/ERR Parris Island, SC".

Figure 6-2. Notification of Separation Proceedings Without an Admin Board. Add new paragraph 4f. f. Use if applicable. Although you are FMCR/Retired List eligible, you have refused to request transfer to the FMCR/Retired List as provided in paragraph 6106.4 of the reference. If separation is approved, you may lose all retainer/retired pay and benefits."

Figure 6-2. Notification of Separation Proceedings Without an Admin Board. Add new paragraph 5 and renumber existing paragraphs as 6 and 7.

5. If you are separated before you complete an active duty service requirement incurred because you received advanced education assistance, bonuses, or special pays, you may be required to reimburse the U.S. on a pro rata basis for the unserved portion of the active service requirement."

Figure 6-2, pg 6-74. Acknowledgment of Rights. Add new paragraph 3e. e. _____ (if applicable) although I am FMCR/Retired list eligible, I have refused to transfer to the FMCR/Retired List. I understand that, if separation is approved, I may lose all retainer/retired pay and benefits.

Figure 6-2, pg 6-74. Acknowledgment of Rights. Add new paragraph 4 (below) and renumber existing paragraph as 5.

"4. _____ I understand that if I am separated before I complete an active duty service requirement incurred because I received advanced education assistance, bonuses, or special pays, I may be required to reimburse the U.S. on a pro rata basis for the unserved portion of the active service requirement."

Figure 6-3, pg 6-75. Notification of Separation Proceedings With an Admin Board. Paragraph 3, Delete the last sentence and replace with: "Include the following language if applicable: Although you are FMCR/Retired List eligible, you have refused to request transfer to the FMCR/Retired List as provided in paragraph 6106.4 of the reference. If separation is approved, you may lose all retainer/retired pay and benefits."

Figure 6-3, pg 6-77. Notification of Separation Proceedings With an Admin Board. Add a new paragraph 6 (below) and renumber existing paragraphs as 7 and 8.

"6. If you are separated before you complete an active duty service requirement incurred because you received advanced education assistance, bonuses, or special pays, you may be required to reimburse the U.S. on a pro rata basis for the unserved portion of the active service requirement."

Figure 6-3, pg 6-78. Acknowledgment of Rights. Paragraph 2, delete the last sentence and replace with: "Include the following language if applicable: Although I am FMCR/Retired List eligible, I have refused to request transfer to the FMCR/Retired List. I understand that, if separation is approved, I may lose all retainer/retired pay and benefits."

Figure 6-3, pg 6-79. Acknowledgment of Rights. Add a new paragraph 5 (below) and renumber existing paragraph as paragraph 6.

"5. _____ I understand that if I am separated before I complete an active duty service requirement incurred because I received advanced education assistance, bonuses, or special pays, I may be required to reimburse the U.S. on a pro rata basis for the unserved portion of the active service requirement."

Par. 6401.7. Submission of Request for Voluntary Early Release under SECNAV/CMC Authority. Renumber as paragraphs 6401.8.

Par. 6401.7. Submission of Request for Voluntary Early Release under SECNAV/CMC Authority. Add new paragraph 6401.7: "Submission of Request. All requests for voluntary early release requiring either CMC or Secretary of the Navy discharge authority must be received by CMC not less than six weeks prior to the requested separation date. Submissions received at CMC less than six weeks prior to the requested separation date will not normally receive favorable consideration."

Par. 6401.9. Add. Reimbursement Requirement. In those cases that may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays, the Marine must be advised of such requirement prior to submitting a request for voluntary separation. Failure to provide advisement, however, shall not constitute grounds for avoiding a reimbursement unless otherwise expressly provided by law or superior regulation."

Par. 6405.1. Early release for Education. Rewritten. GCMCA's may authorize particularly deserving enlisted Marines to be released from active duty prior to expiration of active service for the purpose of pursuing their education via college or a vocational/technical school. A vocational school is to include any state or local police department, fire department, or state, city, or county service agency that would require the Marine to attend a full-time course of instruction lasting 3 months or more. The educational institution must be accredited as specified in par 6405.3. This program is applicable to all enlisted personnel except:

Par. 6405.3a. Early release for Education. Add: "(4) State in the application, 'I understand since I am requesting separation under the early release for education program, I will not be considered for promotion.'."

Par. 6405.3b(2). Early release for Education. Rewritten. (2) The school is accredited in the Education Directory for Postsecondary Education published yearly by the Department of Health, Education, and Welfare or has been

determined by the United States Office of Education to be eligible for such listing."

Par. 6405.4. Early release for Education. Add. "f. Commands must immediately notify the CMC (MMPR-2) via message if a Marine, otherwise eligible for selection for promotion, has requested early release for education. Should a request for early release be disapproved, immediately notify the CMC (MMPR-2) for a determination of eligibility for remedial consideration for promotion."

Par. 6408.7. Pregnancy. Add. 7. The prohibition of pregnancy discharges within four weeks of delivery, as mandated in MCO 5000.12, does not apply to voluntary requests for separation. However, the Marine requesting voluntary separation must be advised of her rights and medical benefits available to her after her discharge. A page 11 entry must be made in the SRB and signed by the Marine.

Par. 6412.1. Not Selected for Promotion to SSgt. First sentence, change: "...immediate discharge..." to "...discharge prior to their EAS..." Add the following to the end of the paragraph: "Sergeants deleted from the selection list for any reason, including misconduct, are considered passed over for promotion."

Par. 6419.3e(3). Separation in Lieu of trial by Court Martial. Delete. Required Marines to request reduction to LCpl.

Par. 6419.3i. Separation in Lieu of trial by Court Martial. Add: "i. Conditional requests are not authorized. While a Marine may request the separation authority to consider a higher characterization than "under other than honorable conditions," no request will be conditioned upon receipt of a higher characterization. See paragraphs 6413.3d(2)."

Chapter 7

Par. 7004.12. Eligibility for Transfer to the FMCR. Rewritten. A Marine awarded a punitive discharge will not be eligible for transfer to the FMCR unless that part of the sentence is remitted."

Par. 7006.1. Application for Retirement or Transfer to the FMCR. Rewritten. Reporting units must submit requests for retirement or transfer to the FMCR via the unit diary per MCO P1080.40 (MCTFSPRIM). The Marine requesting action is required to sign a copy of Appendix J from this Manual. Retirement must be on the first day of the month. Effective date of transfer to the FMCR will be the last day of the month. (Marines at service limits will be authorized transfer to the FMCR at the end of the month in which their EAS falls, unless they are sooner eligible and specifically request an earlier date.) Submit requests for retirement/transfer to the FMCR not more than 14 months and not less than 4 months prior to the requested date. Requests submitted outside this time frame are not accepted in the MCTFS and must be submitted, with justification and endorsements, by separate correspondence/message to the CMC (MMSR-2). Marines returning to the CONUS may elect separation at one of the duty stations identified in paragraph 1006.4.

Par. 7006.4a(1). Commanding Officer Responsibilities. Change last sentence. Terminal leave and PTAD is granted at the discretion of the commanding officer and a replacement will not be provided to the unit during terminal leave or PTAD.

Figure 7-1. Transfer to the FMCR orders format.

Figure 7-2. Transfer to the retired list orders format.

Chapter 8

Chapter 8 has been rewritten to comply with the SECNAVINST 1850.4D (Navy Disability Evaluation Manual). Key changes:

1. Limited duty periods are now 8 months vice 6 months.
2. All officer limited duty must be approved by CMC (MMSR-4).
3. All subsequent periods of limited duty for enlisted Marines after an initial 8 month period must be approved by CMC (MMSR-4).
4. Non-medical assessments from the Commanding Officer are now required for all medical boards.

Par. 8002.6. Existed Prior to Service. Change last sentence to read: "A Marine found Unfit-EPTS is not eligible for disability severance pay or disability retirement if the Marine has less than 8 years cumulative active service." Explanation: PEB changed the EPTS rule to basically say "we buy you after 8 years". This is an old rule that was done away with and has now been brought back into effect.

Par. 8002.7. Presumption of Fitness. Delete subparagraphs (a) through (c). Add the following to the end of 8002.7: "The PFIT ruling may rarely be overcome when it can be established by a preponderance of evidence that the illness/injury meets the strict guidelines of paragraph 3305 of SECNAVINST 1850.4D (Disability Evaluation Manual). These guidelines allow for evaluation of acute and grave illnesses and injuries that occur within the presumptive period or conditions that may warrant a disability rating of 60% or greater." Explanation: I think this wording covers it but doesn't get "too in the weeds" with the rather complex description that will show up in the SECNAV.

Par. 8002.9b. Promotion. An officer loses eligibility for selection for promotion if that officer has an approved established retirement or separation date which is within 90 days of the convening date of the respective selection board. Once selected, an officer's promotion will be effected in accordance with MCO P1400.341A, Marine Corps Promotion Manual, Volume 1, Officer Promotions. Commanding officers may request via the CMC (MMPR) to SECNAV that an officer's promotion be delayed if that officer is believed to be not mentally, physically, morally, or professionally qualified for promotion.

Par. 8003.1. Definitions. Disability Section, Separation and Retirement Branch, Personnel Management Division, Manpower and Reserve Affairs Department, Headquarters United States Marine Corps. Acts on behalf of the CMC to oversee all Marines processing through the Disability Evaluation System (DES).

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Par. 8003.12. Medical Evaluation Board (MEB) Report. Evaluation convened at a Military Treatment Facility (MTF) to identify a Marine whose physical/mental qualification to continue on full duty is in doubt or whose physical/mental limitations preclude the Marine's return to full duty within a reasonable period of time or at all. Explanation: There has been some confusion about MEB vs. MEB report.

Par. 8101.3c. Disability Evaluation System. Change the last sentence to read: "The Marine has the right to petition the Board for Correction of Naval Records (BCNR) at any time after final action on his or her case."

Par. 8404.5B. Erroneous Enlistment. At the beginning of the paragraph, insert the phrase, "In addition to active duty members,"

Par. 8506.1b. Responsibilities of Commanding Officer. Upon receipt of request from the Military Treatment Facility (MTF), provides complete Non-Medical Assessment (NMA) to the MTF within 15 days.

Par. 8506.1q. Responsibilities of Commanding Officer. Ensures appropriate comments are made in section A and section I of a Marine's fitness report, if a Marine takes a partial PFT or fails to take a semiannual PFT because of a medical condition (i.e. appropriate assignment to TLD or PLD or undergoing disability evaluation by the PEB.

Par. 8608.8. Permanent Limited Duty. Enlisted Marines retained on active duty in a PLD status on the convening date of the appropriate selection board are not eligible for selection consideration for promotion.

Par. 8608.9. Permanent Limited Duty. Change first sentence to: "Marines assigned to PLD for a period greater than 12 months must be reevaluated and have a complete Medical Evaluation Board (MEB) sent to the PEB not later than 4 months prior to the PLD expiration date." Explanation: PEB changed the rule from 6 months to 12 months.

Figure 8-5. Format for Non Medical Assessment. Add to last sentence. "Additional guidance concerning NMAs can be obtained from the local MTF Medical Board Section or in Enclosure 11 of SECNAVINST 1850.4D (Disability Evaluation Manual). Explanation: The NMA format may be changing in the future, and I feel it would be best to refer the unit to the Med Board section or to the DEM.

Appendix A

Par. 6203.2. Change narrative reason From "Condition not a physical or mental disability" to "Condition not a disability"

Par. 6204.2. Change narrative reason From "Erroneous entry" to "Erroneous entry (other)"

Par. 6204.2 pg, A-4 last item, change involuntary discharge from HFC1 to "HFC2"

Par. 6403. Change from "Interdepartment transfer" to "Interdepartmental transfer"

6404.3 Change from KDM4 to "KDM1"

8301. Change from "Transfer to TDRL" to "Disability, temporary"

6215. WEIGHT CONTROL FAILURE. Add under English Description: "Involuntary discharge (no board)" and under Code: "JCR1"

Changes to Appendix B

B001. Detailed Preparation Instruction for DD Form 214/214WS. Replace with: "The paragraphs below reflect actual items/blocks on the DD Forms 214 and 214WS. NOTE: It is the responsibility of the signing official to ensure all copies of the DD Form 215 and DD Form 215 are legible. No corrections will be made in the shaded areas and no typeovers will be used at all."

Add to par B001.6. "For Marines who would normally have a reserve obligation remaining, but who are being discharged under other than honorable conditions, enter the date of discharge."

Block 12. Replace with. "RECORD OF SERVICE. In computing service periods, consider each month to consist of 30 days regardless of the number of days in the month. Refer to the DoDFMR for correct formula for computing service periods. Note: When entering computed time, 30 days converts to 01 month, 12 months convert to 01 year. Use of a Julian Date Calendar for this purpose is not allowed."

Block 16.a. Add the following to the end of the paragraph: "In no event will the regular leave balance or the saved leave balance exceed 60 days."

Block 24. Add the following to the end of the paragraph. "In the event an administrative error is made in the characterization of a Marine's discharge, the DD Form 214 should be cancelled and a new one issued."

Block 28. Replace with. "NARRATIVE REASON FOR SEPARATION. This is a brief statement describing the circumstances of the termination. Appendix A provides the narrative reason that **must be used verbatim** with the separation authority in item 25 along with the separation code used in item 26. The narrative reason for separation for involuntary officer retirements shall read: "Retired"."

B002. Distribution Instructions. Add the following to the end of the paragraph: "The command must ensure all copies of the DD Form 214 and DD Form 215 are distributed to their designated federal and state agencies."

B003. PREPARATION OF DD FORM 215. 1. Add the following to the end of the paragraph: "The separation date in item 12 of the original DD Form 214 being corrected must be entered into item 5 of the DD Form 215. Do not leave this item blank."

B003.5. Distribution Instructions. General distribution instructions for the DD Form 215 are in paragraph B002.2 When distributing copies 3 and 5, every effort should be made to include a copy of the original DD Form 214. The original and copy 4, if applicable, will be forwarded to the Marine at the address shown in item 4 with instructions that the DD Form 215 should be attached to the original DD Form 214 and copy 4, if applicable."

Old Appendix E

Certificates in Lieu of Orders. Deleted. Certificates in Lieu of Orders are illegal. ALMAR 342/97.

Appendix K

Describes benefits based upon characterization.

Appendix L

Involuntary administrative discharge checklist with forms.

Appendix M

Summary of revisions to this version of MARCORSEPMAN since change 3 to the last edition.

Appendix N

Certificate of Appreciation for honorable service.