

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

MCO P1900.16F
MMSR
10 Apr 2000

FINAL DRAFT

DRAFT MARINE CORPS ORDER P1900.16F

From: Commandant of the Marine Corps

To: Distribution List

Subj: FINAL DRAFT, MARINE CORPS SEPARATION AND RETIREMENT MANUAL (SHORT
TITLE: MARCORSEPMAN)

Encl: (1) LOCATOR SHEET

1. Purpose. To update regulations and policies on separations and retirements.

2. Cancellation. MCO P1900.16E.

3. Background. Separation and retirement processing continues to evolve through changes in law, service policy, and the increased use of automated data processing technology at the unit, HQMC, and the Defense Retiree and Annuitant Pay System (DRAS).

4. Summary of Key Revisions. This revision contains a substantial number of changes and should be completely reviewed. A complete listing of changes is contained in Appendix M. Matters that pertain to more than one chapter are consolidated in chapter 1 or in the applicable appendix. The scope of chapter 4 (Administrative Separation of Officers for Cause) remains limited to Marine Corps policies with users referred to Secretary of the Navy Instruction for Department of the Navy policies and procedures. Chapter 6 (Enlisted Administrative Separations) has been updated according to the latest Secretary of the Navy Instructions. Chapter 8 (Separation and Retirement for Physical Disability) has substantially changed based on the recent release of Secretary of the Navy Instruction 1850.4D

a. Separation and retirement requests and approvals for Regular and Reserve Marines primarily use the unit diary system in the Marine Corps Total Force System (MCTFS), except when a waiver of eligibility criteria contained in this manual is requested. All "voluntary" orders for lieutenant colonels and below, Regular and Reservists on active duty, will be issued by the unit using the unit diary approval from the CMC. The CMC continues to issue retirement orders for colonels and above.

b. Guidelines pertaining to characterization of service have been updated in paragraph 1004. All general discharges are characterized as "general (under honorable conditions)" for conformity with the Department of the Navy guidelines.

c. The Defense Finance and Accounting Service, Cleveland and Denver Centers (DFAS-CL and DFAS-DE) have replaced DFAS-KC as the agencies responsible for issuing retiree and annuitant pay, respectively. Commanders remain responsible for forwarding the Retired Pay Data Form (DD Form 2656) to DFAS-CL at least 30 days before the Marine retires/transfers to the Fleet Marine Corps Reserve (FMCR).

d. The commander must ensure that every attempt is made to complete all physical evaluations prior to the separation date and must notify CMC (MMSR) if HQMC directed separation, resignation, retirement, or transfer to the FMCR dates require modification for any reason.

e. Separation locations have been adjusted to reflect unit deactivation, reorganization, and relocation.

f. The computation of retired pay is based upon when a Marine first entered military service and several other factors. See paragraph 1405 for a complete explanation.

g. Administrative separation no longer supersedes separation under the disability statutes. Only disciplinary separation supersedes disability separation; i.e. when a Marine is being processed (formal notification has occurred) for involuntary administrative separation for misconduct or the Marine is pending disciplinary proceedings (charges preferred) that could result in a punitive discharge or unsuspended punitive discharge.

h. Service record books are sent to the CMC (MMSB) upon closeout, except for Marines having a Reserve obligation.

i. Enlisted Marines at service limits under the Enlisted Career Force Controls (ECFC) may request consideration for promotion and transfer to the FMCR in certain instances. Review of the annual MARADMIN announcing the latest ECFC policy is crucial for processing these requests.

j. Numerous changes have been made in the criteria for enlisted administrative separation, to include, limitations on separation and reduction in grade, personality disorder, homosexual conduct, sexual harassment, weight control failure, drug abuse, and pregnancy.

k. Marines, otherwise eligible, who are in receipt of permanent change of station orders and who elect to separate or retire vice execute the orders, must submit requests involving cancellation of PCS orders at least 120 days prior to the prescribed estimated date of arrival at the new duty station, but not later than 10 working days after receipt of orders, whichever is later.

l. Appendix K lists benefits at separation based upon characterization of service.

m. Appendix L is an outline and checklist for enlisted involuntary administrative separations with forms to be used at the discretion of the commander, with SJA recommendation, that may assist in the processing of these cases.

n. Appendix M is a listing of all revisions to this Manual from the previous edition.

o. Appendix N is a sample of the Certificate of Appreciation to be presented to Marines who are separating with an honorable characterization of service.

(Note: Throughout this Manual, references to United States Code will be represented as the number of the title of law, U.S.C., and the pertinent section; e.g., 10 U.S.C. 6323.)

5. Recommendation. Changes to this Manual are invited and should be submitted to the CMC (MMSR) via normal correspondence procedures or the internet located under Manpower Management, Separation and Retirement Branch, on the U.S. Marine Corps' home page.

6. Action. Commanders will ensure that they and their designated representatives comply with the contents of this Manual, MCO P1900.16F. Separation proceedings will be completed based upon the separations manual in effect on the date the respondent was notified of processing.

7. Certification. Reviewed and approved this date.

T. P. MURRAY
By direction

FOR OFFICIAL USE ONLY
Designation is canceled upon
removal of Appendix A and Appendix I.

LOCATOR SHEET

Subj: Marine Corps Separation and Retirement Manual (Short Title:
MARCORSEPMAN)

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

CONTENTS

CHAPTER

INTRODUCTION

- 1 GENERAL INSTRUCTIONS ON SEPARATIONS
- 2 RETIREMENT OF OFFICERS ON ACTIVE DUTY
- 3 SEPARATION AND RETIREMENT OF RESERVE OFFICERS NOT ON ACTIVE DUTY AND RETIREMENT OF ENLISTED RESERVISTS NOT ON ACTIVE DUTY
- 4 ADMINISTRATIVE SEPARATION OF OFFICERS FOR CAUSE
- 5 OFFICER RESIGNATIONS AND INVOLUNTARY DISCHARGES AS A RESULT OF A SECOND FAILURE OF SELECTION FOR PROMOTION WHILE ON THE ACTIVE DUTY LIST
- 6 ENLISTED ADMINISTRATIVE SEPARATIONS
- 7 RETIREMENT OF ENLISTED MARINES AND TRANSFER TO THE FLEET MARINE CORPS RESERVE (FMCR)
- 8 SEPARATION AND RETIREMENT FOR PHYSICAL DISABILITY

APPENDIX

- A SEPARATION PROGRAM DESIGNATORS (SPD)
- B DETAILED INSTRUCTIONS FOR DD FORMS 214, 214W5, AND 215
- C CHECKLIST FOR SEPARATIONS
- D INFORMATION CONCERNING THE REGULATIONS AND PROCEDURES OF THE BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR) AND THE NAVAL DISCHARGE REVIEW BOARD (NDRB)
- E AUTOMATED PROCESSING OF SEPARATION AND RETIREMENTS UNDER THE MARINE CORPS TOTAL FORCE SYSTEM (MCTFS)
- F STATE DIRECTORS OF VETERANS AFFAIRS
- G JURISDICTION AND ADDRESSES OF VA REGIONAL OFFICES
- H RETIRED PAY DATA FORM (DD FORM 2656)
- I REENLISTMENT CODES
- J RETIREMENT PREAPPLICATION CHECKLIST
- K BENEFITS AT SEPARATION (BASED ON CHARACTERIZATION OF SERVICE)

L	INVOLUNTARY ADMINISTRATIVE DISCHARGE OUTLINE, CHECKLIST AND FORMS
M	SUMMARY OF REVISIONS
N	CERTIFICATE OF APPRECIATION (Marines with honorable service)

INDEX

INTRODUCTION

0001. PURPOSE. The purpose of the Marine Corps Separation and Retirement Manual is to promulgate policies, procedures, guidance, and administrative instructions for the separation and retirement of Marines.

0002. STATUS

1. This Manual amplifies the broad regulatory policies pertaining to the separation and retirement of Marines and is applicable to all members in matters relating to separation and retirement from the Marine Corps and the Marine Corps Reserve.

2. Any deviation from the instructions contained in this Manual must be authorized by the Commandant of the Marine Corps (MMSR).

0003. SCOPE

1. This Manual contains instructions for implementing public law and the regulatory policies published by the Secretary of the Navy and the Commandant of the Marine Corps in matters pertaining to separation and retirement.

2. This Manual is designed to assist all personnel in the routine administration of separation and retirement of Marines and is for use in conjunction with other Marine Corps directives to ensure compliance with the regulations and policies established by the Commandant of the Marine Corps.

0004. RESPONSIBILITY

1. The currency, accuracy, and completeness of publication and distribution of the Manual and its changes are the responsibility of the Commandant of the Marines Corps (MMSR).

2. If additional copies of the Manual are needed, submit requests per MCO P5600.31, Marine Corps Publications and Printing Regulations, chapter 3, section 3.

0005. ORGANIZATION

1. This Manual consists of one volume containing 8 chapters, 10 appendices, an index, and an introduction. It is functionally arranged, using the chapters as major divisions. The chapters are numbered in sequence and are listed in the Contents.

2. Paragraph numbering is based upon a 4-digit or 5-digit number which is further divided as follows:

Example.

	<u>6012.3a(2)</u>
Chapter 6 _____	
Paragraph _____	
Subparagraph 3a(2) _____	

3. Each part within a chapter is assigned a block of 100 paragraphs. It is possible to identify the various parts within each chapter by reference to the paragraph numbers not used within each part.

4. The pages are numbered in a separate series for each chapter, preceded by the number for the chapter; e.g.. the 10th page of chapter 6 is numbered 6-10.

0006. CHANGES

1. Changes to the Marine Corps Separation and Retirement Manual shall be published separately and will be designed for insertion on a page for page basis or released by message.

2. Maintain a record of changes on the page provided for that purpose.

0007. METHOD OF CITATION. Reference paragraphs in this Manual in the following manner:

1. Correspondence and messages;

REF/A/DOC/CMC MMSR/YMD 000410//

2. Directives;

Ref: (a) MCO P1900.16F, MARCORSEPMAN, par. 6012.3a(2)

3. Personnel records and forms only;

MARCORSEPMAN, par. 6012.3a(2)

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