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CHAPTER 15

RECORDS, REPORTS & ADMINISTRATIVE PROCEDURES

PART A: HEADQUARTERS MARINE CORPS MILITARY PERSONNEL FILES

15000 GENERAL

1. Every Marine has an official personnel file at Headquarters, U.S. Marine Corps which provides a complete military history of the Marine.

2. Nonpunitive letters of censure, other than those issued by the Secretary of the Navy, shall not be forwarded to Headquarters Marine Corps, quoted in or appended to fitness reports, or otherwise included in official Headquarters Marine Corps military personnel files.

3. Matter of an unfavorable nature will be filed in personnel files maintained at Headquarters, U.S. Marine Corps in the following manner:

a. Officer selection board jackets;

(1) Matter of an unfavorable nature will be filed in an officer's selection board jacket only after he has been afforded the opportunity to make a statement in regard thereto as required by Navy Regulations. Such statement will be filed in the selection board jacket together with the unfavorable matter, except that court-martial orders may be filed without affording him the opportunity of making a statement.

b. Officer correspondence jackets:

(1) Matter needed for the evaluation of performance will not be filed in an officer's correspondence jacket. This jacket is not a part of an officer's "record" referred to in Navy Regulations. However, matter which might be considered upon superficial examination as reflecting adversely upon the officer will not be filed in the officer's correspondence jacket unless there is also filed therewith a copy or copies of correspondence indicating the officer concerned has had, or is being given, an opportunity to make a written statement to be filed therewith.

c. Enlisted personnel files:

(1) Unfavorable matter may be filed in an enlisted personnel file provided there is also filed therewith a copy or copies of correspondence indicating that the individuals' commanding officer or this Headquarters has taken action or is taking action to afford the individual the opportunity to submit a statement regarding the unfavorable matter.

(2) Punitive unfavorable matter listed below, however, may be filed without the action set forth in subparagraph c(1), above, to wit:

(a) Court-martial orders and memoranda

(b) FBI fingerprint reports and related correspondence

(c) Reports of civil arrests and convictions and related correspondence

(d) Reports of absentees and deserters and related correspondence

(e) Waivers of fraudulent enlistments and related correspondence

(f) Reports and correspondence relating to administrative discharge action where individual is an unauthorized absentee at the time of discharge or is otherwise unavailable for statement.

(g) Denial or termination of security clearance.

15001 OFFICER PERSONNEL FILES

1. The officer personnel file is composed of two separate jackets, a selection board jacket and a correspondence jacket.

2. Selection Board Jacket. This jacket, which is divided into four sections, is

designed to provide a clear and complete coverage of the officer's mental, moral, and professional qualifications. The four sections of the selection form jacket are titled: Miscellaneous Matter, Favorable Matter, Unfavorable Matter, and Fitness Reports and Related Correspondence.

a. Certificates and miscellaneous matter section. In this part of the selection board jacket will be filed only the following:

(1) Certificates, diplomas, and other evidence of completion of courses of instruction received during service in the Marine Corps.

(2) Requests for change of orders for personal reasons and final action thereon.

(3) Requests for special duty or training or retention on extended active duty beyond normal release date, when disapproved or filed awaiting action.

(4) Resignations or applications for retirement, including those subsequently withdrawn.

(5) Reserve Retirement Credit Reports.

(6) Current official photograph of officer.

(7) Correspondence or other matter neither clearly favorable nor unfavorable in nature, but of interest to a selection board in passing on the officer's fitness.

(8) Orders promulgating the results of trial by general or special court-martial if the individual is acquitted or all convictions are set aside by higher authority.

b. Favorable matter section. In this part of the selection board jacket will be filed correspondence and other matter which reflect favorably on the mental, moral, or professional qualifications of the officer such as:

(1) Citations and awards received.

(2) Recommendations for citations and awards.

(3) Certificates of commendation received.

(4) Favorable comments in forwarding endorsements on special requests.

(5) Letters regarding inspections which contain favorable comments reflecting credit on the officer individually.

(6) Letters of commendation or appreciation from military/civilian sources for services rendered.

(7) Other favorable matter not specifically covered above, but of sufficient merit to assist a selection board in passing on the officer's fitness.

(8) Letters which contain favorable comments reflecting credit on an entire organization and not on individual officers will not be filed in the records of any officer other than the commander of the organization.

(9) Statements indicating the officer has passed the Officers Administrative Subjects Examination, that the officer is exempt from such requirement, or that the requirement has been waived.

c. Unfavorable matter section. In this part of the selection board jacket will be filed correspondence and other matter which reflect unfavorably on the mental, moral, or professional qualifications of the officer such as:

(1) Orders promulgating the results of trial by general or special court-martial resulting in conviction.

(2) Letters of censure with related correspondence.

(3) Correspondence concerning marital difficulties reflecting unfavorably on the officer's moral attitude or conduct.

(4) Disapproved requests for special duty or training which reflect unfavorably on the officer.

(5) Requests of commander for the reassignment of an officer when such request reflects unfavorably on the officer.

(6) Reports of misconduct or complaints regarding the officer from civilian sources, and final action thereon.

(7) Unfavorable comments in forwarding endorsements on special requests.

(8) Letters regarding inspections containing unfavorable comments which reflect discredit on the officer individually.

(9) Correspondence which indicates numerous or heavy debts or indifference to indebtedness.

(10) Correspondence and forms relative to medical surveys where hospitalization is due to the officer's own misconduct.

(11) Statement of disciplinary action taken by the approving authority when the officer is found responsible for the loss of government property by a board of survey.

◆ (12) Denial or termination of security clearance.

◆ (13) Statements indicating the officer has failed the Officers Administrative Subjects Examination or that the officer while in the mandatory testing zone has failed to take the examination.

(14) Other unfavorable matter not specifically covered above, but of sufficient importance to assist a selection board in passing on the officer's fitness.

(15) Statements by the officer regarding any of the above unfavorable matters.

d. Fitness report section. In this part of the selection board jacket will be filed only the following:

(1) Fitness reports and correspondence relative to incorrect, incomplete, or missing fitness reports.

(2) Statements by the officer concerned, the reporting senior, or the reviewing officer relative to a particular fitness report.

(3) Certificates or letters of commendation or censure attached to fitness reports when such certificates or letters have not previously been forwarded for filing in the officer's record as directed by paragraph 15068.

3. Correspondence Jacket. The correspondence jacket is divided into two sections as follows:

a. Orders section. Except for temporary additional duty orders, all orders and modifications thereto that are issued at Headquarters Marine Corps will be filed in this section of the correspondence jacket. Orders from sources other than Headquarters will not be filed.

b. Miscellaneous correspondence section. In this section of the correspondence jacket will be filed all correspondence and forms clearly pertinent to the officer's military history which are not prescribed for inclusion in the selection board jacket in subparagraph 2, above. Extra copies of correspondence and matter clearly not pertinent to the military history of the

individual will not be filed. The following items are samples of material which are considered appropriate for file in this section of the correspondence jacket:

(1) Basic forms, documents, and correspondence relative to original commissioning, including evidence of birth, and college credits or certificate of graduation.

(2) Reports of medical examination.

(3) Allotment notices, stops, and other disbursing forms, and related correspondence.

(4) Uniform gratuity forms.

(5) U. S. Government Life Insurance, National Service Life Insurance, and Servicemen's Indemnity forms and correspondence.

(6) Promotion forms and correspondence.

(7) Statements of service for pay or other purposes.

(8) Detailing correspondence, including classification and approved requests for special duty or training, or retention on extended active duty beyond normal release date.

(9) Requests for delay from officers on temporary duty, and requests for additional leave while en route on change of station orders, and final action thereon.

(10) Final security clearance.

(11) Casualty reports and correspondence, and correspondence regarding an officer's welfare and treatment.

(12) Reports of hospitalization resulting from accidents or sickness incurred in line of duty and related correspondence.

(13) Forms and correspondence relative to final separation.

(14) Record of Emergency Data, NAVMC 10526-PD.

4. In correspondence addressed to subordinates, commanders are not authorized to state categorically that certain matter will be placed in the officer's selection board jacket at Headquarters Marine Corps. Commanders will ensure that pertinent correspondence is forwarded to Headquarters Marine Corps (Code DGH), for filing in officer records in cases similar to the following:

a. Where final action on special requests or on disciplinary matters is taken by an authority other than the Commandant of the Marine Corps.

b. Where there has been no copy specifically provided for filing in the officer's record at Headquarters Marine Corps of the following:

(1) Letters of commendation or appreciation from civilian sources or from persons not within the officer's regular chain of command.

(2) Letters regarding inspections containing comments which reflect favorably or unfavorably on the officer individually.

(3) Favorable or unfavorable comments in forwarding endorsements on special requests.

15002 ENLISTED PERSONNEL FILES

1. Two different types of files are used at Headquarters Marine Corps for enlisted personnel. For personnel serving on an initial enlistment, a two-sided jacket is used; for all other personnel, a jacket with four filing sections is used.

2. Two-sided Jacket. In this type file, service record books will be filed on the left side and all other items will be filed on the right side.

3. Four-sided Jacket. This file is maintained as follows:

a. Section 1: Correspondence -- Orders. Except for temporary additional orders, all orders and modifications thereto that are issued at Headquarters Marine Corps will be filed in this section. Orders from sources other than Headquarters Marine Corps will not be filed.

b. Section 2: Service Summary. This section will include:

(1) Enlistment contracts

(2) Agreements to extend enlistments

(3) Awards, citations, certificates or letters of commendation and appreciation.

(4) Certificates and diplomas and other evidence of completion of courses of instruction

(5) Certificates of appointment (promotion warrants)

(6) Changes of military occupation

(7) Disciplinary action reports

(8) Reports of separation

(9) Reserve retirement credit reports

c. Section 3: Fitness Reports. This section will include all fitness reports and related correspondence.

d. Section 4: Service Record Books.

PART B: MISCELLANEOUS PERSONNEL AND IDENTIFICATION RECORDS

15050 NAME

1. A Marine's name is the first and most commonly used method of identification. It is recorded on all his identification and service records, and on all correspondence regarding him or his records. Therefore, extreme care must be taken to ensure that the name and signature are correctly placed on all records.

2. The following instructions shall be used for name and signature entries in official records:

a. The words "Junior" or "Senior" or Roman Numerals "I," "II," etc., are as much a part of a man's name as is the first or last name. When the surname (last name) is recorded preceding the first name, middle initial or initials, enter Jr., Sr., II, etc., after the last initial.

b. Where the first or middle name consists of only one letter, it shall be enclosed in quotation marks, e.g., "L."

c. Where there is no middle name or letter in lieu of a middle name nothing will be entered. The use of the letter "N" enclosed in parentheses, e.g., (N), will not be used.

3. The following instructions shall be used in changing a name on official records after it is officially recorded:

a. A name on official records will be changed only at the request of the individual concerned to the Commandant of the Marine Corps (Code DGK). The request must be supported by a copy of a court order or other evidence which can be accepted as authority for legal change.

b. Where only minor differences in the spelling of a name occurs on Marine Corps records, a correction will be made by the Commandant of the Marine Corps (Code DGK), upon receipt of a sworn statement from the man showing the correct spelling.

c. Upon marriage, a woman Marine may have her surname changed on her

official records by forwarding a request for change and a copy of the marriage certificate to the Commandant of the Marine Corps (Code DGK).

15051 SERVICE NUMBERS

1. Service numbers are assigned all officers and enlisted personnel. Once assigned, the number remains the same throughout the individual's officer or enlisted service. Numbers assigned to women will be prefixed by the letter "W."

2. Service numbers are assigned as follows:

a. To officers by the Commandant of the Marine Corps.

b. To enlisted personnel by Armed Forces Examining and Entrance Stations, Marine Corps Districts, Marine Air Reserve Training Command, and certain other organizations specifically authorized by the Commandant of the Marine Corps. Units of the Organized Marine Corps Reserve (Ground) will requisition service numbers from the Marine Corps District in which located. Units of the Organized Marine Corps Reserve (Air) will requisition service numbers from the Commanding General, Marine Air Reserve Training Command. Those organizations which are authorized to request service numbers from the Commandant of the Marine Corps (Code DGK), will requisition them in an amount not to exceed the estimated requirements for a 3-month period.

3. The following instructions shall be used in assigning service numbers to individuals:

a. Upon appointment, enlistment, reenlistment, or induction, insert the service number in the blank spaces provided for it in the officer's qualification record, service record book, health record, and identification records.

b. When a person claims prior Marine Corps service but has no proof

in his possession, the interested organization will request verification and service number from the Commandant of the Marine Corps (Code DGK). Include in the request the individual's full name, date and place of birth, date and place of last enlistment, and date and place of last discharge.

4. Occasionally an erroneous or duplicate service number is entered in Item 3 of the Enlistment Contract and Record (NAVMC 118(2)-PD), or Item 2 of the Record of Induction (DD Form 47). If this is detected at the Personnel Procurement Activity after the duplicate document has been forwarded to the Data Processing Installation, a message will be sent to the Commanding General of the cognizant Recruit Depot, with information copies to Commandant of the Marine Corps (Attention: Code DGK and APB) and to the cognizant Data Processing Installation giving both the erroneous and the correct service number. When duplicate service numbers are detected by the Data Processing Installation, they will query the Personnel Procurement Activity by message as to the correct service number. The Personnel Procurement Activity in their message reply will provide information copies to Commandant of the Marine Corps (Attention: Codes DGK and APB) and the cognizant Recruit Depot. In both instances stated above, the Personnel Procurement Activity message will contain the statement "cite this message as the authority for correction of records."

15052 POLICE RECORD CHECK (DD FORM 369)

1. General

a. The official fingerprint record is prepared for the purpose of determination by the Federal Bureau of Investigation of any criminal record an individual may have had prior to entry into the service. The record is filed by that organization for future identification as necessary.

b. The DD Form 369 may also be used by recruiting agencies for the purpose of making local police record

checks. In this case, the completed form will be retained at the place of enlistment or reenlistment until time for disposal, and will not be forwarded for use as a fingerprint record as prescribed in subparagraph 2b, below.

2. Prepare a fingerprint record for an officer at the time of initial acceptance of appointment. Marine Corps Recruit Depots will complete the fingerprint record on all recruits incident to the National Agency Check. All enlisted personnel, other than recruits and those reenlisted within 24 hours, will have the fingerprint record completed upon enlistment.

a. Complete all entries on the form. In the block entitled "Service," enter "U.S. Marine Corps" or "U.S. Marine Corps Reserve" as appropriate, and the organization to which the individual is assigned or transferred.

b. Forward completed fingerprint records of officers and personnel enlisted in the Platoon Leaders Class, Officer Candidates Course, and the Women Officer Training Course to the Commandant of the Marine Corps (Code DP).

c. Forward completed fingerprint records of enlisted personnel who require recruit training as supporting document to the National Agency Check initiated at the Marine Corps Recruit Depots. For individuals other than those requiring recruit training, the Armed Forces Examining and Entrance Stations will forward the fingerprint record to:

Federal Bureau of Investigation
Attention: Identification Division
2d and D Streets, S.W.
Washington, D.C. 20535

15053 PHOTOGRAPHS

1. Official photographs will be furnished to Headquarters Marine Corps to provide identification of Marines.

2. The following instructions shall be used in the preparation and forwarding of official photographs:

a. The official photograph will be prepared upon appointment, enlistment, reenlistment, or induction at the station

to which the individual is attached, the recruit depot, or the first duty station to which the individual reports. Upon promotion of an officer (except a first lieutenant), a new photograph will be prepared.

b. Officers. The photograph shall be not more than 3 by 3 inches or less than 2 by 2 inches of the individual in uniform, uncovered and from a front view showing head and shoulders, and the uniform insignia shall be that of the officer's current grade. In addition to the promotion photograph required in subparagraph a, above, see MCO P5720.44, Marine Corps Informational Services Manual, for instructions regarding the preparation of official portraits and biographies when officers are promoted to the grade of colonel or above.

c. Enlisted. Use one copy of the photograph prepared in accordance with paragraph 15064.8.

d. Securely paste the photograph in the center of a sheet of white bond letter paper. Type the name, grade, service number, and date the photograph was taken, 1 inch below the photograph; have the individual sign below the typed information.

e. Forward the completed page to the Commandant of the Marine Corps (Code DGH). No letter of transmittal is required. Label the container "PHOTOGRAPH - DO NOT BEND."

15054 HOME OF RECORD AND LOCAL ADDRESS

1. Home of Record

a. Regular personnel

(1) The home of record of both Regular officers and enlisted personnel for determining certain benefits provided by law, as outlined in Joint Travel Regulations, is the individual's actual home at the time the member is commissioned, reinstated, appointed, en-

listed, reenlisted, or inducted into the Marine Corps. In view of the above, the address recorded on the enlistment contract and the appointment acceptance and record must be the actual home of the individual and not just an address selected for convenience.

(2) Once recorded on the enlistment contract or the appointment acceptance and record, this address will not be changed without authority from the Commandant of the Marine Corps. This authority will only be granted when it is determined that an administrative error has occurred and the address shown was not the actual home of the individual at the time of entry into the service.

(3) Requests for correction of the Home of Record at Time of Enlistment (Appointment), as originally recorded, will be originated by the individual concerned and sent to the Commandant of the Marine Corps (Code DGK). The request must be justified by the following:

(a) Statement of the nature of the error;

(b) How the error occurred;

(c) Listing of the correct Home of Record of the individual at the time of entry into the service; and

(d) Any documents, or certified copies thereof, that will support the claim.

(4) Where authority is granted to correct the Home of Record at Time of Enlistment (Appointment), draw a thin, inked line through the erroneous entry without deleting it, and enter the correct information just above or below the original.

b. Reserve personnel

(1) The home of record of both Reserve officers and enlisted personnel is:

(a) The individual's actual home at the time the member is commissioned, reinstated, appointed, reappointed, enlisted or reenlisted into the Marine Corps Reserve, or

(b) The actual home established by effecting a change (from that recorded on the current enlistment contract or appointment acceptance and record in consonance with subparagraph (a), above, during a period of inactive duty.

(c) In any case, for determining certain benefits provided by law, as outlined in Joint Travel Regulations, the home of record for reservists is considered to be the individual's actual home at the time of receipt of orders to active duty, that is, that place where the reservist lived permanently and presumably would have continued to reside had not such residence been interrupted by orders to active duty. In respect to reservists discharged while on active duty who immediately reenter the Marine Corps Reserve and continue on active duty, the provisions of subparagraph (a), above, are applicable.

(2) All reservists on inactive duty are responsible for keeping their commanding officer informed of any change in their permanent residence so that, upon assignment to active duty, the home of record may be firmly established for determining payment of travel allowance and other benefits, both at the time of assignment to and release from active duty. A change in permanent residence of the type indicated in subparagraph (b), above, shall immediately be reported to the following:

(a) The commander, in the case of personnel assigned to an Organized unit.

(b) The Commanding Officer, Marine Corps Reserve Data Services Center in the case of Class III and Fleet Marine Corps reservists.

(3) The provisions of subparagraph 1a, above, pertaining to changing the home of record as originally recorded on the enlistment contract or appointment acceptance and record for Regular personnel also apply to Reserve personnel. The method for requesting correction of erroneous entries, as outlined therein, shall be followed.

c. Special provision

(1) In accordance with Joint Travel Regulations, home of record and place from which ordered to active duty do not change upon separation (other than upon expiration of enlistment or prescribed term of service) for the express purpose of continuation of active duty. It is therefore necessary in such case that the new enlistment contract or acceptance form continue to show the same home of record as the document previously in effect and in addition that the place from which ordered to active duty be carried forward to the administrative remarks page of the new record. (See subpar. 15115.3cc.)

(2) When a commander believes that current records of a member of his command may not be correct due to the special provision stated above, he shall request verification from the Commandant of the Marine Corps (Code DGK).

2. Local Address, Active Duty Personnel

a. For Marine Corps purposes, local address, for both regulars and reservists on active duty, is that address where the individual is currently residing and can be most readily contacted, when absent from military duties, by his commander.

b. Individuals shall immediately report to the commander, any change of local address. This address will be

recorded in the local records of a command, only.

3. Present Address, Nonactive Duty Personnel

a. In addition to reporting changes in their home of record as required in subparagraph 1(b)(2), above, members of the Marine Corps Reserve not on active duty are required to report any change in their present address. "Present address" may be a place where the member is actually residing, other than at his home of record, for business or personal reasons.

b. When a change of address is reported, the member will clearly indicate whether it constitutes a change of home of record or a change in "present address." All changes of address furnished by reservists will be considered to be changes in home of record unless clearly stated to be only a change in "present address."

4. Home of record or local address, as discussed in subparagraphs 1 and 2, above, may serve as evidence but do not in any way establish legal domicile, legal residence, or official residence, which can be determined only under civil laws for specific situations.

15055 CURRENT ADDRESS OF RETIRED PERSONNEL

1. All personnel on the retired list must keep the Commandant of the Marine Corps (Code DGH), informed at all times of the address where they may be contacted. This report of current address is in addition to that submitted for pay purposes.

◆ 15056 DELETED (Ch. 11)

◆ 15057 DELETED (Ch. 11)

15058 CONSENT, DECLARATION OF PARENT OR LEGAL GUARDIAN (DD FORM 373)

1. This form is provided for obtaining written consent of the parent(s) or guardian to enlistment of a male minor

under 18 years of age and each woman under 21 years of age. Instructions for preparation and disposition of completed forms follow:

a. This form will be completed in triplicate.

b. Prior to signature of the parent or legal guardian, the term of service will be recorded on the form in the space indicated. The term of enlistment will not subsequently be increased without completion of a new form.

c. Signatures

(1) Parent or legal guardian. This item must be signed in the presence of the witnessing official, Marine Corps recruiting officer, or recruiter who will sign the form. Consent shall be given by:

(a) Both parents if living and not legally separated, or

(b) The surviving parent if one parent is deceased, or

(c) The custodial parent if parents are legally separated, or

(d) The legally appointed guardian if both parents are deceased, or if parents were legally separated and the custody of the applicant was awarded to a person other than one of the parents.

(2) Witnessing official. This signature will be that of a notary public or other official as provided in Uniform Code of Military Justice, article 136, who witnesses the signature of the parent(s) or legal guardian. The title will be shown. In this case no signature is required by a recruiting officer or recruiter.

(3) Recruiting officer or recruiter. This signature will be that of the Marine Corps recruiting officer or

recruiter who witnesses the signature of the parent(s) or legal guardian. The grade (and pay grade if applicable) will be shown over the appropriate title shown under the signature line. If this item is completed, no signature is required on the witnessing official line.

d. Verification of date and place of birth of applicant. Entries in this section will be made as follows:

(1) In all cases, record the name, place of birth, date of birth, and how the date of birth was verified.

(2) In cases where the last name of the applicant is different from that of the person or persons who have signed the consent papers, or where the applicant has furnished proof that he has no one legally qualified to furnish the required consent, an explanation will be given under "remarks," to include a description of the documentary evidence inspected.

(3) The signature will be that of the recruiter who verifies the information in this section.

e. The completed forms will be disposed of as follows:

(1) Original: Forward with the duplicate enlistment contract as a supporting document to the unit diary which reports the joining.

(2) Duplicate: Forward with other documents and pages in accordance with instructions contained in paragraph 15100.2d.

(3) Triplicate: Retain in the recruiting station files. Disposal of these files will be in accordance with the current Marine Corps directives governing disposition of records.

◆ 15059 DELETED (Ch. 11)

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15061 ARMED FORCES SECURITY QUESTIONNAIRE (DD FORM 98)

1. Each applicant for initial appointment or initial enlistment to or in the Marine Corps or Marine Corps Reserve shall execute a DD Form 98 prior to such appointment or enlistment. Execution of DD Form 98 normally shall not be required for reappointment or reenlistment provided that the individual to be reappointed or reenlisted has had continuous service (no more than 90 days lapse therein) in the Marine Corps or Marine Corps Reserve and has previously satisfactorily completed DD Form 98. Each member of the Marine Corps Reserve (except those enlisted in the Six Months Training Program and subsequently ordered to active duty for training within a period of one year from initial enlistment) upon entering a tour of extended active duty, either voluntarily or involuntarily, shall further execute DD Form 98 immediately upon reporting to the initial activity to which official orders require him to report for such duty. Retired members of the Marine Corps and Marine Corps Reserve shall execute DD Form 98 prior to being recalled to active or extended active duty.

2. If an applicant for initial appointment or initial enlistment intentionally fails or refuses to execute DD Form 98 in its entirety the appointment or enlistment will be denied.

3. If the completed DD Form 98 contains any answer other than "no" for question 2, part IV, or if a retired member of the Marine Corps or Marine Corps Reserve, or member of the Marine Corps Reserve being recalled to active or extended active duty as applicable, either voluntarily or involuntarily, intentionally fails or refuses to execute DD Form 98 in its entirety, the forwarding command or officer will do the following:

a. Withhold the appointment, enlistment, recall orders or orders to active duty or extended active duty, as

appropriate. Exception: When the answer to the question 2r, part IV, is "yes," the applicant may be completely processed without reference to Headquarters Marine Corps, as provided below, provided that:

(1) The applicant is otherwise qualified, and

(2) The inquiry into the background to determine eligibility clearly

reveals that there has been no attempt on the part of the applicant to hide his true identity, and

(3) There is nothing which may cause suspicion as to the applicant's loyalty.

b. Forward the completed or partially completed DD Form 98 and all appointment or enlistment papers, recall orders, or orders to active or

extended active duty direct to the Commandant of the Marine Corps to the applicable code indicated below, with a letter report outlining in detail the circumstances surrounding the incident:

(1) Code DP - applicants for appointment, or applicants for enlistment in the Platoon Leaders Class, Officer Candidate Course, and Women Officer Training Course.

(2) Code DP - applicants for enlistment other than those concerning officer training programs.

(3) Code DF - retired members of the Marine Corps and Marine Corps Reserve being recalled to active or extended active duty, or members of the Marine Corps Reserve being recalled to extended active duty with the Regular Establishment, either voluntarily or involuntarily.

(4) Code AFC - members of the Marine Corps Reserve being ordered to extended active duty with the Reserve Establishment.

4. In all cases other than those set forth in subparagraph 3, above, the completed DD Form 98 will be forwarded as a supporting document with the duplicate copy of the oath of acceptance, enlistment contract, recall orders, or orders to active or extended active duty, as appropriate.

15062 NOTIFICATION OF HOME ADDRESS AT TIME OF LATEST ENTRY INTO ACTIVE SERVICE (DD FORM 53)

1. This form is provided for notifying State Directors of Selective Service of the home address of an individual at the time of latest entry into active service.

2. The DD Form 53 will be prepared for the following persons, including women Marines:

a. Each person who enlists or reenlists in the Regular Marine Corps.

b. Each officer who accepts initial appointment to warrant or commissioned grade while serving on active duty.

c. Each reservist who reenlists in the Marine Corps Reserve while on extended active duty.

Refer to MCBEL 1140 of 1967
 *d. Each reservist, officer or enlisted, who is ordered to extended active duty by individual or unit mobilization orders.

3. No form will be prepared for persons who are:

a. Inducted.

b. Ordered to active duty for training only.

c. Found not physically qualified for active duty upon reporting for physical examination.

4. The form will be completed by the organization at which the individual:

a. Enlists or reenlists.

b. Accepts initial appointment to warrant or commissioned grade while serving on active duty (other than active duty for training) with the Marine Corps; if not serving on active duty on the date of acceptance, by the first organization to which joined after reporting for active duty.

c. First reports for extended active duty, if a reservist, except:

(1) Recruiting stations effecting Reserve enlistments for immediate assignment to active duty will complete the form.

(2) When an Organized Reserve unit is mobilized, the form will be completed by the Organized unit.

5. The selective service number to be entered in Item 14 may be found on the Registration Certificate (SSS Form No. 2), the Notice of Classification (SSS Form No. 110), or the Notice of

Identification (SS Form No. 391), one of which should be in the possession of the person concerned. In the event the individual is not of registration age, record "not registered" in Item 13 and leave Item 14 blank.

Refer to MCB 1140 of Que 67
6. Disposition of Completed Forms

a. Completed forms will be mailed to the appropriate State Director of Selective Service listed in paragraph 15072 except that:

(1) A form containing a home address which cannot be identified with one of the addresses listed in paragraph 15072 shall be sent to the Director of Selective Service, Washington 25, D. C.

15063 WAIVER OF PHYSICAL DISQUALIFICATION (STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION AND STANDARD FORM 89, REPORT OF MEDICAL HISTORY)

1. Requests for waiver of physical disqualifying defects for enlistment, reenlistment, or voluntary extension of enlistment will be submitted to the Commandant of the Marine Corps (Code DP).

2. The request shall consist of completed Standard Form 88 in duplicate, accompanied by Standard Form 89 completed by the applicant. Instructions contained in the Manual for the Medical Department, U. S. Navy, apply.

3. Requests for waiver of physical disqualifying defects shall not be made by message.

4. When waiver is granted, record the nature of the defect waived and the authority therefor, on the reverse of the enlistment contract and record or the extension of enlistment, as appropriate.

15064 IDENTIFICATION CARDS

MRB mcb 1140 of Que 67
1. Three different identification cards are prescribed for Marines:

a. DD Form 2MC, a green card insert laminated between two sheets of

plastic, is prescribed for issue only to members of the Marine Corps and Marine Corps Reserve on active duty for periods in excess of 90 days.

b. DD Form 2MC (RET), a gray card insert laminated between two sheets of plastic, shall be issued to retired members of the Armed Forces who are entitled to retired pay.

c. DD Form 2MC (RES), a red card insert laminated between two sheets of plastic, may be issued to members of the Reserve who are not otherwise entitled to either of the cards prescribed above. DD Form 2MCR, 1 Jan 1950, which is currently available in the supply system may be used as a substitute until further notice.

2. Personnel may possess not more than one of the aforementioned cards at any one time.

3. The identification card shall identify the individual to whom issued; mere possession, however, does not necessarily entitle personnel to enter all Armed Forces installations or to have access to classified areas. The appropriate card shall be carried by the individual at all times, except that when required by proper military or civil authority, it shall be surrendered for purposes of identification or investigation, or for purposes of replacement or destruction as provided herein.

4. Commanders maintaining stocks of identification cards are personally responsible for the following security and accountability functions:

a. The approval of requisition for cards.

b. Verification of serial numbers and total number of cards received as shown on the shipping list.

c. Furnishing adequate stowage to provide for strict security of blank cards at all times.

*Modified Pending Revision
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d. The maintenance of a permanent log which shows the final disposition of each card in serial number sequence.

e. Every 6 months or upon relief of the issuing agent, inventory blank cards, sight those in the process of issuance, and inspect the permanent log to verify the disposition of each card. A signed entry will be placed in the log indicating compliance with this paragraph.

5. Appropriate identification cards shall be issued under the following conditions:

a. Officers:

- (1) Appointment.
- (2) Change of grade.
- (3) Assignment to and release from extended active duty.
- (4) Retirement.
- (5) In case of loss.

b. Enlisted:

- (1) Enlistment and reenlistment.
- (2) Extension of enlistment.
- (3) Assignment to and release from extended active duty.
- (4) Promotion to the grades Corporal through Sergeant Major/Master Gunnery Sergeant.
- (5) Reduction.
- (6) Transfer to the Fleet Marine Corps Reserve or retirement.
- (7) In case of loss.

6. Responsibility for Issuance

a. DD Form 2MC shall be issued by field activities to personnel reporting for a period of active duty which will exceed 90 days. Field activities also shall issue cards to personnel on extended active duty on the occasions specified in subparagraph 5, above.

b. DD Form 2MC(RET) shall be issued as follows:

(1) Upon retirement or transfer to the Fleet Marine Corps Reserve, the card shall be issued by the separation activity in exchange for the identification card held by the individual at that time.

(2) When, due to loss, mutilation, change in status, etc., it is necessary to replace a DD Form 2MC(RET) for a Fleet Marine Corps reservist, the card shall be issued by the appropriate Reserve command.

(3) If a retired Marine requires replacement of the DD Form 2MC(RET) for any reason, Marine Corps installations with necessary facilities shall issue such card upon presentation of a valid identification card and/or retirement orders which are sufficiently clear to permit determination of card entitlement and appropriate card entries.

c. DD Form 2MCR shall be issued as follows:

(1) On appointment, enlistment, or reenlistment in the Marine Corps Reserve, the card shall be issued by the organization effecting the action.

(2) On release from extended active duty (except 6-month trainees), the card shall be issued by the separation activity in exchange for DD Form 2MC.

(3) If a reservist, retired without pay, requires replacement of DD Form 2MCR for any reason, Marine Corps installations with necessary facilities shall issue such card upon presentation of a valid identification card and/or retirement orders which are sufficiently clear to permit determination of card entitlement and appropriate card entries.

(4) When replacement of DD Form 2MCR for personnel, other than those retired without pay, is required due to loss, mutilation, change in status, etc., the card shall be issued by the Reserve organization to which the individual is joined.

(5) In the case of members of the six-month training program, the following special procedures apply:

(a) Upon entrance into the Marine Corps Reserve, cards shall be issued as specified in subparagraph c(1), above.

(b) When trainees are assigned to the 6-months tour of extended active duty, the DD Form 2MCR shall be collected at the first active duty station, and placed in the envelope prescribed for retention of photographs. If required, photographing and lamination will be accomplished at the first active duty station.

(c) Unit commanders will re-issue the retained cards upon completion of the 6-months tour of active duty.

(d) When personnel enlist in the Regular Establishment during the period of 6-months active duty, the DD Form 2MCR shall be removed and destroyed.

(6) In the case of personnel enlisting in the Marine Corps Reserve for the purpose of applying for a Reserve Officer Candidate program, a temporary DD Form 2MCR shall be prepared by the procurement officer and delivered to the individual upon approval of the application by the Commandant of the Marine Corps. When a member of a Reserve Candidate program reports for active duty for training, the training command shall prepare and issue a DD Form 2MCR in exchange for the temporary card.

7. Whenever a new identification card is issued to an individual or whenever an individual is separated, the officer effecting the action is responsible for the recovery and destruction of the old identification card. For reservists in the six-month training program, this requirement is waived to the extent shown in subparagraph 6c(5), above.

8. Identification cards will be completed in accordance with the following instructions:

a. General

(1) Use typewriter with black ribbon for all entries.

(2) Use black or blue-black ink for signature. Do not use a sharp pointed pen which might tear the fiber of the card.

(3) The card will be protected by lamination prior to issuance.

b. Face of card

(1) Grade

(a) Officers: Enter official abbreviation of grade.

(b) Enlisted: Enter official abbreviation of grade.

(2) Expiration date. For officers, retired personnel (except for temporary disability), Fleet Marine Corps Reserve personnel, and Reserve personnel not on active duty serving under an indefinite term enlistment contract, enter "Indefinite." For Regular enlisted personnel, enter date of expiration of enlistment. For Reserve enlisted personnel on extended active duty, enter the date of expiration of active duty. For Reserve enlisted personnel not on active duty (other than those with indefinite term contracts), enter the date of expiration of obligated service or 6 years from date of issuance whichever is earlier. For personnel on the temporary disability retired list, enter the 5 year expiration date.

(3) Signature. Type first name, middle initial, and last name under the line. Have the individual sign exactly as typed.

(4) Photograph

(a) An uncovered full face portrait (in uniform) showing service number at the bottom will be taken and three 1- by 1 $\frac{1}{4}$ -inch prints made. As an exception to the foregoing, civilian

clothes may be worn in making photographs for gray cards (DD Form 2MC (RET)). One photograph will be securely pasted on the space provided; the others will be disposed of as follows:

1. Enlisted. Use one print for preparation of the official photograph required by paragraph 15053; place the remaining print in a plain envelope (not larger than $4\frac{1}{2}$ by 10-3/8 inches). Perforate the envelope on one short edge to fit the metal binding tabs in the service record book and insert as the last document in the service record book. When inspection reveals the absence of a photograph, a new one shall be prepared.

2. Officers. Place in a plain envelope (not larger than $4\frac{1}{2}$ by 10-3/8 inches). Perforate the envelope on one short edge to fit the metal binding tabs in the officer's qualification record and insert as the last document in the officer's qualification record.

(b) In preparing DD Form 2MCR or DD Form 2MC(RET), a copy of the photograph in the service record book or the officer's qualification record may be used if it is not possible or administratively feasible to secure a new photograph of the individual.

(c) Photographs need not be placed on DD Form 2MCR for Volunteer reservists or reservists retired without pay.

c. Reverse of card

(1) Fingerprints

(a) For DD Form 2MC(RET) or DD Form 2MCR, fingerprints need not be entered.

(b) For DD Form 2MC, affix fingerprints as indicated. If an index finger is missing, the next finger on the same hand should be used. Care should be taken to obtain clear prints.

(2) Personal data. Enter as appropriate.

(3) Blank block. Enter "NO MEDI-CARE" in the blank block op-

posite the "Date of Issue" block on DD Form 2MC(RET) for reservists retired with pay in accordance with 10 U.S.C. 1331-1337 but with less than 8 years full time active service (other than active duty for training).

(4) Signature of issuing officer

(a) DD Form 2MC may be signed by the commander or by an officer designated by him. DD Form 2MCR and DD Form 2MC(RET) may also be signed by: The Commanding General, Marine Air Reserve Training; Marine Corps District Directors; commanding officers, Marine Air Reserve Training detachments; Inspector-Instructors; commanding officers of Organized Marine Corps Reserve Units; officers who effect enlistments or reenlistments in the Marine Corps Reserve; and other officers designated by the foregoing officers.

9. Identification cards will be processed by organizations authorized necessary photographic and lamination equipment. Cards for Marine Corps personnel at or in close proximity to naval issuing activities, and for whom Marine Corps facilities are not available, will be prepared by the naval activity upon request. Identification cards for naval personnel at or in close proximity to Marine Corps activities having identification card facilities, and for whom naval facilities are not available, will be prepared by the Marine Corps activity upon request. In each case the activity requesting the service will supply the necessary identification cards.

10. Periodically, it may be necessary to issue a temporary DD Form 2MC until such time as a permanent card can be prepared and issued. Commanders may issue temporary cards when, in their opinion, such action is justified and serves the good of the service. Temporary DD Form 2MC will be prepared and issued in accordance with the following instructions:

a. The card will be prepared in the same manner as the permanent DD Form 2MC, except that in the space provided for a photograph, the words

"Temporary Card" will be typed, and each card must contain a definite expiration date, such date not to exceed 60 days from date of issuance.

b. The temporary card will be taken up and destroyed by the command to which the individual is attached upon issuance of the permanent DD Form 2MC.

11. Penalties are provided under Article 134 of the Uniform Code of Military Justice (10 U.S.C. 934) for certain actions relative to identification cards. For certain of the offenses, the penalties include 3 years' confinement and a dishonorable discharge. Among the types of actions prohibited are the following:

a. Falsely making, forging, counterfeiting, altering, or tampering with an Armed Forces Identification Card;

b. Using or possessing an Armed Forces Identification Card except as authorized under regulations pursuant to law;

c. Personating or falsely representing oneself to be or not to be the person to whom such card has been duly issued;

d. Willfully allowing any other person to have or use one's identification card; or

e. Photographing, printing, or in any other manner executing any engraving, photograph, print, or impression in the likeness of an identification card except as authorized under regulations pursuant to law. (In this connection, personnel are cautioned that they may not use or permit the use of the identification card as collateral for the return of property, nor permit others to photograph the identification card for purposes of check cashing, establishment of credit, or other purposes.)

15065 GENEVA CONVENTIONS IDENTIFICATION CARD (DD FORM 528)

1. The Geneva Conventions Identification Card is designed for issue to military personnel in an area where

there is possibility of capture as a prisoner of war. In the event of capture, the card will be surrendered to the capturing authorities for use in preparation of prisoner of war rolls required of signatories of the Geneva Conventions.

2. The Geneva Conventions include the following categories of persons as "Protected Personnel": Medical personnel, staff personnel exclusively engaged in the administration of medical units and establishments, and chaplains. Cards issued to "Protected Personnel" will be over stamped (on the FACE) in red, permanent, waterproof-type ink, with a cross of dimensions not less than $1\frac{1}{2}$ inches, and the words "Chaplain" or "Medic," as appropriate, clearly reproduced in the center.

3. Commanders will prepare a card for the following personnel:

a. All Marine Corps personnel on active duty, or active duty for training for a period in excess of 90 days.

b. Other members of the Armed Forces of the United States when attached to Marine Corps organizations required to issue the cards and the member does not possess a card.

4. Cards will be prepared initially by completing all spaces except "Grade."

5. The card will be placed in an envelope (for enlisted personnel, that prescribed by paragraph 15053; for officers, that prescribed in paragraph 15064) and inserted as the last document in the service record book or qualification record. Thereafter disposition will be as follows:

a. At such time as an individual joins a unit of the active Fleet Marine Force the "Grade" space of the card of the person concerned will be completed and the card laminated between two pieces of clear plastic or chemically impregnated to make it waterproof and durable and placed in the service record book or qualification record as prescribed above. Similar action will be taken in the case of individuals who become involved in

conditions comparable to those on Fleet Marine Force duty. Subsequent to the lamination of these cards, if the individual is ordered to duty in an area where he is liable to capture, or deployed with a Fleet Marine Force unit for contingency operation, the card will be issued to the individual.

b. New cards will be prepared for personnel upon change of grade as follows:

(1) Officers

(a) Promotion

(2) Enlisted

(a) Promotion except for promotion to private first class and lance corporal.

(b) Reduction

c. The individual will carry the card on his person at all times while in the area.

d. In the event of capture he will surrender the card to capturing authorities, and retain his Armed Forces Identification Card for identification.

e. When the individual leaves the area in which he is subject to capture, recover the card and return it to the service record book or qualification record.

15066 IDENTIFICATION TAGS

1. General

a. Identification tags are designed for identification and casualty reporting in the case of a person who becomes a casualty, and for identification, casualty reporting, and graves registration in case of death in a combat zone.

b. Identification tags are of metal, approximately 2 inches long and 1 1/8 inches wide, about 0.025 inch thick with corners rounded and edges smooth.

c. Two completed identification tags will be issued to each officer and

enlisted person of the Regular Establishment, and to each member of Class II, Marine Corps Reserve. In addition, identification tags will be issued to each member of Class III, Marine Corps Reserve, who participates in training in a flight status. A necklace extension will be issued with the tags. Completed tags will be made up as follows: one tag suspended by passing the necklace through the hole in the tag. The second tag will be suspended by passing the necklace extension through the hole in the second tag and securing the extension to the necklace.

d. These tags are a prescribed part of the uniform and will be habitually kept in the possession of the owner. When prescribed by current directives they will be worn suspended from the neck underneath the clothing. When not required to be worn, they will be regarded as a part of the individual's equipment and be regularly inspected as such.

2. Identification tags have the capacity of five lines of type with 15 characters to each line, and will be embossed by a machine provided for that purpose. The first character of each line will be embossed on the end of the tag with the hole in it, with the raised portion of the character on the side with the flange. Information will be placed as follows: (The first and second lines of existing identification tags will not be affected by the instructions contained in subparagraphs a, and b, below; however, all new identification tags will reflect those instructions.)

a. First line. Beginning in the first space, emboss the last name.

b. Second line. Beginning in the first space, emboss the first initial, a period, the second initial, a period, followed by Jr., Sr., I, II, etc., if appropriate.

c. Third line. Beginning in the first space emboss the service number. In the 15th space, emboss the blood type.

d. Fourth line. Beginning in the first space, emboss the letters "USMC"

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for all Marines, Regular and Reserve. (Emboss "USN" for all Navy personnel.) In the seventh space emboss the appropriate letter ("S," "M" or "L") denoting the protective mask size. (Fit individual for current size mask each time a tag is to be issued or replaced.)

e. Fifth line. Beginning with the first space, record either religion or sect as designated by the Marine. Religious preference will be shown as follows: Examples used were selected at random without purpose other than to set forth a pattern for guidance.

(1) The designation will be spelled out where possible. For example: Baptist, Catholic, Protestant.

(2) Where the designation cannot be spelled out because of space limitations, meaningful contractions and/or abbreviations will be used. Contractions and/or abbreviations devised shall be adapted to the preference of the individual concerned. **EXAMPLE:** The short title of American Evangelical Christian Church is Am Evang Chr; the short title of Primitive Adventist Christian Church is Prim Ad Chr.

(3) When the individual prefers not to designate a preference or does not state a preference, the words "No Preference" will be used.

(4) The Religion on the identification tags currently in use will only be changed when specifically requested by the individual concerned.

3. Commands not possessing facilities for embossing identification tags will request preparation from the nearest Marine Corps activity possessing embossing facilities. Include in the request a list of the personnel for whom tags are required and the necessary data for preparation of the individual tags. The facilities of the following commands may be used:

Marine Corps Recruit Depot, San Diego, Calif.

Marine Corps Recruit Depot, Parris Island, S. C.

Marine Corps Base, Camp Pendleton, Calif.

Marine Corps Base, Camp Lejeune, N. C.

Marine Corps Schools, Quantico, Va.

Marine Corps Supply Center, Albany, Ga.

15067 CERTIFICATE OF APPOINTMENT (DD FORM 216MC)

1. A Certificate of Appointment shall be prepared for each individual appointed to any grade above the grade of private on a date subsequent to enlistment or reenlistment.

a. Certificates of Appointment will not be prepared for individuals who are appointed to a grade above private at the time of enlistment or reenlistment since the Enlistment Contract and Record (NAVMC 118(2)-PD) will serve as the appointing certificate.

b. Certificates of Appointment will not be prepared for individuals enlisted in the Platoon Leaders Class, Officer Candidate Course, Aviation Officer Candidate Course, or Women Officer Candidate Course.

2. Instructions for the preparation and disposition of Certificates of Appointment are as follows:

a. Each Certificate of Appointment will contain the following information:

(1) First name, middle initial, last name, service number, and primary military occupational specialty number.

(2) Full title without abbreviations of the grade to which appointed.

(3) In the case of a reservist, enter the words "RESERVE OF THE" immediately centered over the words "UNITED STATES MARINE CORPS."

(4) The date of promotion and the authority under which the promotion was effected.

(a) When the date of promotion is specified in the directive authorizing the appointment, the following phrase will be added: (Pursuant to paragraph 6255.1c(1), MARCORPERSMAN).

(5) The date of rank specified in the authority under which the promotion was effected.

b. Commanders, except of Regular recruiting activities, will prepare an original of a Certificate of Appointment, for delivery to the individual Marine concerned, and a manifold copy to be forwarded to Headquarters Marine Corps, for record purposes.

3. Certificates of Appointment issued by the Commandant of the Marine Corps will be forwarded for delivery to the commanding officer. After the duplicate Certificate of Appointment has been completed by the commanding officer and, when appropriate, by the individual, the original will be delivered to the Marine concerned. The completed duplicate will be promptly returned to Headquarters, U.S. Marine Corps (Code DHB).

a. When appropriate, the Marine will signify his compliance with the provisions of paragraph 6252.3a(4) or 6252.3b(4) by signing the manifold copy of the Certificate of Appointment in the space provided.

b. In the event the Marine does not desire to comply with the provisions of paragraph 6252.3a(4) or 6252.3b(4), as appropriate, or he no longer merits advancement, the Certificate of Appointment, together with all copies, will be returned to Headquarters Marine Corps, in accordance with the provisions of paragraph 6255.2.

15068 OFFICER AND NONCOMMISSIONED OFFICER FITNESS REPORTS

1. General. Fitness reports form one of the most important records of an individual's performance of duty and the professional qualifications attained.

These reports present a continuous record of the individual's service with the Marine Corps. Fitness reports are vital in determining assignment to duty and in selection for promotion. Individuals submitting reports must, therefore, realize the significance of the fitness report and exercise the utmost care and thoroughness in completing them. Each completed report must be an accurate and comprehensive portrayal of the individual reported on. Every effort shall be made to maintain the confidential nature of completed fitness reports. Procedures will be established within each command to ensure that completed fitness reports will be seen only by those individuals required to process or have cognizance of such reports. Reviewing officers will establish similar procedures to assure that these practices are adhered to in the handling of completed fitness reports. Accordingly, fitness reports on officers and noncommissioned officers of the Marine Corps and Marine Corps Reserve will be completed in accordance with the principles, intent and instructions contained herein.

a. Promptness of submission. In order to provide complete records for selection boards and other using agencies, prompt submission of fitness reports is mandatory. Individuals submitting fitness reports will forward them within 15 days after the terminal date of the period covered. In cases where the reporting senior is absent when a report is due, he will submit the report within 15 days of the date of his return.

b. Referral. Completed fitness reports will not be shown to the individual reported on unless the report is adverse, as defined in subparagraph 4. Reporting seniors are responsible for referral of adverse reports to the individual reported on. In cases where it is obviously impractical to show the report to the individual reported on, the reporting senior will set forth in detail the circumstances which precluded the showing of the report in section D.

Change of reporting senior or transfer of the individual reported on is not considered sufficient justification for failure to refer an adverse report to the individual reported on.

c. Matters placed into official records. A fitness report once properly submitted becomes the property of the Marine Corps and is not subject to withdrawal except as noted in the Marine Corps Manual, paragraph 1070.

d. Competition-in-Arms. Special instructions for completion of fitness reports on personnel participating in the Competition-in-Arms training program are contained in subparagraph 9.

e. Marine Corps Reserve. Special instructions for completion of fitness reports on officers and noncommissioned officers of the Marine Corps Reserve, not on extended active duty, are contained in subparagraph 10.

2. Types of Reports and Reporting Occasions. The capitalized abbreviations included in parentheses for each type of report or reporting occasion described in this subparagraph will be inserted on the line below the line marked "Occasion for this Report," when the "Other" box is checked. The "Other" box will be checked in all cases whenever reports are submitted for occasions other than those indicated by the remaining boxes on line 4, section A.

a. Regular. A regular report is a report submitted by reporting seniors on their subordinates at the prescribed times indicated in this subparagraph. Unless otherwise directed, each regular report will cover the entire period from the last regular report or from the date of assignment to active duty to the end of the reporting period. Regular fitness reports will be submitted on commissioned, warrant and noncommissioned officers of the grade of sergeant and above of the Marine Corps and the Marine Corps Reserve on active duty (except noncommissioned officers of the Marine Band) at the following times:

(1) Semiannually in accordance with the following schedule:

(a) Noncommissioned officers - last day of January and July.

(b) Lieutenants, commissioned warrant officers and warrant officers - last day of June and December.

(c) Captains and above - last day of February and August.

NOTE: In cases where it is known that either the reporting senior will be changed, or the individual reported on will be transferred or reassigned within 30 days after the date the regular semiannual report is due, the report may be delayed until the transfer/reassignment date to cover the additional period. In such cases, both of the appropriate boxes in Item 4 will be checked and explained in the space provided, as appropriate. Semiannual reports may be omitted if the period of observation is 30 days or less, however the reporting senior will include this entire period in the next report he submits on the individual reported on.

(2) Upon transfer/detachment of the individual reported on. However, when Marine Aviation Cadets are commissioned and transferred immediately thereafter, no fitness reports are required from the transferring command.

(3) Upon change of reporting senior.

(4) When directed by the Commandant of the Marine Corps (REQ CMC).

(5) Upon appointment of a noncommissioned officer (sergeant or above) to commissioned or warrant officer grade (APPT OFF).

(6) Upon discharge of noncommissioned officer reported on (except

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upon immediate reenlistment) (DIS-
CHARGE).

(7) Upon reduction of noncom-
missioned officer to corporal or below
(RED OF NCO).

(8) Upon reversion of an officer
to enlisted grade (REVERT TO ENL
GRADE).

(9) Upon request for transfer
submitted in accordance with paragraph
4057 or 4112 (REQ TR).

(10) Upon resignation (RESIGN).

(11) Upon release from active duty of the individual reported on (REL ACDU).

(12) Upon retirement (or transfer to Fleet Marine Corps Reserve of NCO reported on) (RETIREMENT).

(13) Upon being assigned from parent organization to the Annual Competition-in-Arms training program (TO MKSHIP PROG).

(14) Upon assignment to, during and upon completion of TAD in connection with the Fleet Marine Force Personnel Assistance Program:

(a) By the regular reporting senior whenever the individual reported on is ordered TAD, to include the last day of duty prior to the TAD. (ORDERED TO (Name of TAD Command) CONN FMF PERS ASST PROG.)

(b) By the TAD reporting senior at the regular reporting periods described above. (ON TAD (Name of TAD Command) CONN FMF PERS ASST PROG). Enter the name of the parent administrative unit to which the individual is administratively assigned in line 2 of section A.

1. Fitness reports are not required from the parent administrative command to cover the periods of TAD in connection with the Fleet Marine Force Personnel Assistance Program. Regular reports will be submitted by the TAD command.

2. Upon request by the parent administrative command, the TAD command will forward fitness reports to that unit prior to their being forwarded to the Commandant of the Marine Corps.

(c) Upon termination of the individual's TAD, a report will be submitted by the TAD reporting senior to include the last day of duty, prior to terminating TAD. (TERM TAD CONN FMF PERS ASST PROG.)

(15) For special instructions on submitting reports on noncommissioned officers assigned to replacement battalions, see subparagraph 8b.

b. Concurrent. A concurrent report is a report, in addition to regular reports, submitted on individuals who have performed temporary additional duty other than in a student status or in connection with the Fleet Marine Force Personnel Assistance Program, or a report which covers specific aspects of a duty assignment on a permanent or temporary basis. If an individual is TAD under instruction, academic rather than concurrent reports are submitted, and if on TAD in connection with the Fleet Marine Force Personnel Assistance Program, regular reports are submitted. Concurrent reports will be completed at the times prescribed for regular reports, by the senior under whom the individual performs TAD or other duties and will be forwarded to the individual's parent administrative command, or to the regular reporting senior. Concurrent reports, however, need not be submitted for periods of less than 30 days. Concurrent reports will be attached to regular reports. When a concurrent report is received by the regular reporting senior prior to the time for submission of a regular report, it will be retained by him until the date for submission of the next regular report, however, if in the opinion of the regular reporting senior, a concurrent report should become a matter of record immediately, the regular reporting senior will submit a special report with the concurrent report attached thereto. Concurrent reports will, on line 2, reflect the organization title of the parent administrative command. Concurrent reports will be reviewed within the chain of command of the reporting senior.

c. Academic. An academic report is a report submitted to cover periods of instruction at a civilian or service school. Academic reports will normally be submitted at the times prescribed for regular semianual periods,

however semiannual academic reports may be omitted and a report submitted at the completion of the course, to cover the entire period of instruction, but academic reports will not cover a period in excess of 12 months. When an academic report includes the date of transfer, a "Detachment/Transfer" report need not be submitted. Fitness reports need not be submitted upon change of the individual in charge of the school. Items 16a, 18 and 19 of section C will be marked "Unobserved" in all cases for academic reports. Items 16b through 16f for enlisted personnel and Items 16b through 16g for officers, and Item 17 will be marked if considered appropriate. A copy of the school diploma, certificate or Report of Separation from Training will be attached to academic fitness reports submitted upon completion of the course of instruction. Section D of academic reports will contain the class standing and final grade when available if not contained in the school diploma, certificate or Report of Separation from Training. In cases involving civilian schools, should it be impossible or impractical to obtain the above document(s) within 15 days following completion of the course of instruction, the reporting senior will note in section D "Diploma/Certificate/Report of Separation from Training" (as appropriate) will be forwarded separately. The appropriate document will be forwarded as soon as possible thereafter with a covering letter explaining the circumstances. Comments shall include an evaluation of the capability of the individual to assimilate instruction and specific reasons for failure or for being dropped from the course of instruction when applicable. Comments are invited concerning a student's performance of additional duty, such as Class Commander. Deliberate failure of a course of instruction is considered to warrant disciplinary action; any such action should be reflected on the subsequent fitness report. In some instances it may be difficult to determine whether the student is striving to succeed but is failing. In such cases, the question shall be resolved in favor of the student. For academic reports,

the box "Other" will be checked on line 4, and the word "ACADEMIC" entered on the line below. It is intended that academic reports completed on individuals who will return to the command which ordered the individual to a course of instruction, be returned to that parent administrative command, and that when the individual will not return to the command ordering the individual to the course of instruction, that the academic report be submitted directly by the school command, to the Commandant of the Marine Corps. Generally academic reports completed on personnel in a temporary additional duty status will be forwarded to the individual's parent administrative command who will attach it to the next regular report, however, if in the opinion of the regular reporting senior, an academic report should become a matter of record immediately, the regular reporting senior will submit a special report with the academic report attached thereto. Academic reports completed on personnel, not in a temporary additional duty status, will be forwarded, after review, direct to the Commandant of the Marine Corps. Academic reports will be reviewed within the chain of command of the reporting senior.

▶ (1) Officers attending a course of instruction conducted by United States Army Schools receive an academic report DA Form 1059, which is submitted directly to the Commandant of the Marine Corps. This academic report DA Form 1059 is acceptable in lieu of an academic report NAVMC 10147-PD.

d. Not observed. A "Not Observed" report will be submitted when the reporting senior has had no opportunity to observe the duty performance of the individual reported on. For a "Not Observed" report, section A, Items 1 through 5 and Item 6, if appropriate, section B, Items 11 and 12, and sections E and G will be completed. In section D, the reporting senior will indicate that the report is for a "Not Observed" period. For a "Not Observed" report, if the period of observation (i.e., period covered by the

report less periods of nonavailability indicated in Item 6) exceeds 30 days, the reporting senior will fully explain the circumstances in section D.

e. Extended. An extended report is a report which may be submitted upon transfer of the individual reported on, or change of reporting senior, within 60 days after the submission of a semi-annual report. The reporting senior may, if his opinion remains the same, extend the semiannual report, if the semiannual report to be extended was not an adverse or marginal report. For extended reports, Items 1 through 5 of section A; Items 11, 12 and 15 of

section B; sections D, E and G will be completed. In section D, the reporting senior will indicate that the previous report is being extended. An example of a suitable entry is: "Extend semi-annual report ending (date). My opinions remain the same."

f. Special. A special report is a supplementary report submitted at the discretion of the reporting senior when an individual's performance of duty, derogatory or complimentary, is such that the reporting senior feels that the Commandant of the Marine Corps should be advised. Since these are supplementary reports, it does not

eliminate the requirement for submission of the other types of reports, as required. A special report will be submitted in accordance with paragraphs 4057 and 4112, and on officers and noncommissioned officers under the circumstances outlined in U.S. Navy Regulations, 1948, article 1701.5.

3. Reporting Seniors. The reporting senior is responsible for the submission of fitness reports on officers and NCOs under his supervision. In situations where the commander is not the reporting senior it will be the responsibility of the commander to furnish the reporting senior with any information relative to the conduct of the individual concerned during the time the individual is not under the direct supervision of the reporting senior. Such comments, when deemed appropriate, will be included in section D of the report, or may be appended to the report.

a. Identity. The reporting senior of an individual is the superior to whom he has regularly reported for duty in compliance with orders issued by competent authority. In cases in which the reporting senior is not a Marine, the individual reported on is responsible for bringing the contents of these regulations to the attention of the reporting senior at the time specified for the submission of fitness reports.

b. Request for identity. In cases where the identity of a reporting senior cannot be determined, a request for the identity of the reporting senior will be submitted to the Commandant of the Marine Corps (Code DF). See subparagraph 7 for specific designation of officer reporting seniors, and subparagraph 8 for specific designation of noncommissioned officer reporting seniors.

c. Relief of reporting senior. Fitness reports are not submitted by a reporting senior whose relief is occasioned by alleged misconduct or unsatisfactory performance of duty. Under such circumstances, the fitness reports which would normally be submitted by him shall be completed by

the officer next senior in the chain of command.

4. Definition of Adverse (Unsatisfactory or Unfavorable)/Marginal Reports and Required Action Thereon

a. Adverse (unsatisfactory or unfavorable) reports. Adverse reports are defined as those which contain:

(1) An entry of "Unsatisfactory" in Items 16, 17 or 19 of section C.

(2) An entry of "Prefer Not to Have" in Item 18 of section C.

(3) An adverse (unsatisfactory or unfavorable) remark in section D.

(a) An adverse remark in section D should reflect a verbal elaboration of the ratings listed in subparagraphs 4a(1) and (2), above.

(b) An adverse remark in section D may also reflect factors not specifically covered in Items 16, 17, 18, or 19 such as poor character, dereliction of duty, intemperance, indebtedness, disreputable morals, and the like at a level comparable to the ratings referred to in subparagraphs 4a(1) and (2), above.

b. Marginal fitness reports. Marginal fitness reports are defined as those which are not considered adverse (unsatisfactory or unfavorable) according to the criteria contained in subparagraph 4a(1), (2) and (3), above, but which are indicative of performance which may become adverse if allowed to continue uncorrected. A fitness report containing a mark of "Below Average" in Item 16 or 17, of section C, or a mark in either of the two boxes to the immediate left of "Average" in Item 19 of section C will be considered a marginal report.

(1) All reports considered as marginal reports must contain a statement in section D by the reporting senior indicating that the individual reported on has been apprised of his area(s) of marginal performance

sometime during the reporting occasion. Reviewing officers will not forward reports of this nature until this has been accomplished.

c. Action required

(1) Adverse reports must be referred to the individual reported on for completion of section F. When completed fitness reports have been referred to the individual being reported on, such individuals will complete section F of the report. He must indicate that he has no statement to make or that he had made and attached a statement.

(a) When an individual indicates on the report that he has no statement to make, it is assumed that he accepts the report as complete and there are no additional attendant or extenuating facts.

(b) The individual may attach a statement when he feels that the ratings or remarks made by the reporting senior do not correctly portray his performance during the period covered. Such statements will conform with U.S. Navy Regulations, 1948, article 1404, and shall concern only the performance of duty during the period covered by the report. Attachment of statements from other people, which rebut or contradict the reporting seniors comments are not desired.

(c) Completed fitness reports referred to the individual reported on will be returned expeditiously by him to the reporting senior.

d. Counseling. Although fitness reports, except adverse reports, are not to be shown to the individuals reported on, this is not to be interpreted by reporting seniors that individuals should not be counseled concerning their overall performance of duty, good or bad. Apprising an individual of his overall performance of duty is considered an inherent part of leadership, and completion of fitness reports can serve as a timely reminder to reporting seniors that all individuals should

be frequently counseled, regardless of how good or bad a fitness report may be.

5. General Completion Instructions. Subparagraph 7 contains further completion instructions pertaining to officer fitness reports, and subparagraph 8 contains further completion instructions pertaining to noncommissioned officer reports.

a. Preparation

(1) It is the responsibility of each individual for whom a fitness report is required to ensure that the appropriate fitness report (with section A completed) is submitted to his reporting senior at the times and under the circumstances prescribed by this paragraph. Similarly, it is the responsibility of the reporting senior to ensure that a fitness report is prepared and submitted at the prescribed reporting periods on each individual under his supervision, for whom a report is required. Cooperation by all offices having personnel performing clerical duties is necessary to ensure adequate administrative support for completion of section A of officer and enlisted fitness reports. Upon completion of section A, the individual being reported on will verify the information contained therein, sign the report in the space provided, and submit it to the reporting senior for further completion. Minor corrections in section A may be made, and initialed, with ink, by the individual reported on.

(2) In certain situations, the individual to be reported on will be performing duty at a place geographically removed from the unit to which joined for administrative purposes. In such situations, the commander of the unit to which the individual is joined for administrative purposes may require the individual reported on to accomplish section A of the report, sign it, and deliver it to the reporting senior at the proper times. In the event such action is taken, commanding officers will furnish such instructions, information, and forms to the individual

concerned as are necessary to ensure prompt submission of fitness reports.

b. Disciplinary action. Fitness reports will not be used as a substitute for disciplinary action or as a non-punitive measure as defined in the Manual for Courts-Martial, U.S., 1951, subparagraph 128c. In this connection, see subparagraph 5e(3), below.

c. Method of completion. An entry will be made for each item. If an item is not applicable, enter "None," "Not Applicable" or "X" for "Not Observed" as appropriate. Each erasure or deletion on the form (less section A) must be initialed in ink by the reporting senior. All entries should be legible and typing is preferred in section A (except signature); section B, Items 11 and 12; and section G (except reviewing officer's initials or signature). All other entries will be completed legibly in ink. Particular emphasis should be given to the legibility of comments made in section D. The attachment of typewritten comments in lieu of handwritten section D comments is not permitted. Addressograph plates, which include the Monitored Command Codes, may be used in the spaces provided or may be overprinted in lines 1, 2 and 3 of section A. Addressograph plates or rubber stamps may be used in Items 11 and 12 of section B and in section G. Monitored Command Codes need not be shown in sections B and G.

d. Instructions for completing section A

(1) Items 1, 2 and 3. Insert, as indicated, the individual identifying information and enter the name of the organization to which the individual reported on is administratively joined, and the Monitored Command Code of the parent organization. (See MCO P1080.20.)

(2) Item 4. Check appropriate box. If the box marked "Other" is checked, insert on the line below, the appropriate abbreviation for the reporting occasion, as listed in subparagraph 2, above.

(3) Item 5. Include the entire period covered. Fill in the number of

months to nearest whole month, computing 15 days or longer as one month. In the case of newly promoted sergeants, the reporting period commences with the effective date of promotion and terminates with the date occasioned by the report.

(4) Item 6. Record periods of nonavailability to the reporting command of 30 consecutive days or longer. Enter dates to cover each period and explain. EXAMPLE: "1Jun-15Jul, Proceed, Leave, Travel; 17Nov-20Dec, Sk USNMC, Bethesda, Md.; 10Jan-15Feb, TAD, Yuma Test Sta, Ariz."

(5) Item 7. Enter dates only if there was more than one duty assignment during the reporting period or if there was a period of nonavailability of 30 days or more. Enter the T/O Title and the MOS of the billet filled by the individual reported on. When a billet title is not fully descriptive, briefly describe the duty and enter the MOS most appropriate. No MOS is required for duty under instruction. In Item 7 only principal additional duties should be listed. Assignment to courts, boards, committees, councils, etc., should not be listed unless such duties require the individual to devote prolonged periods of time to such duties.

(6) Item 8. Enter the wife's current address. This is not to be confused with the legal address, but is the address where the wife is residing at the time of the submission of the report. If not married, enter the phrase "Not Applicable"; if legally separated, enter "Legally Separated."

(7) Item 9. Enter the age and relationship of dependents, other than wife, requiring transportation. EXAMPLE: 56, Mother; 15, Son; 12, Dau. If no dependents other than wife, enter the phrase "Not Applicable." If for any reason, legal dependents, other than wife, do not require transportation in connection with permanent change of station orders, enter "Not Applicable."

(8) Item 10. Preference for next assignment. This item is used at Headquarters, U.S. Marine Corps, for the assignment and transfer of individuals

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according to the needs of the service and in lieu of official correspondence requesting routine changes of station and certain types of duty. In the event an individual does not desire to indicate a preference, the term "No Preference," "None," "As Directed" and the like are considered appropriate. The present duty station should not be indicated since this does not serve the intended purpose, however, those personnel in receipt of transfer orders, including a warning order for an overseas deployment with an Organized unit, may indicate a preference for subsequent assignment to their present duty station. For special instructions on completion of this item for officers, see subparagraph 7e, below.

e. Instructions for completing section B

(1) Complete Items 11, 13, 14 and 15 as appropriate.

(2) Enter in Item 12 the duty assignment of the reporting senior to reflect his duty relationship to the individual reported on. Include title of assignment and designation of unit or organization and location when appropriate.

(3) Item 14

(a) Letters or reports which represent nonpunitive measures as defined in the Manual for Courts-Martial, U.S., 1951, subparagraph 128c, will NOT be attached or referenced on the fitness report of the individual reported on.

(b) Recommendations for meritorious mast, and the like will not be referenced in this Item, but may be commented on in section D.

(c) Certificates of commendation and letters of commendation or appreciation or a copy of the routine order promulgating meritorious mast not previously forwarded to the Commandant of the Marine Corps will be attached to the fitness report. Letters forwarded during the reporting period will be referenced on the fitness report.

Letters which relate to the efficiency of the unit as a whole are considered to be a report on the commanding officer or section head and not a particular individual. Letters that reflect the efficiency of the unit as a whole that have been reproduced to indicate personnel of the command will not be forwarded nor will they be filed if forwarded. Letters of appreciation not within the normal chain of command are considered appropriate for attachment to the fitness report if they mention the specific individual(s).

(d) Nonjudicial punishment.

Notation will be made on fitness reports of any nonjudicial punishment awarded. Notation will not be made on a fitness report until a reasonable time has elapsed to permit the individual to appeal in accordance with the Manual for Courts-Martial, U.S., 1951, paragraph 134. In the event an appeal is filed, notation will not be made until such time as the appeal has been adjudicated. Similarly, notation will not be made concerning an individual who may be undergoing investigation or other legal proceedings until final disposition has been made of the alleged offense(s).

f. Instructions for completing section C. It is acknowledged that there is a human tendency to permit an individual's performance in one area to unduly influence his markings in all others, however, every effort should be made to evaluate each trait, quality and characteristic as a separate and distinct item.

(1) Item 16(b) will be marked "Not Observed" unless additional duties are reflected in Item 7 of section A.

(2) Marking "on the line" between the rating columns in Items 16 and 17 is prohibited. Similarly, marking towards the right or left within a marking column is not desired.

(3) When rating an individual, the reporting senior should consider carefully the italicized definitions listed in

section C of the fitness report, taking into consideration the individual's length of service, the opportunities afforded him which might have a bearing on his performance of duty, his personal characteristics, and his general professional qualifications. It should be noted that a mark other than "Not Observed" in Item 17(h) should be explained in section D. This item is generally reserved for wartime service in view of the descriptive title after the item; i.e., "(The ability to think and act promptly and effectively in an unexpected emergency or under great strain)," however, there are occasions during peacetime that a mark in this section is fully justified.

(4) Item 19. Item 19 is not a summary or average of marks in Items

16 and 17. It is the reporting senior's opinion of the individuals overall value to the service. On each reporting occasion reporting seniors will indicate, under the appropriate box of this item the total number of individuals (Marines) of the same grade who are marked "Outstanding," "Excellent-Outstanding," "Excellent," etc. When concurrent reports and regular reports are being prepared in response to a particular reporting occasion; i.e., semiannual reporting date, both types of reports should be combined for the purpose of showing the distribution of marks being assigned. Example: A reporting senior submits reports on ten captains for a particular reporting occasion. A tabulation of Item 19 markings would appear on each captain's report as follows:

Not Observed	Unsatisfactory	Below Average	Average	Above Average	Excellent	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1			3	1	2	1

NOT OBSERVED

Where the reporting senior has had insufficient opportunity to observe the individual reported on.

UNSATISFACTORY

Inefficient; below minimum standards.

BELOW AVERAGE

Passably efficient; satisfactory up to a minimum standard.

AVERAGE

Qualified; efficient to the generally accepted standard.

ABOVE AVERAGE

Highly qualified and efficient.

EXCELLENT

Exceptionally efficient; qualified to a degree seldom achieved by others of his grade.

OUTSTANDING

One of the very few outstanding individuals of his grade known to the person completing the report.

g. Instructions for completing section D

(1) Comments in section D concerning the professional character of the individual reported on are mandatory. Such comments should provide for amplification of other entries on the report and further information of the potentialities, capabilities and limitations of the individual reported on; however, these comments are not to serve as a substitute for either disciplinary action or nonpunitive measures. See subparagraph 4d for mandatory comments concerning counseling individuals when submitting marginal reports. In formulating comments, the grade of the individual reported on and the length of his military service and time in grade should be considered. Because each person is an individual with his own strengths and weaknesses, no hard and fast rules concerning suitable entries can be made. Stereotyped evaluations will be avoided. Copies of meritorious mast, meritorious promotion, or recommendations therefor, and similar matter will not suffice in lieu of completion of section D.

(2) See subparagraph 7f for mandatory comments in section D of officer reports and subparagraph 8e for mandatory comments in section D of enlisted reports.

(3) Comments concerning an individual's capacity to handle assignments of increasing responsibility, particularly those involving command; his growth potential; his ability to learn and adapt rapidly; any special abilities he may possess; his self-improvement efforts; knowledge of world affairs; and off-duty community/civic activities are illustrative of the characteristics which might be reflected in the evaluation.

(4) Since it is the responsibility of Officer Selection Boards and NCO Selection and Review Boards, convened at this Headquarters, to recommend individuals for promotion, recommendations for promotion will not be made on fitness reports.

(5) Outstanding or adverse markings in either Items 16A or 19 of section C will be specifically justified in section D. This justification must be presented in a specific, complete and concrete manner. General statements without explicit details are considered insufficient justification. (Supplemental sheets to be used as required).

(6) Comments and recommendations pertaining to retention in aviation, retention on extended active duty in the Reserve Program, etc., should be made only when specifically requested by the Commandant of the Marine Corps.

(7) See subparagraph 2c for special instructions for completion of section D of academic reports.

h. Instructions for completing section E. Section E will be completed in the handwriting of the reporting senior.

i. Instructions for completing section F. See subparagraph 4a for description of adverse fitness reports, and subparagraph 4c for procedures for referral of reports to the individuals reported on.

j. Instructions for completing section G. Section G will be completed for initialing by the reviewing officer.

6. Review of Fitness Reports. Fitness reports will be forwarded for review to the echelon in the chain of command or supervision next above that of the reporting senior. The importance of a factual review of each fitness report by the reviewing officer cannot be over-emphasized. Review of fitness reports affords the reviewing officer the opportunity to comment on performance when such comment is necessary for a more accurate record of proficiency, a means to ensure that reporting instructions are observed by the reporting senior and an opportunity to resolve marking problems before they become a matter of official record. The reviewing officer will ensure that the instructions and intent of this subparagraph

are complied with. If reports are submitted which are late, incomplete or inconsistent, the reviewing officer will take corrective action. In commands or activities where there is no definite superior in a position to review fitness reports, the reporting senior will forward the report direct to the Commandant of the Marine Corps with a notation in section G that there is no reviewing officer.

a. Reviewing officer. The reviewing officer is the officer next in the chain of command or supervision above the reporting senior and should normally be the officer who submits fitness reports on the reporting senior. General officers are authorized to delegate authority to review fitness reports to officers in principal subordinate staff and command billets within their organization. However, no fitness report will be reviewed by an officer junior to the reporting senior.

b. Evaluation

(1) In the event the reviewing officer is in a position to evaluate the performance of the individual reported on, and he is not in accord with the ratings assigned or remarks made by the reporting senior, the reviewing officer may attach a statement to the report which will be forwarded with the fitness report. If such statement is derogatory in nature, a copy of this statement will be forwarded to the individual reported on via the reporting senior.

(2) Appended statements or short comments penned in section G by reviewing officers are encouraged.

c. Disagreement. In the event the individual reported on has attached a statement which indicates disagreement with the reporting senior as to matter of fact, the reviewing officer shall take action within his authority to resolve the disagreement, and attach a statement to the fitness report indicating his actions and opinions. In circumstances beyond the authority of the reviewing officer, he shall forward all

available pertinent information, together with the report to the Commandant of the Marine Corps, noting that it is not possible for him to resolve the disagreement and the reasons therefor.

d. Area auditors. Reports on assistant area auditors and noncommissioned officers assigned to field audit offices shall be forwarded by area auditors to the Commandant of the Marine Corps (Code AZB), for completion of section G by the Inspector General, Marine Corps.

e. Special instructions. For special instructions concerning review of officer fitness reports see subparagraph 7g.

7. Special Instructions for Completion of Officer Fitness Reports

a. Form. Fitness reports for all officers of the Marine Corps and the Marine Corps Reserve will be submitted on the Officer Fitness Report, NAVMC 10147-PD.

b. Seniority of reporting senior. In no instance will an officer be reported on by an officer who is junior to him. When an officer has reported for duty to an officer who is junior to him, his fitness report will be completed by the first officer in the chain of command who is senior to him. The completion of fitness reports by an officer on another officer of the same grade is not desirable, however the final determination on this matter is left to the discretion of the reviewing officer or commander, as appropriate.

c. Designation of reporting seniors

(1) Unit commanders down to and including commanders at the battalion and squadron level are normally the reporting seniors of officers within their respective commands. For smaller separately administered units, the commanding officer will be the reporting senior.

(2) Heads of departments, divisions and separate offices of Headquarters, U.S. Marine Corps; general officers; Directors, Marine Corps Districts; and commanders are authorized to delegate the authority to submit fitness reports to officers in principal subordinate staff and command billets within their organization, when the number of officers to be reported on, or the lack of opportunity to observe the performance of duty, warrants such delegation of authority. If the delegation of authority is to be conferred upon a naval officer to submit fitness reports on other naval officers assigned to a Marine unit, approval will first be requested from the Chief of Naval Personnel in accordance with the provisions of the Bureau of Naval Personnel Manual. To the degree practicable for accurate reporting, such request for delegation will be consistent with the intent expressed in subparagraph 7c(1), above, with respect to the grade level desired of reporting seniors.

(3) The reporting senior of officers ordered to duty with a non-Marine Corps activity will be the immediate superior, regardless of service, to whom the officer reports for duty.

(4) The reporting senior of an officer ordered to duty under instruction at a service school will be the officer in charge of the school.

(5) The reporting senior of an officer ordered to duty under instruction at a civilian school will be the commanding officer, NROTC Unit, provided one is so assigned.

(6) The reporting senior of an officer attending a civilian school under the college degree program, if a commanding officer, NROTC Unit is not assigned, will be the Commanding Officer, Headquarters Battalion, Headquarters, U.S. Marine Corps.

(7) Marine Corps officers assigned full-time to any agency of the Department of Defense above the departmental level, or to any joint op-

erational staff on or below the departmental level will be reported on by their immediate supervisors as follows:

(a) Reports on officers assigned full-time to the office of the Secretary of Defense or to any joint agency will be made by the immediate military or civilian supervisor.

(b) In cases in which such officers have additional part-time assignments, the reporting senior in the officer's full-time assignment will render the report and obtain recommendations from the senior(s) in the part-time assignments. Concurrent reports may be used for these purposes.

(8) No fitness report will be submitted on Regular, Reserve, or retired officers who are presidents or members of Marine Corps selection boards for that period of service. Concurrent or regular reports, as appropriate, may be submitted on the recorder of a selection board at the discretion of the president of the board.

(9) The Director, Marine Corps Reserve is designated the reporting senior of the Directors of Marine Corps Districts (less the 14th District) on Reserve aspects of performance. He will submit a concurrent report on the Director, 14th Marine Corps District. The Director of Personnel will submit concurrent fitness reports on the recruiting aspects of performance of the Directors of Marine Corps Districts (less the 14th District).

(10) The Inspector General, Marine Corps is the reporting senior for area auditors. Area auditors are the reporting seniors for permanent and Fleet Marine Force augmentation personnel assigned to their offices. Commanders of organizations to which area auditors are administratively attached shall make concurrent fitness reports on area auditors and forward such reports to the Commandant of the Marine Corps (Code AZB).

(11) The Commanding General, Marine Air Reserve Training Command is the reporting senior of commanding officers of Marine Air Reserve Training Detachments.

(12) The Head, Subsistence Management Section, Station Services Management Branch, Facilities and Services Division, Supply Department, Headquarters, U.S. Marine Corps is the reporting senior for officers in charge of the East and West Coast Food Services Teams. Commanders of organizations to which the Food Services Teams are administratively attached shall submit concurrent fitness reports on officers in charge of the teams to the Commandant of the Marine Corps (Code COE).

(13) The Planning and Operations Officer, Supply Department, Headquarters, U.S. Marine Corps is the reporting senior for officers in charge of Field Supply Analysis Offices. Commanders of organizations to which Field Supply Analysis Offices are attached shall submit concurrent fitness reports on officers in charge of the offices to the Commandant of the Marine Corps (Code CHE).

(14) In special assignments when the identity of the reporting senior is not readily apparent to the individual officer, the office or identity of the reporting senior will be contained in the officer's orders as issued by the Commandant of the Marine Corps.

d. Marksmanship qualifications

(1) Marksmanship qualifications of male lieutenants and captains fired in accordance with and as required by current directives will be reported annually on fitness reports in section A, Item 7:

(a) Each December semi-annual report on second and first lieutenants will indicate the rifle/pistol qualifications attained for the calendar year.

(b) Each February semi-annual report on captains will indicate

the rifle/pistol qualification attained for the preceding calendar year.

(c) When a report is not submitted on such semiannual occasion, marksmanship qualifications will be included in the first following fitness report.

(d) The following abbreviations will be used: R (rifle); P (pistol); E (expert); SS (sharpshooter); MM (marksman); UQ (unqualified); NR (not required to fire as provided by current directives); DNF (required to fire but did not fire).

(e) Marksmanship entries will be made in the form shown in the following examples: R-E/P-SS (indicates qualification as a rifle expert and pistol sharpshooter); R-NR/P-MM (indicates not required to fire the rifle and qualification as a pistol marksman); R-UQ/P-DNF (indicates failure to qualify with the rifle and did not fire the pistol for qualification although required to fire by current directives).

(f) When an officer not required to fire according to current directives is subsequently transferred to an assignment/duty station where firing is required, he will remain in the "not required" (NR) category if a period of less than 6 months remains in the qualification year. This provision should not be construed to imply that officers in this category are not encouraged to fire for qualification when the opportunity is available.

(g) Lieutenants and captains required to fire the rifle/pistol during the calendar year and who have failed to fire for qualifications will append a statement of explanation to the fitness report which indicates their failure to fire.

◆ e. Duty preference. Preference of duty for officers will include not only the descriptive title but the Monitored Command Code or the Fitness Report Duty Preference Code of the desired duty assignment or station (see MCO P1080.20, Personnel Accounting Codes Manual).

f. Section D

(1) Reporting seniors will include a word picture evaluation of the growth potential on all reports of all lieutenants.

(2) Since failure of an Officer Administrative Examination is considered a serious reflection upon individual initiative and professional qualifications, appropriate comments will be made in section D of fitness reports on captains and lieutenants, to reflect failure, or repeated failure, of Marine Corps Officer Administrative Examinations.

(3) A positive statement will be made, in the case of naval aviators whose primary duty is flying in a squadron, concerning the officer's aeronautical ability.

(4) When the reporting period includes the performance of duties which involve close contact and joint effort with officers of other services, foreign nations, and high echelons of our own government and when such fact is not obvious from other entries on the fitness report, a notation to this effect will be made in section D. In this connection, any assignment to duty with Joint, Combined, Allied and Office of the Secretary of Defense Staffs, as defined in Department of Defense Directive 1320.5 of 2 December 1959, will be specifically noted in section D.

(5) See subparagraph 5g for general comments in section D.

g. Review by higher authority

(1) The Director, Marine Corps Reserve will be the reviewing authority

for those fitness reports submitted by District Directors on officers of the District Staffs (less the Recruitment Branch), Inspector-Instructors, and commanding officers of Organized Marine Corps Reserve Ground Units.

(2) The Director of Personnel will be the reviewing authority on fitness reports submitted by District Directors on officers of the District Staffs serving within the Recruitment Branch, officers in charge of recruiting stations and officer selection officers.

(3) The Marine Corps Liaison Officer, Staff CNATRA will be the reviewing authority for fitness reports prepared by the Commanding Officer, Marine Aviation Detachment, Naval Air Basic Training Command, Naval Air Station, Pensacola, Florida, on Marine Corps officers undergoing flight training.

(4) The Marine Corps Liaison Officer, Staff CNAATC will be the reviewing authority for fitness reports prepared by the Commanding Officer, Marine Aviation Detachment, Naval Air Advanced Training Center, Naval Air Station, Corpus Christi, Texas, on Marine Corps officers undergoing flight training.

8. Special Instructions for Completion of Noncommissioned Officer Fitness Reports

a. Form. Fitness reports on all noncommissioned officers in the grade of sergeant and above of the Marine

Corps and Marine Corps Reserve will be submitted on the Noncommissioned Officer Fitness Report (NAVMC 10233-PD).

b. Overseas draft personnel. When the period of observation of a noncommissioned officer in an overseas draft replacement battalion is not in excess of 60 days, and a fitness report is not required under circumstances outlined in U.S. Navy Regulations, 1948, article 1701.5, the report may be omitted and the entire period, since last reporting date, included in the first report submitted by the reporting senior at the new duty station.

c. Reporting senior. The reporting senior will be the officer under whose immediate supervision the noncommissioned officer performs his duties. Except as provided in the following subparagraphs, noncommissioned officers performing duties under the immediate supervision of a civilian will be reported on by the officer first in the echelon of supervision or command. Noncommissioned officers performing independent or special duty under the immediate supervision of a civilian and physically removed from the officer first in the chain of command (such as embassy guard) will be reported on by that civilian on the prescribed report form.

d. Concurrent reports. Concurrent reports will be identified on the Noncommissioned Officer Fitness Report (NAVMC 10233-PD) by an entry in the "Other" box of Item 4 and "Concurrent" entered below.

e. Section D. In the cases of gunnery sergeant and first sergeant/master sergeant, a descriptive statement as to the individual's qualifications for selection for promotion to first sergeant/master sergeant, or sergeant major/master gunnery sergeant, as appropriate, will be included in this section. Reporting seniors will note in section D of reports submitted on sergeants and staff sergeants, whether or not the individual reported on has the requisite skill in his military oc-

cupational specialty for advancement to the next higher grade. If the individual reported on does not have the requisite skill in his military occupational specialty for advancement, the reporting senior will indicate what action is being taken by the command to qualify him and what effort is being made by the individual to acquire the needed skill. The required statements on personnel in the grades of sergeant and staff sergeant concerning military occupational specialty qualification need not be made in the case of individuals serving in a category "B" billet.

(1) See subparagraph 5g for general comments in section D.

9. Special Instructions for Completion of Fitness Reports on Personnel Participating in Competition-in-Arms Training Program. Fitness reports will be submitted on competitors and support personnel.

a. Occasions

(1) See subparagraph 2a(13) for instructions on submission of regular fitness reports when personnel are ordered to the Competition-in-Arms training program.

(2) Upon completion of each phase of the Competition-in-Arms training program.

(3) Upon elimination within a phase of the Competition-in-Arms training program.

b. Identification of report. Reports will be identified by an entry in the "Other" box of Item 4 to show, as in subparagraph (2), above, "COMPLP-HASEMKSHIP" or as in subparagraph (3), above, "ELIMFRMKSHIP," as appropriate.

c. Reporting seniors

(1) Marine Corps division matches

(a) Commands furnishing competitors that include an officer. The senior officer-competitor.

(b) Commands furnishing competitors that do not include an officer. The host commander of the matches. This may be delegated to the matches executive officer.

(c) Of officer competitors not reported on by subparagraphs (a) or (b), above. The host commander of the matches. This may be delegated to the matches executive officer.

(d) Of matches officials and support personnel. Host commander of the matches. This may be delegated to the matches executive officer.

(2) Marine Corps matches

(a) Of interdivision competitors. Officer appointed team captain by host commanders of division matches.

(b) Of matches officials and support personnel. Host commander, Marine Corps matches. This may be delegated to the matches executive officer.

(c) Of officer competitors not reported on by subparagraphs (a) or (b), above. The host commander of the matches. This may be delegated to the matches executive officer.

(3) National matches

(a) Of competitors and support personnel. Officers in charge of rifle, pistol, smallbore, skeet, trap teams and support personnel.

(b) Of team captain, Marine Corps Shooting Teams. Reports will be forwarded direct to the Commandant of the Marine Corps (Code AO3M) for completion.

(4) International matches

(a) Of competitors and support personnel. Senior Marine officer. In cases where there is no Marine officer member of the team, reports will be forwarded direct to the Commandant of the Marine Corps (Code AO3M) for completion.

(b) Of senior Marine officer. Reports will be forwarded direct to the Commandant of the Marine Corps (Code AO3M) for completion.

d. Reviewing officer. The commanding general or commander of the unit being represented at Marine Corps matches will be the reviewing officer. For national and international matches, reports completed by the team captain or the senior Marine officer will be forwarded to the Commandant of the Marine Corps (Code AO3M) for review. Reports completed in accordance with subparagraph 9c(3), above, will be forwarded to the team captain, Marine Corps Shooting Team, for review.

10. Special Instructions Pertaining to Completion of Fitness Reports on Officers and Noncommissioned Officers of the Marine Corps Reserve, Not on Extended Active Duty

a. Applicability. The instructions contained in the above subparagraphs are extended in their scope to include officers and noncommissioned officers of the grade of sergeant and above of the Marine Corps Reserve, not on extended active duty, except as qualified herein.

b. Reporting seniors

(1) District Directors are the reporting seniors for Reserve officers commanding separately administered units of the Organized Reserve (Ground) within his district. District Directors may delegate this authority as indicated in subparagraph 7c(2), above. When such officers perform training duty under the immediate command or control of any officer other than the District Director, concurrent reports are required.

(2) The commander of a Marine Air Reserve Training Detachment will render fitness reports on Reserve officers commanding aviation units of the Organized Reserve and on commanders of Volunteer training units under his supervision, provided they are not senior to him. In the event the commander is junior to the Reserve unit

commander, the fitness report of that individual will be completed by the Commanding General, Marine Air Reserve Training Command or his delegated representative. When such officers perform training duty under the immediate command or control of any officer other than the commander of a Marine Air Reserve Detachment, concurrent reports are required.

(3) The commander of a post or station, or an officer designated by him, will report concurrently on commanders of separate administered units of the Organized Reserve for periods of annual field training.

(4) District Directors will submit fitness reports on the commanders of the Volunteer training units within their respective districts, provided they are not senior to the District Director. In the event the District Director is junior to the unit commander of a Volunteer training unit, the fitness report of that individual will be completed by the Director, Marine Corps Reserve.

► (5) The Commandant of the Marine Corps will submit fitness reports on Reserve General Officers.

► (6) The commanding officer of a separately administered unit of the Organized Reserve is the reporting senior for members of his unit.

► (7) The commander of a Volunteer training unit is the reporting senior for all members of his unit.

► (8) Concurrent or academic reports, as applicable, for Class II and Class III reservists, covering periods of annual field training, active duty for training, or temporary active duty, not conducted under the observation of the regular reporting senior, will be submitted by the officer under whom such training is conducted.

c. Occasions of reports

(1) Regular

(a) For members of the Organized Reserve, semiannually in accordance with the following schedule:

1. Noncommissioned officers - last day of January and July.

2. Lieutenants, commissioned warrant officers and warrant officers - last day of February and August.

3. Captains and above - last day of March and September.

(b) For members of Volunteer training units, annually on the last day of October.

► (c) General Officers, annually on the last day of October.

► (d) At such other times as applicable in accordance with subparagraph 2.

(2) Academic. Upon completion of any period of instruction at a service school by a Class II or Class III reservist.

(3) Other

(a) Reports will be submitted to cover periods of temporary active duty or active duty for training (other than for periods of instruction at a service school) which are 5 days or more in length, provided such duty is performed under the command of an officer other than the regular reporting senior. No fitness report will be submitted for a period of temporary active duty as a member of a selection board.

(b) When a Class III Reserve officer or noncommissioned officer completes last period of repeated training.

(c) Marine Corps reservists participating in the Competition-in-Arms training program as members of the Marine Corps Reserve Shooting Teams will have fitness reports submitted in accordance with subparagraph 9.

d. Completion instructions. The Commanding General, Marine Air Reserve Training Command and District Directors will ensure that commanders of Organized Reserve units and Volunteer training units have the prescribed forms and current instructions.

(1) Item 1. In making reports for Reserve personnel not on extended

active duty, include the applicable Reserve Class (II or III) when completing the item "USMC _____." Example: "USMCR CL. III."

(2) Item 2. In addition to the information required by subparagraph 5d(1), the geographical location of the Reserve unit will be included. Examples: VTU (S) 9-5, New Orleans, La.; 2d EngrCo, ForTr, FMF, USMCR, Lynn, Mass. The insertion of a Monitored Command Code is not required, however.

(3) Item 4. If the box marked "Other" is checked, give an entry listed in subparagraph 2 or one of the following on the line below the line marked "Occasion for this Report,"

<u>Occasion</u>	<u>Entry to be made</u>
Completion of active duty for training	ACDUTRA
Completion of temporary active duty	TEMPACDU
Completion of repeated training duty	REPEATTRADU

(4) Item 7. Marksmanship qualifications for the preceding year will be reported on the February semiannual report for lieutenants and the March semiannual report for captains, in accordance with the instructions contained in subparagraph 7d.

(5) Items 8, 9 and 10. These items do not require completion.

(6) Item 15. In completing reports for individuals assigned to or associated with the Organized Marine Corps Reserve and for members of Volunteer training units, in addition to checking the appropriate box in this item, enter the number of drill periods or periods of equivalent instruction attended and the number of drills scheduled during the reporting periods. Example: "Attended 8 of 12 scheduled drill periods."

(7) Section D

(a) In section D of regular reports, the reporting senior should record information relative to participation in military functions. Example: "This officer has completed 13 lessons of correspondence course _,"

or "This officer has given four lectures during the reporting period." Information recorded in this section should be restricted to matters which advance the individual militarily or in which he participates in the interest of the Marine Corps.

(b) For the purpose of helping to determine future Reserve training assignments, it is particularly desirable that the reports on reservists undergoing active duty for training include amplification of ratings in Items 16 and 17 with comments in section D regarding:

1. Motivation, application and enthusiasm;

2. Ability to digest instruction on military subjects foreign to the officer's military specialty, if it can be determined;

3. Growth potential for Reserve officers through the grade of major;

4. One or more recommendations concerning future Reserve training for the individual;

5. Class standing (when applicable);

6. Condition and fit of uniform, personal appearance, general state of health.

e. Review by higher authority

(1) Regular reports for members of the Organized Reserve and Volunteer training units shall be reviewed by the officer next senior in the chain of command or supervision to the reporting senior.

(2) The Commanding General, Marine Air Reserve Training Command will be the reviewing authority on fitness reports submitted by commanding officers of Marine Air Reserve Training Detachments on commanders of aviation units of the Organized Marine Corps Reserve.

(3) Concurrent or academic reports on Reserve officers and noncommissioned officers to cover periods of active duty for training of less than 30 days do not require review unless they are adverse or marginal reports, as described in subparagraph 4. All such reports will, however, be forwarded to the Commanding General, Marine Air Reserve Training Command or the appropriate District Director for information.

(4) Concurrent or academic reports on Reserve officers and noncommissioned officers to cover periods of active duty for training which are 30 days or more in length or which are considered as unsatisfactory or unfavorable will be reviewed by the officer next senior in the chain of command to the reporting senior prior to being forwarded to the Commanding General, Marine Air Reserve Training Command or the cognizant District Director for information.

(5) If the regular reporting date is more than 30 days in the future, the concurrent or academic report shall be mailed to the Commandant of the Marine Corps without delay.

11. Forwarding Fitness Reports. When completed fitness reports are ready for forwarding to this Headquarters, they will be forwarded to the Commandant of the Marine Corps (Code DF), Washington, D.C. 20380, without letter of transmittal. Double envelopes will not be used except when required by security regulations. When the fitness report itself, or a statement or report attached thereto, has a security classification, it will be transmitted in accordance with the transmittal instructions contained in OPNAVINST 5510.1B, Department of Navy Security Manual for Classified Information.

15069 EXTENSION OF ENLISTMENT (NAVMC 321a-PD)

1. The Agreement to Extend Enlistment (NAVMC 321a-PD) will be used to effect all voluntary extensions of enlistment in accordance with Marine Corps Manual, paragraph 1133. The form will not be used to extend tours

of active duty within an enlistment. It will be used only for extension of enlistment. Administrative instructions for preparation and disposition of the agreement are contained on the form. The following general instructions apply:

a. The agreement must be executed prior to or on the date of expiration of enlistment except when the individual is serving on an involuntary extension of enlistment as provided in paragraph 2207; otherwise, it is not valid.

b. The agreement will normally be sworn to before the individual's commander or such other officer of the command as may be designated. However, when this is administratively impracticable and no other Marine officer is available who is on active duty and authorized to administer oaths, the agreement may be sworn to before any commissioned officer of any component (including Reserve) of any of the Armed Forces of the United States, whether or not on active duty, or before a notary public.

c. Upon execution of the Agreement to Extend Enlistment, record the term of the extension and the date the agreement is executed, on page 11 of the service record book, and report the information on the unit diary in accordance with paragraph 16054.

d. To complete the form, the original must bear the signature of the medical officer or a notation of waiver of physical examination in Item 18. The physical examination should be conducted prior to and as near the effective date of the extension as practicable. If for any reason the medical officer's certificate is not complete at the time the extension becomes effective, it will be completed as soon thereafter as practicable.

▶ e. When the extension becomes effective, an appropriate entry will be made on page 3 of the service record book. In addition, the following unit diary entries may be required in accordance with subparagraph 16082.20:

(1) To report leave settlement information, if applicable.

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(2) To report an extension of enlistment for which a reenlistment bonus is paid.

f. In the event the agreement to extend is canceled prior to the effective date, remove the original of the form from the service record book and write the word "CANCELLED" and the exact subparagraph under paragraph 2206, as authority for cancellation. Then attach the original to, and forward it with the unit diary which reports the cancellation. Record the fact of cancellation, the date, and the authority therefor on page 11 of the service record book.

15070 NOTICE OF ABSENTEE
WANTED BY THE ARMED
FORCES (DD FORM 553);
NOTICE OF RETURN AB-
SENTEE/DESERTER (NAVMC
10263)

1. These forms are provided for furnishing notification of an individual's

desertion to the persons most likely to know the individual's whereabouts, and, upon his return to military control, to inform those persons of that fact.

2. Instructions for preparation and disposition of the forms are as follows:

a. NOTICE OF ABSENTEE WANTED BY THE ARMED FORCES (DD Form 553)

(1) The form will be prepared at the time the individual is declared a deserter. Entries to be made on the form are considered self-explanatory.

(2) Disposition of the completed form will be as follows:

(a) Commandant of the Marine Corps (Code DK).

(b) Service record book of the individual.

(c) Next of kin.

(d) Mayor or chief of police of the place of usual residence of the deserter, or the mayor or chief of police of any town to which it is thought the deserter may have proceeded.

(e) Commander or officer in charge of the Marine Corps, Navy, Army, Air Force or Coast Guard activity nearest to the place of usual residence of the deserter, or the commanding officer of any military activity in an area to which it is thought the deserter may have proceeded.

(f) Commandant of the naval district or river command in which the place of usual residence of the deserter is located, or to which it is thought the deserter may have proceeded.

(g) If the organization preparing the form is located near a Marine Corps activity having a provost marshal, a copy of the form shall be furnished that officer.

(h) Copies of the form will not be forwarded to the Federal Bureau of Investigation or local agents of that Bureau except when the declaration of desertion is the result of escape of a prisoner. The Commandant of the Marine Corps will determine whether assistance of the Federal Bureau of Investigation shall be requested in all other cases, and will issue requests accordingly.

b. NOTICE OF RETURN ABSENTEE/DESERTER (NAVMC 10263)

(1) This form will be prepared only in those cases where the DD Form 553 has been prepared and distributed.

(2) The form will be prepared as soon as practicable after a deserter or absentee has been joined on the rolls of an organization. Entries to be made are considered self-explanatory.

(3) This form shall be mailed to each of the addressees listed under

"DISTRIBUTION" on the reverse side of the DD Form 553 with the exception of the Commandant of the Marine Corps (Code DK).

15071 FORMAL REPORT OF DESERTERS OR ABSENTEES (NAVMC 10044-PD)

1. The Formal Report of Deserters or Absentees is designed for recording necessary information regarding an absentee or deserter, at the time of return to military control, for purposes of personnel accounting and administration of discipline. For procedures to be followed when absentees and deserters (Marine Corps personnel) are returned to the custody of the Marine Corps, see paragraph 7051.

2. The Formal Report of Deserters or Absentees will cover the following points:

a. Title and organizational designation of the officer or noncommissioned officer submitting the report.

b. Date of preparation of the report.

c. Name, grade and pay grade, service number and military occupational specialty of the absentee or deserter.

d. Whether the individual is an absentee or deserter.

e. Hour, date, and place of surrender or delivery to military control. (When delivery is made to a naval or other military activity or to a guard sent to take charge of an absentee or deserter, the place, date, and hour the individual is received into the military custody of naval or other military authorities will be shown.)

f. Date and place of commencement of unauthorized absence as stated by the individual. (Prior to questioning any individual absentee or deserter, that person shall have read and explained to him Article 31, Uniform Code of Military Justice, and if he

does not desire to make any statement relative to date and place of commencement of unauthorized absence or other matters, this fact will be set forth in the report.)

g. Means by which identity of the absentee or deserter was established, i.e., identification card, knowledge of the Marine Corps, recognized, etc.

h. In case of delivery by another Armed Force or by civil authorities, indicate by whom delivery was made. Where delivery is made by another Armed Force, obtain a signed written report by that Force setting forth the hour, date, place, and circumstances of the arrest or surrender and attach this report to the formal report. Where delivery is made by civil authorities, record the name, title, and mailing address of the apprehending officer or officers to whom the individual surrendered, and the place, time, and date of apprehension or surrender.

i. Whether the individual was attired in uniform or civilian clothing, condition of the same, and if considered adequate for the season.

j. Include remarks as to expected date and time of arrival at duty station, if issued orders. (Attach to each copy of the formal report an authenticated copy of any orders issued.) Give the date/time/group of any message reports made. If transfer under guard is recommended, so state, and give reasons for the recommendation.

k. Attach or include a report of physical examination by the medical officer. If no medical officer is available, such as at a recruiting substation, the report will so state. When the individual is unfit for confinement or duty in the opinion of the medical

officer or the Marine Corps official preparing the report, set forth the details in the report. In case of emergency need of medical care, and where no Armed Forces medical facilities are available, notify the Commandant of the Marine Corps (Code DK), by message or telephone.

1. Attach or include a statement of the individual if he desires to make a statement after having Article 31, Uniform Code of Military Justice, read and explained to him. If he does not desire to make a statement, his written certification to that effect will be made. If the individual refuses to sign a statement to the effect that he does not desire to make a statement, notation to this effect shall be made on the formal report. Any such statement shall set forth information as to whether he has been arrested or convicted by civil authorities during the period of unauthorized absence, with the final results of such arrest or conviction, and whether he registered for Selective Service, including the name or names under which he registered and the number and address of each Selective Service Board.

3. The original and all copies of the formal report will be signed and distribution will be made as follows:

a. Original and one copy to the Commandant of the Marine Corps (Code DK). Attach authenticated copy of orders issued, if any.

b. One copy to the commander of the organization to which the individual is sent. Attach authenticated copy of orders issued, if any.

c. Retain one copy, together with copies of all supporting documents on file. This includes one authenticated copy of orders issued, if any.

15072 ARMED FORCES OF THE
UNITED STATES REPORT OF
TRANSFER OR DISCHARGE
(DD FORM 214-MC) AND
ARMED FORCES OF THE
UNITED STATES WORK-
SHEET FOR REPORT OF
TRANSFER OR DISCHARGE
(DD FORM 214-ws)

1. The DD Form 214-ws, Armed Forces of the United States Worksheet for Report of Transfer or Discharge is provided to facilitate the separating activity's preparation of DD Form 214-MC. Upon completion of the DD Form 214-MC the worksheet may be destroyed or retained for not more than 6 months at the discretion of the completing activity.

2. The DD Form 214-MC is designed to provide:

a. The individual serviceman with a brief, clear-cut record of a term of active service with the Armed Forces at the time of his transfer or discharge from active duty, or when he undergoes a change of status or component while on active duty;

b. Various governmental agencies, including the Veterans' Administration, the Selective Service System, and the United States Employment Service of the Department of Labor, with an authoritative source of information which they require in the administration of Federal and State laws applying to personnel who have been discharged from active duty or transferred to a Reserve component of the Armed Forces; and

c. The military services with a source of active service information for administrative purposes, to include determinations of eligibility for enlistment or reenlistment.

3. The DD Form 214-MC will be prepared and delivered to personnel upon:

a. Separation from a period of active military service.

b. Release from a period of active duty for training of 90 days or more. However, personnel being separated for physical disability and those who have been serving on active duty for training under the six-month program will be furnished DD Form 214-MC regardless of the length of time actually served on active duty.

c. Continuation of active service with one of the following changes in status:

(1) Discharge for immediate enlistment or reenlistment;

(2) Termination of enlisted status to accept an appointment to warrant or commissioned officer grade;

(3) Termination of Reserve status to integrate into a Regular component of the Armed Forces;

(4) Termination of a temporary appointment to accept a permanent warrant or commission in the Regular or Reserve Marine Corps;

(5) Termination of an officer appointment in Marine Corps to accept appointment in one of the other Armed Forces.

4. The DD Form 214-MC will not be issued to:

a. Personnel found physically disqualified upon reporting for active duty, and who do not enter actively upon duties in accordance with orders.

b. Personnel separated from active duty by reason of death.

c. Personnel released from a period of less than 90-days' active duty for training except as specified in paragraph 15072.3b above.

d. Personnel appointed as temporary officers.

e. Personnel who have temporary officer status terminated and who will remain on active duty (these individuals

will receive DD Form 214-MC upon separation from enlisted status). However, temporary officers who revert to permanent enlisted status for purpose of transferring to the Fleet Marine Corps Reserve effective on the same date of reversion will be issued a DD Form 214-MC.

f. Officers dismissed from the service pursuant to sentence of general court-martial.

g. Officers dropped from the rolls in accordance with section 10, appendix 2, Manual for Courts-Martial, United States, 1951 (now codified in 10 USC 1161(b) and 6408(b)).

h. Personnel appointed as cadets or midshipmen when the enlistment contract or period of obligated service has not expired.

i. Personnel being removed from the Temporary Disability Retired List.

5. General Instructions

a. The individual's copy of the DD Form 214-MC will be delivered to him at the time discharge or transfer is effected. Distribution of the remaining copies will be made on the same day.

b. Modification of completion instructions in two particular cases are as follows:

(1) In the case of personnel who have appeared before a physical evaluation board and have been placed in "awaiting orders status" pending final action by the Secretary of the Navy on retention, retirement, or discharge for physical disability, take the following action:

(a) The activity responsible for administering the individual records and accounts will complete Items 1 through 10c, 16 through 21, 23a through 25, 27a through 29, and 31 through 34, in accordance with the instructions in paragraph 15072.6, below, prior to departure of the individual to his home.

(b) When retirement or discharge is directed by the Commandant of the Marine Corps, the remaining items will be completed and all copies of the form distributed.

(c) In the event the individual is retained on active duty, the original and all copies of the form will be destroyed.

(2) In the case of personnel who are transferred to a Veterans' Administration hospital for further treatment pending final action on the report of a physical evaluation board, take the following action:

(a) The activity administering the individual will complete Items 1 through 10c, 16 through 21, 23a through 25, 27a through 29, and 31 and 32, prior to transfer from the naval hospital in which the individual is hospitalized, and will forward the form to the Marine Corps activity responsible for maintenance of service records while a patient at the Veterans' Administration hospital.

(b) When retirement or discharge is directed by the Commandant of the Marine Corps, the remaining items will be completed and all copies of the form distributed. Copy 4, will be forwarded to the Veterans' Administration hospital in which the individual is a patient.

c. DD Form 214-MC is accepted as an official record of the person's military service by the Veterans' Administration and other agencies to which copies are furnished. Therefore, care will be exercised in the preparation of the form to ensure that each page is completely legible. Prior to distribution, each copy of the DD Form 214-MC will be checked for legibility.

d. Since the form will be read by civilians who may not be familiar with military terms, abbreviations will be used sparingly.

e. An entry will be made in each item. If no detailed entry is applicable,

enter "None" or "Not Applicable." If information required to complete an item is not available, or if more space is required to complete the item, the words "see remarks," will be entered in the space and the explanation or completion entered in Item 30.

f. The form contains spaces for all items deemed appropriate; therefore, no additional entries will be made unless specifically authorized by the Commandant of the Marine Corps.

g. All entries apply to the current period of active service except where specifically noted otherwise.

h. Alterations and corrections in DD Form 214-MC

(1) Corrections or changes made during the preparation of DD Form 214-MC will be neat and legible on all copies and initialed by the authenticating officer. Once the original has been

delivered to the individual, no correction may be made to copies by the separating activity. (See subpar. h(2), below.)

(2) The person to whom the DD Form 214-MC is issued will be cautioned not to make any changes or alterations on the form. To do so will render the form void. If an error is discovered by him after receipt of the form and after his departure from the separation point, and/or distribution of copies of the form have been made, correction or change will be made only by the Commandant of the Marine Corps on DD Form 215 (Correction to DD Form 214-MC). Requests for corrections to the form will be addressed to the Commandant of the Marine Corps (Code DGK), Headquarters, U.S. Marine Corps, Washington, D.C. 20380, and should include the individual's name, grade and pay grade, service number, and date of transfer or discharge.

6. Detailed Instructions

Item

1. LAST NAME, FIRST NAME, MIDDLE NAME. Enter full name in order indicated, including "Jr.," "Sr.," "I.," "II," etc. Where there is no middle name or letter, nothing will be entered. If the individual uses initials in lieu of a first or middle name, indicate by enclosing the initial or initials in quotation marks. Type last name in UPPER CASE letters.
2. SERVICE NUMBER. Self-explanatory.
3. SOCIAL SECURITY NUMBER. Self-explanatory.
4. DEPARTMENT, COMPONENT AND BRANCH OR CLASS. Enter component in which Marine was a member while on active duty. Ensure that component designator is included for USMCR enlistments. Examples: USMC, USMC-SS, USMCR (K), FMCR, etc.
- 5a. GRADE, RATE OR RANK. Enter the abbreviation for the grade in which separated.
- 5b. PAY GRADE. Enter this item for enlisted personnel only.
6. DATE OF RANK. Enter date of rank as distinguished from date of appointment or promotion.
7. U.S. CITIZEN. Self-explanatory.

Item

- 8. PLACE OF BIRTH (City and State or Country). Self-explanatory.
- 9. DATE OF BIRTH. Self-explanatory.
- 10a. SELECTIVE SERVICE NUMBER. Enter if available.
- 10b. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY, STATE AND ZIP CODE. Enter if available.
- 10c. DATE INDUCTED (Day, Month, Year). Self-explanatory.
- 11a. TYPE OF TRANSFER OR DISCHARGE. Enter one of the following:
 - Discharged.
 - Transferred to Marine Corps Reserve.
 - Transferred to Fleet Marine Corps Reserve.
 - Temporarily Retired.
 - Retired.
 - Released from active duty.
 - Released from initial tour of active duty for training (in the case of reservists assigned to the Six Months Training Program).
- 11b. STATION OR INSTALLATION AT WHICH EFFECTED. Self-explanatory.
- 11c. REASON AND AUTHORITY

1. General: Completion of this item will be accomplished as set forth below. No deviation from instructions and entries as set forth herein is authorized except that applicable Marine Corps Orders, BUMED Instructions, CMC letters or messages, etc., will also be shown following the authorized entry. Particular attention is invited to the number or number and letter preceding the descriptive reason for transfer or discharge. This number and letter must be entered in every case as a code designator furnished to the Veterans' Administration and Selective Service to enable them to determine the specific reason for separation.

2. Officer:

a. If "Type of Transfer or Discharge" in Item 11a is indicated by "Discharged," "Temporarily Retired," or "Retired," the Commandant of the Marine Corps will issue specific instructions for completion of this item.

b. If "Type of Transfer or Discharge" in Item 11a is indicated by "Released from Active Duty" this item will be completed as follows:

"500 - Expiration of active duty commitment. MCO 1900.1E (other pertinent authority as appropriate)."

3. Enlisted:

a. If "Type of Transfer or Discharge" in Item 11a is indicated by "Discharged" enter one of the following remarks as appropriate:

"202 - Expiration of Enlistment. Paragraph 13258, Marine Corps Personnel Manual."

Item11c.
Cont.

"203 - Expiration of Inducted Service. Paragraph 13258, Marine Corps Personnel Manual."

"273 - Physical Disability with severance pay. Va Code _____ . Paragraph 13260, Marine Corps Personnel Manual."

"277 - Physical Disability without severance pay. Va Code _____ . Paragraph 13260, Marine Corps Personnel Manual."

"21G - Convenience of the Government (General Demobilization). Paragraph 13261.1a, Marine Corps Personnel Manual."

"21G - Convenience of the Government (order applicable to all members of a class of personnel specified in the order). Paragraph 13261.1a, Marine Corps Personnel Manual."

"214 - Convenience of the Government (to accept appointment as an officer in the Marine Corps/Marine Corps Reserve). Paragraph 13261.1b, Marine Corps Personnel Manual."

"215 - Convenience of the Government (to accept appointment as warrant officer in the Marine Corps or Marine Corps Reserve). Paragraph 13261.1b, Marine Corps Personnel Manual."

"217 - Convenience of the Government (to accept commission or appointment in any other service). Paragraph 13261.1b, Marine Corps Personnel Manual."

"221 - Convenience of the Government. Paragraph 13261.1c, Marine Corps Personnel Manual."

"314 - Convenience of the Government (reasons of national health, safety, or interest). Paragraph 13261.1d, Marine Corps Personnel Manual."

"219 - Convenience of the Government (erroneous induction). Paragraph 13261.1e, Marine Corps Personnel Manual."

"21L - Convenience of the Government (other good and sufficient reason as determined by the Commandant of the Marine Corps or the Secretary of the Navy). Paragraph 13261.1f, Marine Corps Personnel Manual."

"220 - Convenience of the Government (marriage of enlisted women). Paragraph 13261.3a, Marine Corps Personnel Manual."

"222 - Convenience of the Government (parenthood - enlisted women). Paragraph 13261.3b, Marine Corps Personnel Manual."

"240 - Own Convenience. Paragraph 13262, Marine Corps Personnel Manual."

"319 - Convenience of the Government (erroneous enlistment). Paragraph 13261.1e, Marine Corps Personnel Manual."

Item

11c. "413 - Discharge or release from active duty to enter or return to
Cont. college or equivalent institution. Paragraph 13261, Marine Corps Personnel Manual."

"226 - Dependency. Paragraph 13263, Marine Corps Personnel Manual."

"227 - Hardship. Paragraph 13263, Marine Corps Personnel Manual."

"225 - Minority. Paragraph 13264, Marine Corps Personnel Manual."

"28E - Sentence of Court-Martial. Paragraph 13268, Marine Corps Personnel Manual."

"21L - Directed by the Secretary of the Navy. Paragraph 13270, Marine Corps Personnel Manual."

b. If "Type of Transfer or Discharge" in Item 11a is indicated by "Discharged" and the reason for discharge is "Unsuitability," "Unfitness," "Misconduct," or "Security," DO NOT enter the descriptive reason for separation. Enter the appropriate remark as shown below:

"260 - Paragraph 13265.1a, Marine Corps Personnel Manual."

"262 - Paragraph 13265.1b, Marine Corps Personnel Manual."

"264 - Paragraph 13265.1c, Marine Corps Personnel Manual."

"363 - Paragraph 13265.1d, Marine Corps Personnel Manual."

"46A - Paragraph 13265.1e, Marine Corps Personnel Manual."

"289 - Paragraph 13265.1f, Marine Corps Personnel Manual."

"362 - Paragraph 13265.1g, Marine Corps Personnel Manual."

"388 - Paragraph 13266.2a(1), Marine Corps Personnel Manual."

"389 - Paragraph 13266.2a(2), Marine Corps Personnel Manual."

"388 - Paragraph 13266.2a(3), Marine Corps Personnel Manual."

"388 - Paragraph 13266.2a(4), Marine Corps Personnel Manual."

"388 - Paragraph 13266.2a(5), Marine Corps Personnel Manual."

"388 - Paragraph 13266.2a(6), Marine Corps Personnel Manual."

"28B - Paragraph 13266.2b, Marine Corps Personnel Manual."

"386 - Paragraph 13266.2c, Marine Corps Personnel Manual."

"384 - Paragraph 13266.2d, Marine Corps Personnel Manual."

"28F - Paragraph 13266.2e, Marine Corps Personnel Manual."

Item

- 11c. "363 - Paragraph 13266.2f, Marine Corps Personnel Manual."
Cont. "282 - Paragraph 13267.2a, Marine Corps Personnel Manual."
"280 - Paragraph 13267.2b, Marine Corps Personnel Manual."
"284 - Paragraph 13267.2c, Marine Corps Personnel Manual."
"269 - Paragraph 13269, Marine Corps Personnel Manual."

c. If "Type of Transfer or Discharge" in Item 11a is indicated by "Transfer to Marine Corps Reserve" enter one of the following remarks as appropriate:

"202 - Expiration of Enlistment. Paragraph 13258, Marine Corps Personnel Manual."

"203 - Expiration of inducted service. Paragraph 13258, Marine Corps Personnel Manual."

"226 - Dependency. Paragraph 13263, Marine Corps Personnel Manual."

"227 - Hardship. Paragraph 13263, Marine Corps Personnel Manual."

"240 - Own Convenience. Paragraph 13262, Marine Corps Personnel Manual."

"413 - Discharge or release from active duty to enter or return to college or equivalent institution. Paragraph 13261, Marine Corps Personnel Manual."

"21G - Convenience of the Government (order applicable to all members of a class of personnel specified in the order). Paragraph 13261.1a, Marine Corps Personnel Manual."

d. If "Type of Transfer or Discharge" in Item 11a is indicated by "Transferred to the Fleet Marine Corps Reserve" enter the following remarks:

"232 - Voluntary release to inactive status with retainer pay. Paragraph 13406, Marine Corps Personnel Manual."

e. If "Type of Transfer or Discharge" in Item 11a is indicated by "Temporarily Retired" enter the following remark:

"270 - Placed on Temporary Disability Retired List. VA Code _____
_____. Paragraph 13450, Marine Corps Personnel Manual."

f. If "Type of Transfer or Discharge" in Item 11a is indicated by "Retired" enter one of the following remarks as appropriate:

"231 - Voluntary retirement (30 years' service). Paragraph 13400, Marine Corps Personnel Manual."

Item11c.
Cont.

"271 - Permanently retired by reason of Physical Disability, Va Code _____, Paragraph 13450, Marine Corps Personnel Manual."

g. If "Type of Transfer or Discharge" in Item 11a is indicated by "Release from Active Duty" enter one of the following remarks as appropriate:

"205 - Termination of active duty. MCO 1900.1E."

"226 - Dependency. Paragraph 13263, Marine Corps Personnel Manual."

"227 - Hardship. Paragraph 13263, Marine Corps Personnel Manual."

"240 - Own Convenience. Paragraph 13262, Marine Corps Personnel Manual."

"413 - Discharge or release from active duty to enter or return to college or equivalent institution. Paragraph 13261, Marine Corps Personnel Manual."

h. If "Type of Transfer or Discharge" in Item 11a is indicated by "Released from Initial Tour of Active Duty for Training" enter one of the following remarks as appropriate:

"201 - Expiration of term of service. Marine Corps Order 1900.1E."

"226 - Dependency. Paragraph 13263, Marine Corps Personnel Manual."

"227 - Hardship. Paragraph 13263, Marine Corps Personnel Manual."

i. In all cases involving separation by reason of disability insert Veterans' Administration Diagnostic Code numbers if shown on the Commandant of the Marine Corps' letter authority directing discharge, temporary disability retirement, or retirement for reason of disability.

11d.

EFFECTIVE DATE. The entry in this item will be the date release or discharge from active military service is effective. In the case of personnel granted travel time incident to separation from active service, construct the effective date to include such travel time. For personnel accepting appointment to warrant officer or commissioned grade and officers changing component by acceptance of appointment, the date of discharge shown will be the date prior to the date of acceptance of such appointment.

12.

LAST DUTY ASSIGNMENT AND MAJOR COMMAND. Enter the last unit, or similar element, to which assigned for duty rather than the element of which individual was a part while moving to a separation point. Assignments to units for the purpose of transfer from an overseas command to the United States are considered part of the movement to a separation point. The title and/or number of the organization will be precisely as indicated in the service record. Example: A Marine is being processed for separation at Marine Barracks, Treasure Island, California. He returned from an overseas command aboard the USNTS Benjamin Harrison. His overseas duty assignment was with

Item

12. Cont. Company B, 1st Battalion, 4th Marines (Reinf), 3rd Marine Division, Fleet Marine Force, Pacific. The entry for Item 12 would show: Co B, 1st Bn, 4th Mar (Reinf), 3rd MarDiv, FMFPac, and Item 11b would show: Casual Co, Marine Barracks, Treasure Island, California. However, a Marine permanently assigned duty at Marine Barracks, Treasure Island, California, upon being separated, would have that activity entered in Item 12 as last duty assignment and major command.

13a. CHARACTER OF SERVICE

OFFICERS:

Enter in capital letters "HONORABLE," "UNDER HONORABLE CONDITIONS," "UNDER CONDITIONS OTHER THAN HONORABLE," as appropriate, consistent with the reason and authority for separation.

ENLISTED:

Enter in capital letters one of the following, consistent with the reason and authority for separation:

HONORABLE

UNDER HONORABLE CONDITIONS

CONDITIONS OTHER THAN HONORABLE (includes Undesirable and Bad Conduct Discharge)

DISHONORABLE

"Character of Service" for personnel who are not discharged at the time of separation but are assigned or transferred to the Reserve, Retired, or released from initial tour of active duty for training in the case of reservists assigned to the Six Months Training Program will be determined by separately computing the average of conduct and proficiency markings assigned during current tour of active duty and applying the same criteria as if the individual were being discharged. Average markings in these cases will not be entered in the service record. In any case where doubt exists as to the correct "Character of Service" to be awarded, instructions shall be requested from the Commandant of the Marine Corps (Code DM).

13b. TYPE OF CERTIFICATE ISSUED. Enter form number of certificates issued (other than DD Form 214); e.g., "DD Form 256-MC," "DD Form 257-MC."

14. DISTRICT, AREA COMMAND OR CORPS TO WHICH RESERVIST TRANSFERRED. Self-explanatory.

15. REENLISTMENT CODE. Enter the appropriate Code from the following table to provide specific information concerning eligibility for reenlistment.

RE-1 Recommended for reenlistment.

Item

15. RE-2 Recommended for reenlistment, but ineligible. This will be used
Cont. for members whose status would make them ineligible for reenlistment; e.g., Fleet Marine Corps Reservist, Retired (except for disability), commissioned officer (permanent), etc.
- RE-3 Recommended for reenlistment upon removal of disqualifying factor. This code will be followed by a letter that indicates the factor involved, as follows:
- RE-3H Hardship-Dependency
 - RE-3P Physical
 - RE-3U Underage
 - RE-3R Rank Reappointment Restriction
 - RE-3S Sole Surviving Son
- RE-4 Not recommended for reenlistment.
16. TERMINAL DATE OF RESERVE/UMT&S OBLIGATION. Enter terminal Date of Reserve Obligation under the Universal Military Training and Service Act. If the individual has no obligated service remaining, enter "None."
17. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION
- 17a. SOURCE OF ENTRY. Type an "X" in the appropriate block. The block designated as "Other" would be marked when a Marine entered on active duty by direct commission, or appointment as a warrant officer, or by recall to active duty, etc.
- 17b. TERM OR SERVICE (Years). Enter term of service in years, or enter the word "Indefinite" in the case of officers.
- 17c. DATE OF ENTRY. Enter the date of entry on current tour of active duty.
18. PRIOR REGULAR ENLISTMENTS. Enter in this space the number of prior Regular Marine Corps enlistments only. Do not include Regular enlistments in other branches of the Armed Forces.
19. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SERVICE. For enlisted, enter also the pay grade, in parentheses.
20. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State). Self-explanatory.
21. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, County, State and ZIP Code). Enter home of record as recorded on the Enlistment Contract or the appointment acceptance and record.
22. STATEMENT OF SERVICE
- 22a. CREDITABLE FOR BASIC PAY PURPOSES.
- 22a(1). Net Service This Period. Enter total service this period, LESS TIME LOST as defined in current directives. See paragraph 15111.

Item

- 22a(2). Other Service. Enter all prior service, excluding any service shown in Item 22a(1).
- 22a(3). Total (line 1 plus line 2). Self-explanatory.
- 22b. TOTAL ACTIVE SERVICE. Includes all active service, including present period, if available from the service record book or officer's qualification record. If information is not available, so state.
- 22c. FOREIGN AND/OR SEA SERVICE. Include only time spent on foreign and/or sea service during current period of active duty. Service performed outside the continental United States while on maneuvers will not be included in this item.
- 23a. SPECIALTY NUMBER AND TITLE. Enter primary military occupational number and title recorded in the officer's qualification record or enlisted service record.
- 23b. RELATED OCCUPATION AND DOT NUMBER. If the specialty represented by the number entered in 23a has a related civilian occupation, enter the job title and Dictionary of Occupational Titles code number from the Dictionary of Occupational Titles or Related Civilian DOT Titles shown in the Military Occupational Specialty Manual, as appropriate. If no related civilian occupation, enter "None." The job title and DOT code number assigned to first sergeants and sergeants major should be that of the primary MOS held by the individual at the time of promotion to the grade of first sergeant.
24. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED. Enter all decorations, medals, badges, commendations, citations, campaign ribbons awarded or authorized during current tour of active duty, omitting authorities therefore. Also, for campaign or expeditionary medals, include the area of operations. (Example: Vietnam, Dominican Republic.)
25. EDUCATION AND TRAINING COMPLETED. The first item in this block will show the highest civilian education level obtained by the individual. Then, enter those formal school courses successfully completed during current tour of active duty to which individual was assigned by official orders. Enter also all off-duty courses successfully completed during current tour of active duty, such as MCI and Marine Corps Extension School courses and USAFI courses and tests and courses completed through accredited high schools and colleges. In each case, list school and course, the dates (From-To) of the course, and, if appropriate, the major course of study.
- 26a. NON-PAY PERIODS/TIME LOST (preceding two years). This item applies only to the current tour of active duty. Moreover, time lost prior to the last two years of the current tour will not be shown. Give inclusive dates for each period of time lost or non-pay period which is not time lost (e.g., excess leave). Each entry will reflect the category; i.e., TL, EXLV, etc. The item will not be left blank; if there are no periods to report, enter "None."

Item

- 26b. DAYS ACCRUED LEAVE PAID. Entries for this item will be made in the following form:
- (1) If lump-sum leave settlement is paid for a certain number of days, enter the number of days; e.g., "24 days."
 - (2) If no lump-sum leave settlement is due, enter the words "None due."
 - (3) If a lump-sum leave settlement is due but has not yet been settled, enter the words "Due - -Not Settled."
- 27a. INSURANCE IN FORCE (NSLI or USGLI). If the individual has government life insurance (National Service Life Insurance or United States Government Life Insurance) enter an "X" in the "Yes" block. (This includes those who have applied for waiver of NSLI premiums.) If the individual has indemnity protection only enter an "X" in the "No" block.
- 27b. AMOUNT OF ALLOTMENT. Enter amount of allotment if insurance premiums are currently being paid by allotment; otherwise enter "N/A."
- 27c. MONTH ALLOTMENT DISCONTINUED. If individual has an allotment currently in effect, enter month and year of discontinuance, otherwise enter "N/A."
28. VA CLAIM NUMBER. The claim number is as important to the Veterans' Administration as the service number is to the Armed Forces. If one has been assigned to the individual, it may be obtained from any correspondence which he has received in connection with benefits for which he has previously applied.
29. SERVICEMEN'S GROUP LIFE INSURANCE COVERAGE (\$10,000, \$5,000, None). Enter an "X" in the appropriate block.
30. REMARKS. Continue in this space items that cannot be completed within the space provided. In such cases cross-references must be used to indicate the item being continued. (Example: 26a, continued.) If more space is required, enter the words "Continued on reverse" in the last line of this space and complete the entries on the reverse of the form.
- a. If discharge for physical disability is effected as the result of the approved findings of a physical evaluation board, with severance pay, insert under Item 30 the following appropriate entry: "Paid \$ (amount) disability severance pay." If not entitled to disability severance pay insert "Not entitled to severance pay."
 - b. Enter the following remarks as appropriate:
 - (1) Enlisted in the United States Marine Corps/Reserve.
 - (2) Reenlisted in U.S. Marine Corps/Reserve.
 - (3) Is undecided about reenlistment.
 - (4) Accepted Regular commission/warrant.

Item

30. (5) Not available for signature.
 Cont. (6) Good Conduct Medal period commences _____ (Date) .
 (7) Certain Marine Corps Orders require entries to be made under "Remarks." Ensure that appropriate entries are made.

c. The following notations will be made for personnel who are released or separated from Active Duty Training under 10 USC 511 (d) - formerly "Reserve Forces Act of 1955 Six-Months Active Duty for Training."

- (1) "6 MO AD TNG"
 (2) "Not a Final Discharge"

31. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER TRANSFER OR DISCHARGE (Street, RFD, City, County, State and ZIP Code). Information for this item shall be obtained by interview with the individual being separated. The individual's complete home address, that is, the place where he intends to reside permanently following separation, shall be entered in this item. If the permanent address for mailing purposes is the same as the home of record, "See Item 21" may be inserted.
32. SIGNATURE OF PERSON BEING TRANSFERRED OR DISCHARGED. The signature of the individual being separated should be signed with indelible pencil to ensure that all copies bear a legible signature. If not available for signature, enter "See Item 30."
33. TYPE NAME, GRADE AND TITLE OF AUTHORIZING OFFICER. Self-explanatory.
34. SIGNATURE OF OFFICER AUTHORIZED TO SIGN. This item will be signed by the officer responsible for preparation of the form. Indelible pencil will be used to ensure that the signature appears on all copies.

7. Distribution Instructions

a. Distribution will be made as indicated below: (Mailing addresses for certain activities are listed in subpar. 15072.7b, below.)

Copy No. 1 (INDIV): Deliver to the individual being separated.

Copy No. 2 (SR/OQR or HQMC): Place this copy in closed-out SRB or OQR of each person who is discharged, retired, or reenlisted. For each Marine released or transferred to reserve status, forward this copy to CMC (Code DGH).

Copy No. 3: Forward to appropriate recruiting officer via the Marine Corps District indicated by the address shown in Item 31 of the form.

Copy No. 4: Give to individuals who are separated from active duty unless they have either applied to Veterans' Administration for compensation/pension or they have been transferred to a Veterans' Administration hospital. In this regard, it should be stressed to members who plan to apply for veterans' compensation or pension that faster processing generally can be expected if they complete their applications to VA at time of separation. If an individual completes a VA application for benefits at time of separation, Copy No. 4 should accompany the medical records forwarded to the VA Regional Office having cognizance over his permanent

address. When a Marine is transferred to a VA hospital upon separation, Copy No. 4 should accompany his health records forwarded to that hospital. In case of immediate reenlistment, insert this copy as a document in the service record book.

Copy No. 5 (STATEDIRSS): Forward this copy to the State Director of Selective Service System of the state shown in Item 10b, if shown, otherwise as in Item 21.

Copy No. 6 (VAWASHDC): Forward this copy to the Veterans' Administration (0340), Central Office, Washington, D.C. 20420. (Destroy this copy if individual reenlists immediately.)

Copy No. 7 (MCD): Forward this copy to the appropriate Marine Corps District indicated by the address shown in Item 31 or to the Marine Air Reserve Training Command. However, for personnel being transferred to inactive duty whose records will be forwarded to Marine Corps Reserve Data Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131, insert this copy as a document in the SRB or OQR for concurrent forwarding.

b. Addresses for distribution of DD Form 214-MC

(1) Part I: List of Marine Corps Districts showing jurisdiction

Director, 1st Marine Corps District
605 Stewart Avenue, Garden City,
Long Island, New York 11533

Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York
New Jersey
(Counties of Monmouth, Middlesex, Hunterdon, Morris, Sussex, Somerset, Union, Warren, Essex, Passaic, Bergen, and Hudson)

Director, 4th Marine Corps District
1100 South Broad Street
Philadelphia, Pennsylvania 19146

Pennsylvania
Delaware
Maryland
West Virginia
Kentucky
Ohio
(Less counties shown in the 9th District)
New Jersey
(All other counties not included in the 1st District)
North Carolina
(Counties of Gates, Pasquotank, Camden, Currituck, Chowan and Perquimans)
District of Columbia
Virginia
Indiana (Counties of Dearborn, Ohio, Gibson, Dubois, Crawford, Jefferson, Warrick, Posey, Harrison, Switzerland, Pike, Perry, Clark, Spencer, Vanderburgh and Floyd)

Permanent address situated outside the continental United States or its territorial possessions and is not within a designated Marine Corps District.

Director, 6th Marine Corps District
50 Seventh Street, N.E.
Atlanta, Georgia 30323

South Carolina
Georgia
Florida
Alabama
Tennessee
Mississippi
North Carolina
(All other counties not included in the
4th District)

Director, 8th Marine Corps District
Federal Office Building (Loyola)
701 Loyola Avenue
New Orleans, Louisiana 70113

Louisiana
Arkansas
Oklahoma
Texas
New Mexico

Director, 9th Marine Corps District
1500 East Bannister Road
Kansas City, Missouri 64131

Michigan
Illinois
Wisconsin
Minnesota
Iowa
Missouri
North Dakota
South Dakota
Nebraska
Kansas
Colorado
Wyoming
Ohio
(Counties of Ottawa, Sandusky, Lucas,
Wood, Fulton, Henry, Williams, and
Defiance)
Indiana
(All other counties not included in the
4th District)

Director, 12th Marine Corps District
100 Harrison Street
San Francisco, California 94106

Arizona
California
Utah
Nevada
Washington
Oregon
Idaho
Montana
Alaska

Director, 14th Marine Corps District
Marine Barracks
U.S. Naval Base
FPO San Francisco 96610

Hawaii

Commanding General, Marine Air
Reserve Training Command
U.S. Naval Air Station
Glenview, Illinois 60026

(Individuals possessing aviation MOS's
regardless of the separatee's perma-
nent address)

(2) Part II: Jurisdiction and addresses of Veterans' Administration
Regional Offices

<u>TERRITORY ALLOTTED TO</u>	<u>VA REGIONAL OFFICE</u>
ALABAMA All Cities and Counties	Aronov Building 474 South Court Street Montgomery, Alabama 36104
ALASKA Entire State	Goldstein Building Juneau, Alaska 99801
ARIZONA All Cities and Counties	Federal Building 230 North First Avenue Phoenix, Arizona 85025
ARKANSAS All Cities and Counties	Federal Office Building 700 West Capital Avenue Little Rock, Arkansas 72201
CALIFORNIA Counties:	
Inyo San Bernardino)	
Kern San Diego)	
Imperial San Luis Obispo)	1380 S. Sepulveda Blvd.
Los Angeles Santa Barbara)	Los Angeles, California 90073
Orange Ventura	
Riverside	
Alpine Modoc)	Veterans' Administration Center
Lassen Mono)	1000 Locust Street
	Reno, Nevada 89504
All Other Counties	49 Fourth Street San Francisco, California 94103
CANAL ZONE Entire Zone	Veterans' Benefits Office 2033 M Street, N.W. STOP 339 Washington, D.C. 20421
COLORADO All Cities and Counties	Denver Federal Center Denver, Colorado 80225
CONNECTICUT All Cities and Counties	450 Main Street Hartford, Connecticut 06103
DELAWARE All Cities and Counties	1601 Kirkwood Highway Wilmington, Delaware 19899 (Mail: P.O. Box 1266)

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

DISTRICT OF COLUMBIA
Entire District

Veterans' Benefits Office
2033 "M" Street, N.W.
STOP 339
Washington, D.C. 20421

FLORIDA
All Cities and Counties

P.O. Box 1437
St. Petersburg, Florida 33731

GEORGIA
All Cities and Counties

441-449 W. Peachtree St., N.E.
Atlanta, Georgia 30308

GUAM AND HAWAII
Entire Islands

680 Ala Meana Blvd.
Honolulu, Hawaii 96801
(Mailing Address: P.O. Box 3198)

IDAHO
All Cities and Counties

Fifth and Fort Streets
Boise, Idaho 83707

ILLINOIS
All Cities and Counties

2030 W. Taylor Street
Chicago, Illinois 60612

INDIANA
Counties:

Lake
La Porte
Porter

2030 W. Taylor Street
Chicago, Illinois 60612

All Other Cities and Counties

36 S. Pennsylvania Street
Indianapolis, Indiana 46209

IOWA
All Cities and Counties

Veterans' Administration Center
Des Moines, Iowa 50308

KANSAS
Counties:

Atchison	Doniphan)
Brown	Douglas)
Jackson	Leavenworth)
Jefferson	Nemaha)
Johnson	Wyandotte)

Federal Building
Room 4705
1520 Market Street
St. Louis, Missouri 63103

All Other Counties

Veterans' Administration Center
5500 East Kellogg
Wichita, Kansas 67218

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

KENTUCKY

All Cities and Counties

1405 W. Broadway
Louisville, Kentucky 40201

LOUISIANA

All Parishes

701 Loyola Avenue
New Orleans, Louisiana 70113

MAINE

All Cities and Counties

Veterans' Administration Center
Togus, Maine 04333

MARYLAND

Counties:

Montgomery)
Prince Georges)2033 "M" Street N.W.
STOP 339
Washington, D.C. 20421

All Other Counties

St. Paul & Fayette Streets
Baltimore, Maryland 21202

MASSACHUSETTS

Cities and Towns--Bristol County:

Easton)
Mansfield)Veterans' Administration Regional
Office
John Fitzgerald Kennedy Federal Building
Government Center
Boston, Massachusetts 02203All Other Cities and Towns in
Bristol County:Federal Building
Kennedy Plaza
Providence, Rhode Island 02903

Cities and Towns--Plymouth County:

Carver Middleboro)
Lakesville Rochester)
Marion Wareham)
MattapoisettFederal Building
Kennedy Plaza
Providence, Rhode Island 02903All Other Cities and Towns in
Plymouth County:Veterans' Administration Regional
Office
John Fitzgerald Kennedy Federal Building
Boston, Massachusetts 02203

Counties:

Barnstable Nantucket)
DukesFederal Building
Kennedy Plaza
Providence, Rhode Island 02203

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

All Other Counties

Veterans' Administration Regional Office
John Fitzgerald Kennedy Federal Building
Boston, Massachusetts 02203

MICHIGAN

All Cities and Counties

210 Gratiot Ave. at Library
Detroit, Michigan 48231

MINNESOTA

Counties:

Becker	Norman)
Beltrami	Otter Tail)
Clay	Pennington)
Clearwater	Polk)
Kittson	Red Lake)
Lake of the Woods	Roseau)
Mahnomen	Wilkin)
Marshall	

Veterans' Administration Center
Fargo, North Dakota 58102

All Other Counties

Fort Snelling
St. Paul, Minnesota 55111

MISSISSIPPI

All Cities and Counties

1500 East Woodrow Wilson Drive
Jackson, Mississippi 39216

MISSOURI

All Cities and Counties

Federal Building
Room 4705
1520 Market Street
St. Louis, Missouri 63103

MONTANA

All Cities and Counties

Veterans' Administration Center
Ft. Harrison, Montana 59636

NEBRASKA

All Cities and Counties

220 South 17th Street
Lincoln, Nebraska 68508

NEVADA

Counties:

Clark)
Lincoln)1380 South Sepulveda Blvd.
Los Angeles, California 90073

All Other Counties

1000 Locust Street
Reno, Nevada 89504

NEW HAMPSHIRE

All Cities and Counties

497 Silver Street
Manchester, New Hampshire 03103

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

NEW JERSEY

All Cities and Counties

20 Washington Place
Newark, New Jersey 07102

NEW MEXICO

All Cities and Counties

517 Gold Avenue, S.W.
Albuquerque, New Mexico 87101

NEW YORK

Counties:

Albany	Otsego)
Bronx	Putman)
Clinton	Queens)
Columbia	Rensselaer)
Delaware	Richmond)
Dutchess	Rockland)
Essex	Saratoga)
Franklin	Schenectady)
Fulton	Schoharie)
Greene	Suffolk)
Hamilton	Sullivan)
Kings	Ulster)
Montgomery	Warren)
Nassau	Washington)
New York	Westchester)
Orange)

252 Seventh Avenue
New York, New York 10001

Other Counties

Allegany	Niagara)
Broome	Oneida)
Cattaraugus	Onondaga)
Cayuga	Ontario)
Chautauqua	Orleans)
Chemung	Oswego)
Chenango	St. Lawrence)
Cortland	Schuyler)
Erie	Seneca)
Genesee	Steuben)
Herkimer	Tioga)
Jefferson	Tompkins)
Lewis	Wayne)
Livingston	Wyoming)
Madison	Yates)
Monroe)

1021 Main Street
Buffalo, New York 14203

NORTH CAROLINA

All Cities and Counties

310 W. Fourth Street
Winston-Salem, North Carolina 27102

NORTH DAKOTA

All Cities and Counties

Veterans' Administration Center
Fargo, North Dakota 58102

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

OHIO

All Cities and Counties

Cuyahoga Building
216 Superior Avenue
Cleveland, Ohio 44114

OKLAHOMA

All Cities and Counties

Second and Court Streets
Muskogee, Oklahoma 74401

OREGON

All Cities and Counties

208 S.W. Fifth Avenue
Portland, Oregon 97204

PENNSYLVANIA

Counties:

Adams	Lycoming)
Berks	Mifflin)
Bradford	Monroe)
Bucks	Montgomery)
Cameron	Montour)
Carbon	Northampton)
Centre	Northumberland)
Chester	Perry)
Clinton	Philadelphia)
Columbia	Pike)
Cumberland	Potter)
Dauphin	Schuylkill)
Delaware	Snyder)
Franklin	Sullivan)
Juniata	Susquehanna)
Lackawanna	Tioga)
Lancaster	Union)
Lebanon	Wayne)
Lehigh	Wyoming)
Luzerne	York)

5000 Wissahickon Avenue
Philadelphia, Pennsylvania 19101
(Mail: P.O. Box 8079)

All Other Counties:

Allegheny	Fulton)
Armstrong	Greene)
Beaver	Huntingdon)
Bedford	Indiana)
Blair	Jefferson)
Butler	Lawrence)
Cambria	McKean)
Clarion	Mercer)
Clearfield	Somerset)
Crawford	Venango)
Elk	Warren)
Erie	Washington)
Fayette	Westmoreland)
Forest)

1000 Liberty Avenue
Pittsburgh, Pennsylvania 15222

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

PHILIPPINES, Republic of the
Entire Islands

1131 Roxas Blvd.
Manila, Philippine Islands
(Mailing Address:
APO San Francisco 96528)

PUERTO RICO, Commonwealth of
Puerto Rico, Including
Virgin Islands

520 Ponce de Leon Ave.
San Juan, Puerto Rico 00901

RHODE ISLAND
All Cities and Counties

Federal Building
Kennedy Plaza
Providence, Rhode Island 02903

SAMOA
Entire Island

Veterans' Benefits Office
2033 "M" Street, N.W.
STOP 339
Washington, D.C. 20420

SOUTH CAROLINA
All Cities and Counties

1801 Assembly Street
Columbia, South Carolina 29201

SOUTH DAKOTA
All Cities and Counties

Veterans' Administration Center
Sioux Falls, South Dakota 57101

TENNESSEE
All Cities and Counties

U.S. Courthouse
801 Broadway
Nashville, Tennessee 37203

TEXAS
City of:

Texarkana

Federal Office Building
700 West Capitol Avenue
Little Rock, Arkansas 72201

Counties:

Angelina	Comal)
Aransas	Crockett)
Atascosa	De Witt)
Austin	Dimmit)
Bandera	Duval)
Bee	Edwards)
Bexar	Fort Bend)
Blanco	Frio)
Brazoria	Galveston)
Brewster	Gillespie)
Brooks	Goliad)
Caldwell	Gonzales)
Calhoun	Grimes)
Cameron	Guadalupe)
Chambers	Hardin)
Colorado	Harris)

515 Rusk Avenue
Houston, Texas 77061

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

TEXAS (Continued)

Counties:

Hays	Nueces)
Hidalgo	Orange)
Houston	Pecos)
Jackson	Polk)
Jasper	Real)
Jefferson	Refugio)
Jim Hogg	Sabine)
Jim Wells	San Augustine)
Karnes	San Jacinto)
Kendall	San Patricio)
Kenedy	Schleicher)
Kerr	Shelby)
Kimble	Starr)
Kinney	Sutton)
Kleberg	Terrell)
La Salle	Trinity)
Lavaca	Tyler)
Liberty	Uvalde)
Live Oak	Val Verde)
Mason	Victoria)
Matagorda	Walker)
Maverick	Waller)
McCulloch	Washington)
McMullen	Webb)
Medina	Wharton)
Menard	Willacy)
Montgomery	Wilson)
Nacogdoches	Zapata)
Newton	Zavala)

515 Rusk Avenue
Houston, Texas 77061

Anderson	Cherokee)
Andrews	Childress)
Archer	Clay)
Armstrong	Cochran)
Bailey	Coke)
Bastrop	Coleman)
Baylor	Collin)
Bell	Collingsworth)
Borden	Comanche)
Bosque	Concho)
Bowie	Cooke)
Brazos	Coryell)
Briscoe	Cottle)
Brown	Crane)
Burleson	Crosby)
Burnet	Culberson)
Callahan	Dallam)
Camp	Dallas)
Carson	Dawson)
Cass	Deaf Smith)
Castro	Delta)

1400 North Valley Mills Drive
Waco, Texas 76710

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

TEXAS (Continued)

Counties:

Denton	Lee)
Dickens	Leon)
Donley	Limestone)
Eastland	Lipscomb)
Ector	Llano)
Ellis	Loving)
El Paso	Lubbock)
Erath	Lynn)
Falls	Madison)
Fannin	Marion)
Fayette	Martin)
Fisher	McLennan)
Floyd	Midland)
Foard	Milam)
Franklin	Mills)
Freestone	Mitchell)
Gaines	Montague)
Garza	Moore)
Glasscock	Morris)
Gray	Motley)
Grayson	Navarro)
Gregg	Nolan)
Hale	Ochiltree)
Hall	Oldham)
Hamilton	Palo Pinto)
Hansford	Panola)
Hardeman	Parker)
Harrison	Parmer)
Hartley	Potter)
Haskell	Presidio)
Hemphill	Rains)
Henderson	Randall)
Hill	Reagan)
Hockley	Red River)
Hood	Reeves)
Hopkins	Roberts)
Howard	Robertson)
Hudspeth	Rockwall)
Hunt	Runnels)
Hutchinson	Rusk)
Irion	San Saba)
Jack	Scurry)
Jeff Davis	Shackelford)
Johnson	Sherman)
Jones	Smith)
Kaufman	Somervell)
Kent	Stephens)
King	Sterling)
Knox	Stonewall)
Lamar	Swisher)
Lamb	Tarrant)
Lampasas	Taylor)

1400 North Valley Mills Drive
Waco, Texas 76710

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

TEXAS (Continued)

Counties:

Terry	Wheeler)
Throckmorton	Wichita)
Titus	Wilbarger)
Tom Green	Williamson)
Travis	Winkler)
Upshur	Wise)
Upton	Wood)
Van Zandt	Yoakum)
Ward	Young)

1400 North Valley Mills Drive
Waco, Texas 76710

UTAH

All Cities and Counties

125 South State Street
Salt Lake City, Utah 84111

VERMONT

All Cities and Counties

Veterans' Administration Center
White River Junction
Vermont 05001

VIRGINIA

Cities:

Alexandria

Veterans' Benefits Office
2033 "M" Street, N.W.
STOP 339
Washington, D.C. 20420

Counties:

Arlington)

Fairfax)

Veterans' Benefits Office
2033 "M" Street, N.W.
Washington, D.C. 20420

All Other Cities and Counties

211 W. Campbell Avenue
Roanoke, Virginia 24011

VIRGIN ISLANDS

(listed under Commonwealth of
Puerto Rico)

520 Ponce de Leon Avenue
San Juan, Puerto Rico 00901

WASHINGTON

All Cities and Counties

Sixth and Lenora Building
Seattle, Washington 98121

WEST VIRGINIA

Counties:

Brooke Marshall)

Hancock Ohio)

All Other Counties

1000 Liberty Avenue
Pittsburgh, Pennsylvania 15222

502 Eighth Street
Huntington, West Virginia 25701

WISCONSIN

All Cities and Counties

342 N. Water Street
Milwaukee, Wisconsin 53202

WYOMING

All Cities and Counties

2360 East Pershing Blvd.
Cheyenne, Wyoming 82001

(3) Part III: Addresses of State Directors, Selective Service System.
(Note: The number shown in parentheses following the State name is a code used by the Selective Service System which will be used in addition to the address when preparing and mailing DD Form 889, STANDBY RESERVE CONTROL.)

ALABAMA (1)
149 Lee Street
Montgomery, Alabama 36104

ALASKA (51)
Director, Selective Service System
P.O. Box 2691
Juneau, Alaska 99801

ARIZONA (2)
5016 Federal Building
230 N. 1st Avenue
Phoenix, Arizona 85003

ARKANSAS (3)
Third Floor, Old Post Office Building
Second and Center Streets
Little Rock, Arkansas 72201

CALIFORNIA (4)
Old Post Office Building
~~7th and "K" Streets~~
Sacramento, California 95814

CANAL ZONE (56)
P.O. Box 2014
Balboa Heights, Canal Zone
FPO New York 09580

COLORADO (5)
Double A Building
1300 Glenarm Place
Denver, Colorado 80204

CONNECTICUT (6)
P.O. Box 1558
Hartford, Connecticut 06101

DELAWARE (7)
P.O. Box 1928
Wilmington, Delaware 19899

DISTRICT OF COLUMBIA (49)
Director, Selective Service System
451 Indiana Avenue, N.W.
Washington, D.C. 20001

FLORIDA (8)
310 Charlotte Street
St. Augustine, Florida 32084

GEORGIA (9)
901 West Peachtree St. N.E.
Atlanta, Georgia 30308

GUAM (55)
Director, Selective Service System
P.O. Box 326
Agana, Guam 96910

HAWAII (52)
Director, Selective Service System
P.O. Box 4006
Honolulu, Hawaii 96812

IDAHO (10)
P.O. Box 1997
Boise, Idaho 83701

ILLINOIS (11)
405 E. Washington Street
Springfield, Illinois 62701

INDIANA (12)
Century Building
36 South Pennsylvania Street
Indianapolis, Indiana 46204

IOWA (13)
Building 68, Fort Des Moines
Des Moines, Iowa 50303

KANSAS (14)
Masonic Temple Building
10th and Van Buren Streets
Topeka, Kansas 66612

KENTUCKY (15)
220 Steele Street
Frankfort, Kentucky 40601

LOUISIANA (16)
Louisiana State Headquarters
Jackson Barracks
New Orleans, Louisiana 70117

MAINE (17)
4 Union Street
Augusta, Maine 04330

MARYLAND (18)
Fifth Regiment Armory
Hoffman and Bolton Streets
Baltimore, Maryland 21203

Suspended: see MC Bul. 5009 of 25 Nov-1967

MASSACHUSETTS (19)
55 Tremont Street
Boston, Massachusetts 02108

MICHIGAN (20)
P.O. Box 626
Lansing, Michigan 48903

MINNESOTA (21)
100 East Tenth Street
St. Paul, Minnesota 55101

MISSISSIPPI (22)
Corner S. State and Silas Brown Streets
Jackson, Mississippi 39201

MISSOURI (23)
411 Madison Street
Jefferson City, Missouri 65101

MONTANA (24)
P.O. Box 1183
Helena, Montana 59601

NEBRASKA (25)
State Capitol
Lincoln, Nebraska 68509

NEVADA (26)
P.O. Box 644
Carson City, Nevada 89701

NEW HAMPSHIRE (27)
P.O. Box 427
Concord, New Hampshire 03302

NEW JERSEY (28)
1006 Broad Street
Newark, New Jersey 07102

NEW MEXICO (29)
P.O. Box 1028
Santa Fe, New Mexico 87511

NEW YORK (30)
Old Post Office Building
Albany, New York 12201

NEW YORK CITY (50)
Director, Selective Service System
11th Floor, 205 East 42nd Street
New York, New York 10017

NORTH CAROLINA (31)
P.O. Box 9513
Morgan Street Station
Raleigh, North Carolina 27603

15-68
Ch. 11

NORTH DAKOTA (32)
P.O. Box 628
Bismarck, North Dakota 58502

OHIO (33)
34 North High Street
Columbus, Ohio 43215

OKLAHOMA (34)
407 Federal Building
Oklahoma City, Oklahoma 73102

OREGON (35)
P.O. Box 4288
Portland, Oregon 97208

PENNSYLVANIA (36)
Building 2
Front and Maclay Streets
P.O. Box 1921
Harrisburg, Pennsylvania 17105

PUERTO RICO (53)
Director, Selective Service System
P.O. Box 4031
San Juan, Puerto Rico 00905

RHODE ISLAND (37)
1 Washington Avenue
Providence, Rhode Island 02905

SOUTH CAROLINA (38)
P.O. Box 869
Columbia, South Carolina 29202

SOUTH DAKOTA (39)
P.O. Box 1872
Rapid City, South Dakota 57702

TENNESSEE (40)
1317 Church Street
Nashville, Tennessee 37203

TEXAS (41)
Western Republic Building
702 Colorado Street
Austin, Texas 78701

UTAH (42)
Building No. 102
Fort Douglas, Utah 84113

VERMONT (43)
151 Main Street
Montpelier, Vermont 05601

VIRGIN ISLANDS (54)
Director, Selective Service System
P.O. Box 360
St. Thomas, Virgin Islands 00801

VIRGINIA (44)
900 N. Lombardy Street
Richmond, Virginia 23220

WASHINGTON (45)
State Armory
Tacoma, Washington 98401

WEST VIRGINIA (46)
Federal Office Building
500 Quarrier Street
Charleston, West Virginia 25301

WISCONSIN (47)
1220 Capitol Court
Madison, Wisconsin 53715

WYOMING (48)
P.O. Box 493
Cheyenne, Wyoming 82001

15073 NOTICE OF OBLIGATED SERVICE (NAVMC 10228)

1. This form is designed for formally notifying an individual of his obligated service upon expiration of enlistment, either while on active or inactive duty, and transfer to or retention in the Marine Corps Reserve. The form will be completed at the following times:

a. Reserve enlisted personnel serving on definite term enlistments: The form will be completed upon expiration of enlistment if the member has a remaining period of obligated service.

b. Regular enlisted personnel who do not reenlist in the Regular Marine Corps: The form will be completed upon release from active duty in order to transfer the member to the Marine Corps Reserve for the remaining period of obligated service. All Regular and Reserve service must be taken into consideration in determining whether or not the member has a remaining period of obligated service.

2. When preparing this form, page 11 of the individual's service record book will be reviewed to ascertain if the person had prior service under a special enlistment program in the Marine Corps Reserve in which he incurred an 8-year obligation.

3. Distribution Instructions. Distribution will be made as indicated below:

Original (SRB). Place in the individual's Service Record Book.

Copy No. 1 (CMC). Forward to the Commandant of the Marine Corps (Code DGH).

Copy No. 2 (INDIV). Give to the individual.

Copy No. 3 (MCRDSC). For Class III reservists, forward this copy to Commanding Officer (Code RP), Marine Corps Reserve Data Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131. For Class II reservists, forward to Commanding Officer (Code DP) at the above address.

15074 ENLISTED DISCHARGE CERTIFICATES (DD FORM 256 MC THROUGH DD FORM 260 MC, INCLUSIVE)

1. Custody

a. Discharge certificates shall be kept in the custody of the commander, who is responsible for their safekeeping, accountability, and proper issue.

b. When an organization is disbanded, discharge certificates remaining on hand shall be forwarded by registered mail to the Marine Corps Supply Center, Albany, Georgia.

2. Preparation

a. Discharge certificates will be prepared by the organization having custody of the service record book.

b. The character of discharge will be in accordance with paragraph 13257. In the event the commander considers that the individual is entitled to a discharge of a character different from that indicated in the table, he may make recommendations to the Commandant of the Marine Corps (Code DMB).

3. Entries. No derogatory remark will be made on the discharge certificate.

Entries, other than signature, on the discharge certificate will be typed and recorded as follows:

a. Front

(1) Name: Grade (with pay grade in parentheses, if enlisted), full name in capital letters (beginning with the first name), followed by the service number.

(2) In the case of a reservist, no additional statement will be placed on the discharge certificate. Discharge forms appropriate to the status under which the individual is discharged will be issued to all Marines without designation of component.

(3) Date: As shown in the following example: "on the 10th day of September 1951."

(4) Signature: The normal signature of the officer who signs will be made on the top line. The bottom line will be completed as shown in the following example: "J. P. JONES, MAJOR, USMC."

b. Reverse: No entries will be made on the reverse of the discharge certificate. All the items shown will be inked out by a single redline drawn diagonally from the upper left to the lower right corner.

4. Delivery

a. Honorable and under honorable conditions discharge certificates will always be delivered in person by an officer and the delivery should be made by the post or regimental commander, if practicable. If not practicable, delivery should be made by the company commander. In any case, the delivery should be accompanied by the expression of a hope that the individual will reenlist (if he is recommended for reenlistment) or good wishes for a successful career.

b. In those instances where personal delivery cannot be made, the following action should be taken:

▶ (1) The Commanding Officer, Marine Corps Reserve Data Services Center, will mail the discharge certificate to the person concerned using first class mail with a return address on the envelope as follows:

Military Personnel Record Center
National Archives and Record Service
General Services Administration,
Region 6
St. Louis, Missouri 63132

Upon mailing, an entry will be made in the individual's service record on page 11, stating date, organization, the fact that the discharge certificate was mailed on that date, and the signature and duty of the officer authenticating the entry. Upon completion of the action required, forward the service record book in accordance with subparagraph 15100.2e(3), as appropriate.

(2) Personnel at home awaiting results of a physical evaluation board. Commanders will mail the discharge certificate to the person concerned using first class mail. Returned undelivered certificates will be forwarded to the Commandant of the Marine Corps (Code DGH).

c. The discharge certificate will not be delivered to an individual until a Security Termination Statement (OPNAV Form 5511-14), is completed if such statement is required by paragraph 15082.

5. Replacement of Lost or Destroyed Discharge Certificate, Enlisted or Officer

a. Duplicate discharge certificates will not be issued, but upon request to the Commandant of the Marine Corps (Code DGK), a DD 303 MC, Certificate in Lieu of Lost or Destroyed Discharge, will be issued.

b. Certificates in Lieu of Lost or Destroyed Discharge are of equal value as original discharge certificates in the substantiation of entitlement to Federal, state, or local benefits.

15075 DELETED (Ch. 10)

15076 RESERVE RETIREMENT
CREDIT REPORT (NAVMC
798-DR AND NAVMC
798a-DR)

1. The Reserve Retirement Credit Report is designed for recording credits earned toward eligibility for retirement under the provisions of 10 USC 1331-1337, commonly referred to as the Reserve Retirement Act.

2. The unit commander is responsible for accomplishing the Reserve Retirement Credit Report and for maintaining records of credits earned to support report entries.

3. The term, unit commander, as used within this paragraph, refers to the Marine Corps District Director; the Commanding General, Marine Air Reserve Training Command, the Commanding Officer, Marine Corps Reserve Data Services Center; or to the commanding officer, Organized Reserve unit, on whose rolls the Reservist is carried. It does not refer

to any commander of a Regular Marine Corps organization since the Reserve Retirement Credit Report is prepared only by Reserve organizations.

4. Instructions for recording and reporting Reserve retirement credits are given in the paragraphs that follow.

5. The Reserve Retirement Credit Report will be prepared by the unit commander on the following occasions:

► a. End of the anniversary year.

(1) Must be prepared and submitted promptly upon expiration of the member's anniversary year. (Justification for late submission, over a period of 30 days, must accompany the report.)

(2) A Code 1, anniversary report, will show a summary of all points earned by the member during his anniversary year in each individual column. In addition, the anniversary year summary blocks will show the recapitulation total of the individual column on the report. (See the following example.)

ORGANIZATION	DATES (Inclusive)		OCCASION (Enter code from below)	ACTIVE DUTY POINTS	INACTIVE DUTY POINTS					ANNIVERSARY YEAR SUMMARY			SIGNATURE, RANK, TITLE
	FROM-	TO-			DRILLS	CORRESPONDENCE COURSES	OTHER EQUIVALENT INSTRUCTION	MEMBERSHIP	TOTAL	TOTAL ACTIVE DUTY POINTS	INACTIVE DUTY POINTS (Not to exceed 60)	TOTAL POINTS CREDITED	
Co "A"	1Jul65	30Aug65	3	1-15Jul65	15	8	2	X	X	X	X	X	Joe Smith MAJ, CO.
Co "B"	31Aug65	19Apr66	3	X	30	4	2	X	X	X	X	X	Joe Smith MAJ, CO.
Co "C"	20Apr66	30Jun66	1	1-15Jul65	15	46	6	2	15	69	15	60	Joe Smith MAJ, CO.

b. Detachment or transfer (including assignment to EAD).

c. Upon unit mobilization.

d. Acceptance of resignation or discharge. (No report is required upon discharge for immediate reenlistment or appointment in the same Reserve component, since there is no break in service.)

e. Transfer to Inactive Status List, or retirement.

f. Upon joining a Reserve unit following a period of extended active duty if one or more anniversary dates elapsed while on active duty. Report will reflect credits earned from date of last anniversary year reported, by anniversary years, to end of anniversary year prior to release from active duty. The next scheduled report, transfer, end of anniversary year, etc., will include credits earned from end of last anniversary year to end of reporting period.

g. On a report submitted because of resignation, discharge, retirement or transfer to the Inactive Status List, an entry will be made on the line immediately following the last entry on the Commandant of the Marine Corps copy indicating "Resigned," "Discharged," "Transferred to the Retired Reserve," or "Transferred to the Inactive Status List."

6. Reports will be accomplished as follows:

a. All reports will be prepared in triplicate and receive distribution as follows:

(1) Original (NAVMC 798-DR) to service record book or officer's qualification record.

(2) Duplicate of all reports, officer and enlisted (NAVMC 798a-DR) to CMC (Code DMR).

(3) Triplicate (NAVMC 798a-DR) to individual to be retained for determination of total credits earned.

b. The original will become a chronological record for permanent retention in the service record book or officer's qualification record and will reflect all credits earned since entry on current period of continuous service. Upon discharge for immediate reenlistment or appointment to officer grade, the original report will be transferred to the new service record book or officer's qualification record. No entry to reflect discharge and reenlistment or appointment is required. No Form NAVMC 798-DR will be prepared for members carried on the Inactive Status List. However, such periods will be covered in the next report submitted as noted in subparagraph 6i, below.

c. For subsequent reports, the original (NAVMC 798-DR) will be removed from the service record book or officer's qualification record. Two copies of blank forms (NAVMC 798a-DR) will be inserted in the typewriter with the original. Entry for the period to be covered will be made on the line immediately following the last entry on the original. Duplicate and triplicate copies will only reflect credits for the specific period covered.

d. When all spaces on the original report have been filled, it should be numbered "1"; additional pages inserted and numbers "2," "3," etc.

e. Preparation of entries will be in accordance with the instructions on the form, except that in case no entry is required under any column, such space will be checked (X) to indicate that it was not overlooked.

f. Should an erroneous entry be discovered after submission, the unit

commander will make a new report covering the same period. The erroneous entry on original will be lined out and initialed. Each copy will be marked "corrected copy." Corrected reports which are submitted later than 2 years following the end of the anniversary year for which submitted, shall be forwarded with full justification to the Commandant of the Marine Corps (Code DMR) for approval.

g. A unit commander may delegate the authority to certify records of Reserve retirement credits to appropriate officers of his headquarters.

h. The original and all copies of the report will bear the signature of the authenticating officer.

i. Each report will cover the entire period since the last report was submitted. However, in the case of end of anniversary year, this report will be a summation of all previous reports submitted during the anniversary year. If the member has been carried on the Inactive Status List, inclusive dates will be entered, the letters "ISL" will be entered in the column indicating occasion for report, and no points will be credited for such period.

j. On the Commandant of the Marine Corps copy of all reports which have credited periods of active duty or active duty for training, enter on the line below the anniversary year report, the inclusive dates of all such duty to include travel time.

7. Certain substantiating records and reports are necessary to the accomplishment of the Reserve Retirement Credit Report.

a. For all types of equivalent instruction, other than correspondence courses and equivalent instruction or duty for drills (EIOD), a report of performance must be made by the reservist to his unit commander on NAVMC 799-PD, Equivalent Instruction Report, as follows:

(1) Members of Volunteer training units and members performing

associate duty may submit such reports quarterly, indicating the date each meeting was attended or period of associate duty was performed and the number of credits claimed for each. Such members may submit a report at any time during the quarterly period when necessary to assure that points are credited within the current anniversary year. It is the responsibility of the commanding officer concerned to maintain attendance records and to verify these periodic reports when submitted.

(2) Members who perform periods of equivalent instruction other than as indicated above, will, upon completion of each such period, prepare NAVMC 799-PD, and submit it to their unit commander for approval.

(3) Approved reports submitted on NAVMC 799-PD will be retained by the unit commander as a supporting document for the preparation of NAVMC 798-DR, and for at least 3 months thereafter.

b. Credits for correspondence courses will be taken from reports furnished the Reserve unit commander by the Marine Corps Institute or Extension School, Marine Corps Schools, as appropriate.

(1) Reports to Reserve unit commanders by the Marine Corps Institute or Extension School, Marine Corps Schools, will:

(a) Be prepared for each reservist having successfully completed correspondence work for which retirement credits are earned;

(b) Be prepared annually as of the anniversary date of the individual reservist (the correspondence schools are responsible for obtaining anniversary date upon enrollment), and/or on other appropriate occasions (e.g., completion of all courses and disenrollment);

(c) Be submitted promptly on the anniversary date of the individual reservist;

(d) Be made in letter or machine report form as appropriate;

(e) Show the total number of credits earned during the reporting period. In determining the total, the effective date as of which points shall be credited to the individual for the satisfactory completion of a lesson shall be the date of receipt of the completed lesson by the school. Detailed reports indicating the date that each credit is earned will be made only upon special request by the reservist's commanding officer.

(f) Not be submitted for work completed while the reservist is serving on extended active duty. When the school cannot determine whether the individual is serving on active duty a report will be submitted.

(2) Unit commanders will retain the correspondence school report as a supporting document for the preparation of the Reserve Retirement Credit Report.

(3) Unit commanders will not include in the Reserve Retirement Credit Report credits for correspondence work completed while on extended active duty.

(4) It is the responsibility of the student to keep the school informed of the identity of his current commander for reporting purposes. The return address form submitted by the inactive reservist for each lesson will contain both the reservist's address and the unit designation of his Reserve unit commander.

c. To provide Reserve organizations with accurate information concerning those reservists who perform a period of extended active duty and then rejoin a Reserve organization, the following procedures apply:

(1) A copy of the reservist's orders to extended active duty with all endorsements will be placed in his qualification jacket or service record book and retained until he rejoins a Reserve organization.

(a) If the reservist is discharged and reenlisted in the Reserve while on extended active duty, the orders will be transferred to his new service record book and retained until he rejoins a Reserve organization.

(b) If the reservist is discharged while on extended active duty and reenlisted in the Regular Marine Corps, or if he does not reenlist in any component of the Marine Corps, the orders will be forwarded with his closed-out service record book.

(c) Should the situation stated in subparagraph c(1)(b), above, occur, and should the individual later reenlist in the Marine Corps Reserve, the unit which joins him will commence Reserve retirement reporting from date of reentry.

(2) When the Reserve Retirement Credit Report entries, showing the period of active Federal service, have been made and copies submitted, as provided above by the Reserve unit, the orders will be forwarded to Headquarters Marine Corps (Code DGH).

15077 STATEMENT OF UNDERSTANDING OF MILITARY OBLIGATION (NAVMC 10479-PD)

1. This form is designed for verifying an individual's understanding of the provisions of law regarding the military obligation he incurs upon enlistment in the Marine Corps or Marine Corps Reserve. This form shall not be used for personnel assigned to the "Six Months Training Program"; for such personnel, a statement shall be prepared in accordance with paragraph 15078.

2. Prior to administering the oath of enlistment to any male applicant for enlistment, except applicants for enlistment in programs leading to a commission, who is under 26 years of age and who has no prior service in any of the Armed Forces of the United States, including the Reserve components the following procedure

relative to this form shall be carried out:

- a. Prepare the form in duplicate.
- b. Carefully explain to the applicant the information contained on the form.
- c. Have the applicant sign the original and deliver the duplicate to him.
- d. Forward with other documents and pages in accordance with instructions contained in subparagraph 15100.2d.
- e. Only one statement of understanding is required to be executed. The program under which an applicant is enlisted will determine the appropriate type of statement of understanding to be used.

15078 STATEMENT OF UNDER-
STANDING UPON ENLIST-
MENT IN USMCR AND
ASSIGNMENT TO THE "SIX
MONTHS TRAINING PRO-
GRAM" AS A COMPONENT
CLASS RESERVE STATUS
CODE "K" RESERVIST
(NAVMC 10480-DR)

1. This form is designed for verifying an individual's understanding of the provisions of law regarding military obligation and Reserve participation requirements he incurs upon enlistment in the USMCR and assignment

to the "Six Months Training Program" as a Component Class Reserve Status Code "K" reservist.

2. Prior to administering the oath of enlistment to any male applicant for enlistment in this program and assignment as a Component Class Reserve Status Code "K" reservist, the following procedure relative to this form shall be carried out:

- a. Prepare the form in triplicate.
- b. Carefully explain to the applicant the information contained on the form.
- c. Enter Component Class Reserve Status Code "K" and term of enlistment (6 years) where required on the form.
- d. Have the applicant sign the original and all copies of the form and deliver the triplicate to him.
- e. Upon enlistment, dispose of the original and duplicate of the completed form as follows:
 - (1) Original: Insert as a document in the service record book.
 - (2) Duplicate: Forward with the duplicate enlistment contract as a supporting document to the unit diary which reports the joining.

15079 STANDBY RESERVE CONTROL (DD FORM 889) AND STANDBY RESERVE NOTICE AND REPORT (SSS FORM 91)

1. Purpose

a. The DD Form 889 is designed to serve a twofold purpose. It will be used by the Commanding General, Marine Air Reserve Training Command; the District Directors; and the Commanding Officer, Marine Corps Reserve Data Services Center; to notify Selective Service authorities of transfer of reservists to or removal from the Standby Reserve. The Selective Service System will use the form to report initial availability for active duty to the armed services.

b. SSS Form 91, will be used by the Selective Service System to notify the services, annually, of the re-determined availability of each member of the Standby Reserve.

2. Preparation of DD Form 889 by the Commanding General, Marine Air Reserve Training Command; the District Directors; and the Commanding Officer, Marine Corps Reserve Data Services Center

a. Both sides of DD Form 889 will be prepared by the custodian of the reservist's service record book/officer's qualification record in the case of each transfer to the Standby Reserve. The necessity of entering the Selective Service number on this form cannot be overemphasized. If the reservist concerned is a Selective Service registrant, the completed form will be sent in an envelope to the State Director of the State in which the reservist is registered. The appropriate State Director can be determined from the Selective Service Number which is composed of four elements, the first of which is the State code. Paragraph 15072 contains the key to State codes and the addresses of the various State Directors. If the reservist is not a registrant or if his Selective Service Number is not known, the form will

be sent to the State Director of the State in which the reservist maintains his current mailing address.

b. Upon removal of a reservist from the Standby Reserve for any reason, a DD Form 889 will be prepared and forwarded as follows:

(1) Complete lines 1 through 5 of the left front side of the form as outlined in the "Legend," enter an "X" and the date of removal in the appropriate blocks, and stamp the address of the preparing activity on the reverse of the same half of the form.

(2) When enlisted personnel are processed for discharge the above requirements will be completed. In addition, a notation will be placed below line 5 and on the right-hand side of the form beneath the new address indicating the type discharge and discharge date.

(3) Forward only the completed left half of the form to the appropriate State Director as determined from the Selective Service Number or the Standby Reserve Number. In those cases in which the number is not known, the form must be forwarded to the same State Director to whom notification of entry into the Standby Reserve was previously addressed.

c. When a DD Form 889 is prepared on officers or enlisted reservists, either for transfer to or removal from the Standby Reserve, an appropriate entry on the remarks page of the service record book/officer's qualification record will be made.

3. Determination of Availability of Standby Reservists for Active Duty. The Director of Selective Service determines the availability of Standby reservists for involuntary active duty.

4. Selective Service Notifications

a. When availability for active duty has been determined, the cognizant Selective Service Board will complete and return the right half of the DD

Form 889 to the headquarters from which received. The left half is retained by the board for future references. The right half will be completed as follows:

(1) An "X" will appear in the "Yes" or "No" block below the line "Available for Active Duty." For the reservist who does not respond to the Selective Service Questionnaire, upon which the determination is based, an "X" will be shown in the "No" block and in the block "Received But Did Not Return Questionnaire" ("RBDNRQ" on SSS Form 91). For those whose questionnaire was returned by postal authorities as undeliverable, an "X" will be shown in the block "Did Not Receive Questionnaire" ("DNRQ" on SSS Form 91) and in the "No" block.

(2) When address is different from the one reported by the Marine Corps activity, the new address will be shown.

(3) A Selective Service Number, or a Standby Reserve Control Number, as appropriate, will be shown, if a number was not previously assigned. (The same formula used for the Selective Service Number is used for the Standby Reserve Control Number.)

(4) The local board stamp will be affixed.

► 5. Redetermination of Availability of Standby Reservists for Active Duty. Availability will be redetermined annually by means of SSS Form 91, a two-part postal card, mailed to each reservist by the local board having cognizance. Upon return of that part of the form completed by the reservist, the board reviews the case, indicates his redetermined availability on the form and forwards it to the Commanding Officer, Marine Corps Reserve Data Services Center.

► 6. Action by the Commanding Officer, Marine Corps Reserve Data Services Center. Upon receipt from the Selective Service System of the DD Form 889 or the annual SSS Form 91, an appropriate

change in the personnel accounting system will be made if necessary, and the appropriate form will be filed in the service record book or officer qualification record. Only the current DD Form 889 or SSS 91 will be retained.

Refer to MC Bulletin 1140 of July 67
 15080 **RECORD OF MILITARY STATUS OF REGISTRANT (DD FORM 44)**

1. Notification

a. The Record of Military Status of Registrant (DD Form 44), will be utilized to inform local Selective Service Boards when a reservist assumes a status under which he becomes eligible for deferment from induction and immediately upon change in such status. It is further used to certify for priority induction certain reservists as provided in current directives who fail to participate satisfactorily in a Marine Corps Reserve training program.

b. The DD Form 44 will be submitted as follows

(1) Upon initial enlistment in the Marine Corps Reserve.

(2) When requested by the local board or reservist concerned.

(3) When a reservist's attendance or performance of duty becomes unsatisfactory (as determined by current directives).

(4) When a person is enrolled in, disenrolled, or commissioned from a Marine Corps officer-type training program.

(5) When a reservist joins an Organized unit or when his membership in an Organized unit is terminated for any reason.

(6) When an event occurs which reflects a change from unsatisfactory performance of duty (as determined by current directives).

(7) Upon discharge of a Reservist who has been reported as satisfactorily participating.

c. For the purpose of reporting information to local boards, the custodian of the Reservist's service record shall be responsible for submitting the required reports, except that all such reports on members of a Marine Corps officer-type training program, including those in Organized units will be submitted by the Commandant of the Marine Corps (Code DPC). An entry will be made (using rubber stamp) on page 11 of the service record when the DD Form 44 is issued to include the reason.

2. Preparation

a. Complete all appropriate items.

b. Space the Selective Service number exactly as it appears on the Reservist's registration certificate.

c. If the Reservist has not completed a period of 3 or 6 months active duty for training, enter "none" in the appropriate portion of the form.

d. When the report is initially submitted upon enlistment or when no previous report has been made to the local board, the remark "NO PREVIOUS REPORT" should be indicated.

e. When using the DD Form 44 for priority induction, add the following statement in the remarks portion of the form: "ALL REASONABLE EFFORT IN ACCORDANCE WITH CURRENT REGULATIONS HAS FAILED TO INDUCE SATISFACTORY PARTICIPATION. CERTIFIED FOR PRIORITY IN-

DUCTION UNDER SECTION 6(c)(2)(E) UMT&S ACT AS AMENDED."

15081 SOCIAL SECURITY ACCOUNT NUMBERS

1. A Social Security Account Number is assigned each Marine for the purpose of crediting to his Social Security account all of his earnings from the Marine Corps in order to obtain the benefits available to him through the Social Security System.

2. The following forms are used in the establishment and maintenance of Social Security accounts:

a. Form SS-5, Application for Social Security Number, is used to obtain a Social Security Account Number Card and/or to obtain a duplicate card to replace a card which has been lost or destroyed.

b. Form OAAN-7003, a change of record form, is provided for correcting or changing information supplied to the Social Security Administration on an earlier application; e.g., change of name upon marriage, name different from that under which enlisted, correction of date of birth, correction of parents' name, etc. If a card has been previously issued under a name other than that presently on the service records, a Form OAAN-7003 must be prepared.

c. Form OA-702, Social Security Account Number Card, bears the number, name, and space for the individual's signature. The duplicate card, Form OA-702-1, is exactly like the original card except that the account number will be typewritten instead of printed. Forms previously issued in Puerto Rico and printed in Spanish are valid and will be honored.

d. The instructional material that appears on the reverse side of the application forms is to be modified as follows:

(1) Form SS-5

(a) Item 1: Show name as currently on service records.

(b) Item 2: Insert "Same as Item 12."

(c) Item 12: The applicant is to show his present military mailing address. (Note: It is important that this address be given fully and correctly. The issued account number card will be sent to the applicant's commander at the address given in this item. The Post Office Department and the Social Security Administration cannot interpret many military abbreviations. Use only those abbreviations that can be understood by the Post Office Department.)

(d) Item 14: The applicant will enter his military service number following his signature.

(2) Form OAAN-7003

(a) Item 1: Show name as currently on service records.

(b) Item 3: Insert "Same as Item 13."

(c) Item 13: The applicant is to show his present military mailing address. (Note: It is important that this address be given fully and correctly. The issued account number card will be sent to the applicant's commander at the address given in this item. The Post Office Department and the Social Security Administration cannot interpret many military abbreviations. Use only those abbreviations that can be understood by the Post Office Department.)

(d) Item 15: The applicant will enter his military service number following his signature.

3. Procedures set forth in the following paragraphs shall be carried out in establishing and recording Social Security Account Numbers for Marine Corps personnel.

4. General

a. At the time of appointment or enlistment, upon reporting for active duty for training, or upon joining an Organized Marine Corps Reserve unit, personnel shall be requested to present their Social Security Account Number cards, except when the account number is already officially known.

b. When the number is officially known or a card is presented when requested, the number shall be recorded as prescribed in subparagraph 15118.3i. When the officer's qualification record or service record book is not available to the officer effecting an appointment or enlistment, he shall forward the Social Security Account Number with the completed enlistment contract and record or appointment acceptance and record to the organization responsible for making disposition of those documents.

c. Upon recording of the Social Security Account Number, it shall, if required, be transmitted to the appropriate disbursing officer for entry on the individual's pay record.

d. The Form OAAN-7003 shall be submitted when circumstances such as set forth in subparagraph 2b, above, are applicable.

5. In cases not covered by subparagraph 4, above, or where the provisions of subparagraph 4, above, cannot be complied with for any reason, the following procedures shall be carried out:

a. In the case of broken service enlistment or reenlistment in the Marine Corps or Marine Corps Reserve for immediate assignment to active duty, and the individual has not

previously been assigned a Social Security Account Number:

(1) Recruiting officers shall require such individuals to complete a Form SS-5 or OAAN-7003, as applicable, and shall place the completed form in the service record book of the individual concerned.

(2) Upon receipt of the service record book at the individual's permanent duty station, completed applications shall be delivered to the appropriate Social Security Administration Office, as determined in subparagraph 5e, below.

b. In the case of personnel enlisted in the Marine Corps Reserve for assignment to an Organized Reserve Unit who do not possess a Social Security Account Number, unit commanders shall arrange for the submission of Form SS-5 or OAAN-7003, as applicable, to the appropriate Social Security Administration Office, as determined in subparagraph 5e, below.

c. Applications for members of Class III, Marine Corps Reserve, on inactive duty, who have not been assigned a Social Security Account Number or who do not possess a Social Security Card, will be accomplished at the time such individuals report for active duty, active duty for training, or upon joining an Organized Reserve Unit, through the appropriate Social Security Administration Office, as determined in subparagraph 5e, below.

d. In the case of appointments administered at other than permanent duty stations, or when the provisions of subparagraph 4, above, cannot be complied with due to the location of the officer's qualification record, etc., or in any other case not covered herein, the appointing officer shall attach completed application forms to the appointment acceptance and record to be forwarded to the individual's commander with that document. The individual's commander shall submit

the completed form to the appropriate Social Security Administration Office, as determined in subparagraph 5e, below.

e. Upon completion and review of the applications, they shall be forwarded to the appropriate Social Security Administration Office as follows:

(1) From units or locations within the United States and Puerto Rico, to the local Social Security Administration District or Field Office. Commanders should contact their local Social Security Office in order to determine the best method of handling the applications.

(2) All other units or locations outside the United States, and those with an FPO address will forward applications to:

Social Security Administration
Candler Building
Baltimore 2, Maryland

Applications forwarded to the Baltimore office by units in the latter cases may be sent in any quantity that is practicable, and will not be accompanied by a letter of transmittal.

f. Units within the United States and Puerto Rico should allow 30 days for receipt of the account number cards after applications have been forwarded. Other units should allow 60 days. Where account number cards are not received within the time limits specified above, a "follow-up" application should be submitted. If the application was originally submitted on Form SS-5, then the "follow-up" application should be submitted on the same form, and line 11 should be checked "yes" with the date and office to which the previous application was sent, entered in the designated spaces. This point is important, since it will ensure that each individual is assigned only one Social Security Account Number.

g. Upon receipt of Social Security Account Number Card(s) from the

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Social Security Administration, the commander shall:

(1) Record the account number in service records as prescribed in subparagraph 15118.3i.

(2) Transmit the number to the disbursing officer for entry in the individual's pay record.

(3) Deliver the card to the individual concerned.

15082 SECURITY TERMINATION STATEMENT (OPNAV FORM 5511-14)

1. This form is designed for recording an individual's statement prior to discharge, release from active duty or separation from the service, that:

a. All classified matter has been returned to the Naval Establishment.

b. The individual will not reveal any classified information he may have knowledge of unless officially directed in writing to do so by competent naval authority.

c. The individual has read and understands certain appendices of the Department of the Navy Security Manual for Classified Information.

2. The Security Termination Statement will be executed prior to delivery of final papers on separation from active service for any reason and will be made a part of the individual's personnel records prior to forwarding the records to the Commandant of the Marine Corps (Code DGH). The Security Termination Statement will be executed by all personnel who have had access to classified information.

15083 COURT-MARTIAL PROGRESS REPORT (NAVPERS 3047)

1. This form is designed to provide necessary information to assist the Naval Clemency Board in determining what clemency, if any, should be granted to enlisted personnel undergoing

courts-martial sentences, which include 8 months or more confinement or an unsuspended punitive discharge, with or without confinement.

2. The Commander, on whose rolls the individual is carried, is responsible for submission of the report, except in cases of personnel serving sentence in Marine brigs, in which case the commanding officer of the brig will prepare and forward the report via the commander on whose rolls the individual is carried. Progress reports shall be submitted as directed in SecNav Instruction 5810 series.

3. The original report and six copies thereof will be forwarded to the Commandant of the Marine Corps (Code DK).

4. In addition, the original and six copies of a neuropsychiatric evaluation of the individual shall be included by those commands to whom the services of a naval psychiatrist may be made reasonably available. In the event a naval psychiatrist cannot be reasonably available, that fact will be stated in the progress report.

5. Complete instructions governing the preparation of this form are contained on the reverse side thereof.

15084 REQUEST FOR RESTORATION (NAVPERS 3048); WAIVER OF RESTORATION (NAVPERS 3049)

1. These forms are provided for furnishing the Naval Clemency Board with information relative to the desire of persons sentenced to a punitive discharge to be (not to be) restored to duty.

2. The original and six copies of the Request for Restoration, or, alternatively, the Waiver of Restoration shall be prepared and forwarded to the Commandant of the Marine Corps (Code DK), together with the Court-Martial Progress Report in the manner prescribed in paragraph 15083.

15085 AGREEMENT TO EXTEND ENLISTMENT FOR PURPOSE OF SERVING PROBATION

1. This agreement is designed for the purpose of recording an individual's agreement to serve on active duty beyond the period of his obligated active service on probation in order that the unexecuted portion of a court-martial sentence may be suspended in accordance with SecNav Instruction 5810 series.

2. The agreement to be executed shall be, in tenor, as follows:

"I understand that in order that the unexecuted portion of my sentence may be suspended for the purpose of enabling me to be restored to active duty on probation, I must be obligated to serve on active duty for sufficient time in which to serve a reasonable period of probation. I further understand that, pursuant to Public Law 780, 84th Congress, and implementing directives, I shall be required to make up the period of _____ days I lost from my enlistment, unless I am sooner discharged. (Omit preceding sentence if the individual has not lost time which must be made good under that law.) Accordingly, I hereby agree to being retained on active duty for the period of my probation, such period not to exceed one year. I understand that the time remaining in my enlistment, as involuntary extended for the purposes of making good time lost, will be included in this period. (Omit preceding sentence if not applicable.) I further understand that this suspension may be vacated, in accordance with paragraph 97b, Manual for Courts-Martial, 1951, in which event the unexecuted portion of my sentence shall be executed."

3. The following shall be accomplished relative to this agreement:

a. The original and seven copies of the request shall be prepared.

b. The information contained in the agreement and the procedures to

be followed pursuant to the execution of the agreement shall be carefully explained to the individual.

c. The applicant shall sign the agreement in duplicate.

d. The original shall be retained in the service record as a document and the duplicate original, together with six copies, shall be forwarded to the Secretary of the Navy (Naval Clemency Board) via the Commandant of the Marine Corps (Code DK), along with the Request for Restoration (NAVPERS 3048).

15086 UNIT PUNISHMENT BOOK

1. General. A unit punishment book shall be maintained in every organization where the commanding officer or officer in charge has authority to impose punishments under Article 15, Uniform Code of Military Justice. A new unit punishment book shall be opened at the beginning of each calendar year. The old books are to be retained in the organization until such time as they may be retired or destroyed in accordance with directives concerning disposition of records.

2. Form. The unit punishment book shall be a looseleaf binder. Unit punishment book forms NAVMC 10132-PD (Rev. 9-63) shall be arranged in alphabetical order without regard to grade of the enlisted persons concerned. Authorized abbreviations may be used in completing the form. Records of punishment of officer personnel imposed under Article 15, Uniform Code of Military Justice, shall be in the form of written communications and are not entered in the unit punishment book. In this connection, see part D, chapter 7, Manual of the Judge Advocate General, Sections 0101 and 0102.

3. Procedure

a. Form NAVMC 10132-PD (Rev. 9-63) shall be prepared, completed and filed by the immediate organization of the accused in those cases where final disposition is made by the

immediate commanding officer or officer in charge. In those cases referred to superior authority for disposition, Items 1 through 6, 16a, and 17 will be completed, in duplicate, by the immediate organization of the accused. Both copies of the form will then be forwarded to higher authority. The superior commanding officer who imposes the punishment, or decides other disposition of the case, will complete or cause the remaining items, less Items 16 and 18, to be completed, as appropriate. The original of the form will be retained and filed in the unit punishment book maintained by such superior commander. The duplicate original shall be returned to the immediate commanding officer or officer in charge of the accused for completion of Items 16b and 18 and filing in the unit punishment book of that organization.

b. In those cases where an appeal of nonjudicial punishment is made, all papers relative thereto will be returned to the appellant's immediate commanding officer, subsequent to the adjudication thereof, for filing in the unit punishment book with the record of the case of an enlisted member or for filing and disposition in accordance with applicable regulations in officer cases (paragraphs 7151 and 15001; U.S. Navy Regulations, article 1701; and JAG Manual, section 0102).

4. Instructions for Completing the Form

a. Items 1 and 2. Enter name, grade, service number and immediate organization of the accused.

b. Item 3. Enter Article of Uniform Code of Military Justice violated and include a brief summary of facts constituting violation. In unauthorized absence offenses, include hour and date of both commencement and termination.

c. Item 4. Enter date and place of commission of offense. In this connection, an unauthorized absence is committed at the time and place the unauthorized absence commences.

d. Item 5. The accused enters his initials, in his own handwriting, after Article 31, Uniform Code of Military Justice, has been read and explained to him and he indicates that he understands same.

e. Item 6. The accused enters the date and his signature, after paragraph 132, Manual for Courts-Martial, United States, 1951, has been read and explained to him and he indicates that he understands same and is willing to accept imposition of nonjudicial punishment.

f. Item 7. Enter only nonjudicial punishment imposed under Article 15, Uniform Code of Military Justice, and date thereof. Authorized nonjudicial punishments are listed in paragraph 131b, Manual for Courts-Martial, United States, 1951. The nonpunitive measures authorized in paragraph 128c, Manual for Courts-Martial, United States, 1951, or referral for trial by court-martial, or dismissal of the charge, or referral to superior authority for disposition, or a "Commanding officer's warning," or vacation of a nonjudicial punishment or court-martial sentence are not authorized nonjudicial punishments and shall not be entered in Item 7. Such matters are to be entered in 17 as indicated below.

g. Item 8. Enter the terms of the suspension, if any. Example: "Execution of reduction suspended for 6 months, at which time, unless the suspension is sooner vacated, the punishment will be remitted without further action." If the execution of the punishment is not suspended, enter "None".

h. Item 9. Enter the name, grade, and functional title of the officer who imposed the punishment.

i. Item 10. Enter the date the accused was informed of the imposed punishment. This date is normally the same as shown in Item 7.

j. Item 11. The accused enters his initials in his own handwriting after he

has been informed of his right of appeal as required by paragraph 133, Manual for Courts-Martial, United States, 1951.

k. Item 12. The commanding officer or officer in charge who imposed the punishment and suspension, or makes other final disposition of the case (Item 17), shall enter his initials in his own handwriting; i.e., the officer named in Item 9. The officer rendering the decision on appeal, if an appeal is made, is not required to initial the form.

l. Item 13. Enter the date of appeal if an appeal is made. If no appeal is made, enter "Not appealed."

m. Item 14. Enter the decision on appeal if an appeal is made and the date of the decision. Example: "Appeal granted. Restore all rights, privileges, and property affected by the executed portion of the punishment. 1 April 1959," or "Appeal denied. 1 April 1959." If no appeal is made, enter "Not applicable."

n. Item 15. Enter the date the accused was informed of the decision on appeal if an appeal was made. If no appeal is made, enter "Not applicable."

o. Item 16. The immediate commanding officer or officer in charge of the accused shall enter his initials in his own handwriting as follows:

(1) Item 16a. Prior to referring the case to the superior authority for disposition (initial both copies).

(2) Item 16b. Subsequent to the disposition of the case by higher authority and upon return of the duplicate original of the form (initial duplicate original only).

(3) Item 16c. Subsequent to the receipt of the decision on appeal if an

appeal is made (initial duplicate original only).

(a) In those cases where the officer required to initial Item 12 is also the immediate commanding officer or officer in charge of the accused, such officer is required to initial Items 12, and 16c, when applicable, in accordance with subparagraph 4o(3), above.

p. Item 17. Enter any remarks considered appropriate, to include any disposition of the case or action taken or recommended wherein nonpunitive measures authorized in the Manual for Courts-Martial, United States, 1951, paragraph 128c, are used, or the case is referred to higher authority for disposition, or referred for trial by court-martial or a "Commanding officer's warning" is given, or the charge is dismissed, or the previous suspension of a nonjudicial punishment is vacated and the punishment ordered executed, or the previous suspension of a summary or special court-martial sentence not involving a bad conduct discharge is vacated and the sentence ordered executed, or a previously suspended sentence of a special court-martial involving a bad conduct discharge or general court-martial sentence is referred to a hearing to determine whether vacation of the suspension is appropriate. Example: "Nonpunitive verbal reprimand issued by the commanding officer as authorized by the Manual for Courts-Martial, paragraph 128c." "Referred to battalion commander, recommending (trial by (summary) (special) (general) court-martial) (reduction in grade to the next inferior grade (the grade of private first class).)" "Referred for trial by (summary) (special) court-martial." "Warned by commanding officer." "Charge dismissed by commanding officer. Insufficient evidence." "Suspension of nonjudicial punishment imposed and suspended on 1 April 1965 for a period of 6 months vacated and punishment ordered executed." "Suspension of sentence to reduction to grade of private first class

imposed by (summary) (special) court-martial on 1 April 1965 to be vacated by supplemental action on the record of trial." "Referred to hearing to determine whether vacation of suspended sentence to bad conduct discharge is appropriate." "Referred to hearing to determine whether vacation of suspended general court-martial sentence is appropriate."

q. Item 18. The immediate commanding officer or officer in charge, or any person authorized by that officer, shall enter his initials, in his own handwriting, in the applicable and appropriate parts of this item, after he has determined the required administrative action has been completed.

15087 RESERVE OFFICER/STAFF NCO QUALIFICATION SUMMARY (NAVMC 10476-DR)

1. Requirement. All Reserve officers and Class II Staff NCOs on inactive duty must complete an annual Reserve Officer/Staff NCO Qualification Summary (NAVMC 10476-DR) in order that an up-to-date summary of skills and qualifications will be available in the case file of the officer and staff NCO concerned.

2. Mailing

a. The Commanding General, Marine Air Reserve Training Command; District Directors; Commanding Officer, Marine Corps Reserve Data Services Center; and commanding officers of Organized Marine Corps Reserve units will ensure that a Reserve Officer/Staff NCO Qualification Summary (NAVMC 10476-DR) is delivered to each Class II and III officer and Class II Staff NCO on inactive duty assigned to their command, in sufficient time to be completed and forwarded by the officer or staff NCO concerned to the Commandant of the Marine Corps (Code DGH) to arrive no later than 1 November of each year.

b. Instructions for completion of the summary are contained on the form and are considered self-explanatory.

▶ 15088 DELETED (Ch. 11)

▶ 15089 DELETED (Ch. 11)

15090 SERVICE SCHOOL TRANSCRIPT (LETTER FORM) OR APPLICATION FOR THE EVALUATION OF EDUCATIONAL EXPERIENCES DURING MILITARY SERVICE (DD FORM 295)

1. Upon the request of an individual Marine, a commanding officer is authorized to furnish a civilian educational institution a transcript of educational experiences completed during military service for evaluation in terms of academic credit. This may be accomplished by preparing a service school transcript in letter form or an Application for the Evaluation of Educational Experiences During Military Service (DD Form 295). Information for inclusion in either document will be extracted from the officer's qualification record or the individual's service record book. If the records do not contain complete information, a request should be made to the Commandant of the Marine Corps (Code DGK) that a service school transcript be forwarded direct to the educational institution.

2. If a service school transcript is prepared in letter form, it will list formal service school courses and training correspondence courses completed. The transcript will include, if available, the name of the school; location; title, length, and dates of courses; subject; and class standing. Requests for official transcripts of courses completed through the Marine Corps Institute (MCI) will be addressed to the Commandant of the Marine Corps (Code DGK). Requests for an official record of courses and tests completed through USAFI will be addressed to the Director of USAFI, Madison, Wisconsin.

3. If DD Form 295 is used, it will be prepared in accordance with instructions contained on the form.

**15091 CERTIFICATE OF GOOD
CONDUCT (NAVMC 71-PD)
AND ORGANIZED RESERVE
CERTIFICATE (NAVMC
10592-PD)**

1. The Certificate of Good Conduct shall be issued by the commander, to an enlisted member, at such times as he meets the eligibility requirements for the Good Conduct Medal Award or star in lieu of an additional medal. Eligibility requirements and administrative procedures pertaining to the Good Conduct Medal Award are contained in paragraph 15116 and in the Navy and Marine Corps Awards Manual (SECNAVINST P1650.1C).

2. The Organized Reserve Certificate shall be issued by commanders to a Reserve member at such time as he meets eligibility requirements for the Organized Marine Corps Reserve Award. Eligibility requirements and administrative procedures pertaining to the award are contained in paragraphs 15115, 15157 and in the Navy and Marine Corps Awards Manual (SECNAVINST P1650.1C).

3. The certificates are considered self-explanatory and will be completed in duplicate. The information identifying the individual to whom the certificate is issued will include grade, full name and service number; e.g., PFC JOHN JOSEPH DOE 661477 USMC/USMCR.

4. Distribution of the completed certificates will be as follows:

- a. Original - Individual concerned.
- b. Duplicate - Commandant of the Marine Corps (Code DGH).

**15092 SERVICEMEN'S GROUP LIFE
INSURANCE FORMS**

1. Request for Insurance Application (VA Form 29-8285). This form is utilized when a Marine returns from an unauthorized absence status for more than 31 days or has elected not to be covered for \$10,000. The form is prepared in triplicate. The original will

be forwarded to the Office of Servicemen's Group Life Insurance (OSGLI), 212 Washington Street, Newark, New Jersey 17102. The detachable portion of the form will be placed in the document side of the service record. See subpars. 11105.5h and 5k(3), for further information.

2. Certificate of Coverage (VA Form 29-8290). Presented to each Marine insured under SGLI. This certificate corresponds generally to an insurance policy to make the Marine aware of the nature of the insurance coverage provided. Do not place the Marine's name, organization or amount of coverage on this certificate.

3. Certification of Servicemen's Group Life Insurance (VA Form 29-8284). This certificate, when completed, indicates the amount of coverage held and the eligibility of the Marine or former Marine to convert his SGLI coverage to a commercial policy.

a. Prepare in duplicate upon release from active duty, discharge, retirement or other separation from active duty, or upon request of a Marine on active duty.

b. Present the original and the copy to the Marine or former Marine.

4. Claim for Death Benefits (VA Form 29-8283). Prepared by Headquarters, U.S. Marine Corps (Code DN).

5. Servicemen's Group Life Insurance Election (VA Form 29-8286). This form is utilized when a Marine desires to designate beneficiary(ies) in writing, to choose a method of settlement or if he desires to terminate his SGLI coverage or reduce the amount of coverage to \$5,000.

a. Distribution of the completed form will be as follows:

(1) Original - Place in document side of service record.

(2) First copy - Individual concerned.

(3) Second copy - Forward to Commandant of the Marine Corps (Code DGH).

PART C: SERVICE RECORD BOOK

15100 GENERAL

1. The service record book is designed for recording certain specified information about a Marine at the time he enlists, and for recording changes in status and pertinent events which affect his military service until discharge. The service record book is used by the commander in determining duty assignment, promotion data, eligibility for overseas service, etc., and for use as the basic record from which personnel accounting information is derived. The service record book reflects, in addition to certain civilian background information and personal data, a complete chronological record or history of a man during his term of service.

2. The following general instructions apply to care and maintenance of the service record. Responsibility for care and maintenance, including opening and assembly, custody, timely forwarding, making entries, closing, etc., rests with the commander. Although a custodian may be appointed to perform these functions, the commander's responsibility cannot be delegated.

a. Assembly. A service record book shall be opened and assembled for each individual who is enlisted, reenlisted or inducted into the Marine Corps or Marine Corps Reserve. Recruiting activities are responsible for the preparation of certain pages and documents as specified below, but such activities shall not open and assemble service record books, except in the case of personnel enlisted in the Marine Corps Reserve for the purpose of enrollment in an officer candidate program. The organizations to which personnel are transferred by recruiting activities shall open and assemble their service record books. In case of immediate reenlistment, the organization effecting the reenlistment is responsible for opening and assembling the new service record book. The service record book consists of a cover, standard pages and documents and shall be assembled as follows:

(1) Cover. The cover is a manila folder-type book designed to hold stand-

ard pages on the right side and documents on the left. Prepare the cover as prescribed in paragraph 15103.

(2) Standard Pages. Standard pages are provided to record events which happen to most Marines. Prepare and insert the following standard pages as required: 2, 3, 5, 6, 8, 8A, 8AV, 9, 11, 12, 13, 13A, 16, 17, and 21. In case of immediate reenlistment, a new page 17 will not be prepared; enter this page from the old service record book. Also, insert NAVMC 10526-PD as a standard page immediately before page 16. (Pages 4, 7, 10, 14, 15, 18 and 19 are not presently utilized.) Recruit depots will ensure that prior to transfer of recruits standard pages 2, 3, 5, 6, 9, 11, 12, 16 and 17 plus other pages as required are part of the service record book. Enter last name, first name, and middle initial and service number at the bottom of each page. If total name exceeds 25 letters, last name and first two initials are authorized. See paragraphs 15104 - 15122 regarding entries to be made on individual pages.

(3) Documents

(a) The document side of the service record book is provided for inserting official letters, certificates, and other papers regarding the individual that should be made a permanent part of his official record. In addition, the temporary filing of various documents on this side of the book may be prescribed by current directives. Although the authority and judgment of commanders to insert material is not restricted to items delineated in this manual and other current directives, the service record book will not be used as a catchall for extra copies of transfer orders, local command memorandum and work sheets, or other extraneous papers. Documents such as the following are proper and shall be inserted, if applicable:

1. Consent, Declaration of Parent or Legal Guardian, DD Form 373.

2. Armed Forces Security Questionnaire, DD Form 98.

3. Statement of Understanding of Military Obligation.

4. Certificate of Proof of Citizenship of a Foreign Born Applicant for Enlistment, NAVMC 538.

5. Veterans' Administration Insurance Forms.

6. Any special authority for enlistment or extension.

7. Nomination of Military Postal Clerk or Military Assistant Postal Clerk, DD Form 523.

8. Certificate of Clearance for Handling Classified Matter, OPNAV Form 5521-429 and Request for Investigation for Personnel Security Clearance, OPNAV Form 5520-1. The provisions of paragraph 15164 are applicable in the case of enlisted personnel. No certificate of clearance is required for granting confidential clearance.

9. Individual Clothing Record (NAVMC 631-SD for men; NAVMC 631a-SD for women). This form will be inserted and retained as the top document as long as applicable. Instructions for preparation, maintenance, and disposition of these forms are contained in the Individual Clothing Regulations.

10. Original leave authorizations for the period specified by SECNAVINST P5212.5B, paragraph 1050(1).

11. Orders which authorize delay en route. Retain for the period specified by SECNAVINST P5212.5B, paragraph 1050(1).

12. Documents which support payment of allowances such as approved applications for dependent allowances, commuted rations, etc.

13. In case of immediate reenlistment, Copy No. 4 of DD 214 will be retained for insertion as a document in the new service record book.

14. Any other documents required by current regulations or which the commander considers to be

a necessary part of the individual's record.

(b) Upon immediate reenlistment, remove and transfer to the new service record book all documents which will continue to support administration during the new enlistment such as: the certificate of clearance, the request for investigation, all documents which continue to support payment of allowances including approved applications for BAQ and/or commuted rations, the most recent determination for dependent parents, and initiated changes in dependency status upon which action has not been completed.

(4) Pages and Documents Prepared by Recruiting Activities. Upon enlistment/reenlistment of personnel, recruiting activities shall process the following pages and documents. These papers will be transmitted in accordance with subparagraph d(2), below.

(a) Pages

1. Page 2 - Enlistment Contract and Record and/or Record of Induction.

2. Page 11 - Administrative Remarks--To be prepared in those cases where entries by recruiting activities are required by current instructions.

3. NAVMC 10526-PD, Record of Emergency Data.

(b) Documents. The following items will be completed only in those instances specified by current instructions.

1. DD Form 98, Armed Forces Security Questionnaire.

2. DD Form 373, Consent, Declaration of Parent or Legal Guardian.

3. NAVMC 538, Certificate of Proof of Citizenship of a Foreign Born Applicant for Enlistment.

4. Statement of Understanding of Military Obligation.

b. Custody. Information recorded in the service record book shall be

treated as personal and confidential in nature. Access will be allowed only to the individual or to those persons officially working with the service record book. When an individual desires to examine his record, he may do so, but only in the presence of the custodian.

c. Making entries (general)

(1) Regular recruiting activities will enter service numbers on the cover, standard pages, documents, and other enlistment forms prepared by them, with a numbering machine as prescribed in subparagraph 15105.1d.

(2) All other entries will be made with a typewriter, if possible. If it is not possible to use a typewriter, entries will be printed neatly in ink.

(3) Rubber stamps may be used.

(4) Black ribbons will be used for all typewritten entries. Moreover, black ink will be used for all rubber stamp and handwritten entries. Signatures must be made in the individual's handwriting and not printed.

(5) Erasures, strikeouts, and/or any type of correction fluids or ink eradicators are prohibited.

(6) Unless specific instructions state otherwise, authorized changes or corrections will be made in accordance with the appropriate method shown below. In respect to errors noted at times other than during the annual administrative audit, the provisions of paragraph 17002 are equally applicable. For changes authorized or directed by the Commandant of the Marine Corps, see subparagraph 15115.3k(2).

(a) By drawing a thin inked line through the entry to be changed or corrected and entering the change or correction directly above or below the original. Such changes shall be initialed by an officer indicated in subparagraph 15100.2c(9), below.

(b) By counter entry. In this case the nullified entry will not be

deleted. Signatures shall be as provided in subparagraph 15100.2c(9), below.

(c) By modifying entry. In this case, reference the previous entry(s) being modified. (Example: "Refer 2nd entry this page.") This entry will be made in the same general form as the original but will include the corrections, additions, or modifications necessary to record the true facts. The original entry will not be deleted. Signatures shall be as provided in subparagraph 15100.2c(9), below.

(7) Authorized abbreviations will be used whenever practicable.

(8) Unless specific instructions state otherwise, enter dates as: 12Jun52, if day, month, and year are known; June 52, if only month and year are known; 1952, if only year is known.

(9) Signatures. Unless instructions for individual entries state otherwise, entries will be authenticated in accordance with the following:

(a) A facsimile signature of the Commanding Officer, Marine Corps Reserve Data Services Center or duly designated officers may be used to authenticate entries made for inactive Class III reservists, provided the entries are purely of a record keeping nature and do not require assignment of conduct or proficiency marks or decisions of the commanding officer regarding the content of the entries. Facsimile signatures shall be validated by the hand-written initial of the officer concerned or officers he designates in writing. Facsimile stamps must be properly safeguarded and used only for the purpose for which authorized. Example of validated facsimile signature:



(b) Except as authorized above, entries will be authenticated by

the commander or an officer duly designated by him. Entries signed by an officer duly designated by the commander will be signed By direction. Examples of signature entries:

A. B. SEE, Commanding Officer

D. E. FOX, By direction

(10) In cases where two or more successive entries made at one time require the signature of the same officer, the signature may be placed opposite the last entry and the remaining signature spaces crossed out by a diagonal straight line.

d. Transfer of records

(1) Except for unusual cases (e.g. evacuation without service records) service record books, or in the case of new recruits, service record pages and/or documents, and health records (including dental records) will accompany the individual to the designated duty station upon:

(a) Permanent change of station.

(b) Assignment of a reservist to active duty.

(c) Assignment to or return from temporary additional duty of 30 days or more. This does not apply to individuals carried on the rolls of Headquarters Battalion, Headquarters, U.S. Marine Corps, Arlington, Virginia 22214 who are assigned to temporary additional duty with the State Department, National Security Agency, or other similar activity; in this case, the records will remain at Headquarters Battalion.

(2) As an exception to subparagraph (1), above, if a Marine will be administered by Headquarters Battalion, Headquarters, U.S. Marine Corps, although he will go elsewhere, his service records will be mailed to:

Commanding Officer
Headquarters Battalion
U.S. Marine Corps
Henderson Hall
Arlington, Virginia 22214

(3) Method of entrusting records. For enlisted Marines group travel, place records in a sealed folder and give to the senior man in charge of the detail. An individual traveling alone shall carry his own service records in a sealed envelope. Joining commands will endorse a copy of the individual or group orders back to the losing command to show receipt of records.

(4) When service records are to be mailed according to the exceptions noted in subparagraphs (1)(a) and (1)(b), above, the following instructions apply:

(a) Forward the service record book by nonregistered mail, including airmail, on the day the individual concerned departs for the new duty station.

(b) Prepare a combined invoice and receipt (Form NAVMC 941-PD), place the original in the package or envelope and attach a copy to the individual's travel orders. If the receipt is not signed and returned in a reasonable time, tracer action should be initiated.

e. Occasions for mailing service records to Headquarters Marine Corps, National Personnel Records Center (St. Louis, Mo.), or Marine Corps Reserve Data Services Center (Kansas City, Mo.):

Modified: see MCBel 1070 of 11/24/67
(1) Instructions for Regular Establishment. Service records shall be sent to one of the following addresses or codes for the reasons stated:

(a) Commandant of the Marine Corps (Code DGH)

1. Discharge--In cases of immediate reenlistment, ensure that necessary entries, documents, and pages are transferred to the new service record book prior to forwarding.

2. Retirement

3. Acceptance of commission.

(b) Commandant of the Marine Corps (Code DNA)

1. Deaths.
2. Missing in action and captured: When and as directed in chapter 12.

(c) Commandant of the Marine Corps (Code DK). Desertion.

(d) Commanding Officer (DP), Marine Corps Reserve Data Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131. Release/Transfer to Class II Organized Reserve.

(e) Commanding Officer (RP), Marine Corps Reserve Data Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131

1. Release/Transfer to Class III Reserve.
2. Transfer to Fleet Marine Corps Reserve.

(2) Instructions for Reserve Establishment. Service records shall be sent to one of the following addresses or codes for the reasons stated:

(a) National Personnel Records, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132

1. Retirement of Class III reservists.
2. Transfer of Fleet Marine Corps reservists to the Retired List.
3. Discharge of Class III reservists.

(b) Commandant of the Marine Corps (Code DGH)

1. Discharge of Class II reservists.
2. Retirement of Class II reservists.

(3) Preparation of records for mailing shall be as follows:

(a) Use a separate container or envelope for mailing to each of the above codes or addresses.

(b) Prepare NAVMC 941-PD and enclose it in the container with the service record books.

(c) No receipts will be provided; however, tracer action will be initiated by the addressee if a service record listed on the transmittal sheet is not found in the package.

f. Closing the service record book. The service record shall be closed upon discharge, retirement and death. Closing consists of making final entries on certain pages. Instructions for making such entries are set forth in the detailed instructions contained in this chapter. Closed-out records shall be forwarded as provided in subparagraph 2e, above.

15101 SPECIAL INSTRUCTIONS

1. Lost or Missing Service Record Books

a. In cases where service record books are lost or missing, the following action will be taken:

(1) Make up a temporary service record book as soon as needed but within 30 days after loss is discovered; make up to include a cover and the pages necessary to record the joining and later events. Place the word "Temporary" on the cover and at the bottom of each page used.

(2) Make every effort to find the original book. If the man was joined without his book, check with the command from which he was transferred and any commands to which he reported en route. In the case of men evacuated from a combat zone, comply with subparagraph 2d, below.

(3) When a book has been missing for over 90 days, or the steps set up by subparagraph 2d, below, have

not been successful, request a skeleton service record book from the Commandant of the Marine Corps (Code DGK). In the request, tell what steps were taken to find the original, and the results of the steps taken.

(4) If the missing book is found or a skeleton book received from Headquarters Marine Corps, destroy the temporary cover and put the pages of the temporary book behind like pages, if any, in the original or skeleton book. If there is no like page in the original or skeleton book, line out the word "Temporary" from the page and use it.

(5) If the original book is found after a skeleton is received, destroy the skeleton cover and enter the pages from the skeleton in the original as set forth above.

b. When a man is to be separated in the immediate future and his book is missing or not complete, dispatch the Commandant of the Marine Corps (Code DGK) for separation information. Give the man's name, grade, and service number. The Commandant of the

Marine Corps will dispatch the following information:

- (1) Date and place of birth.
- (2) Date reported for active duty and active duty tour length (For reservist only).
- (3) Date of enlistment.
- (4) Term of enlistment.
- (5) Total net service for pay purposes before the present enlistment.
- (6) Character of discharge or separation to be issued.
- (7) U. S. Citizenship (yes or no).

The reply will list the numbered item above with the matching information. When the reply is received, enter the information in the service record book, or if the service record is lost, open a temporary service record book. Then discharge the man or release him to inactive duty after getting other necessary information from him by affidavit. Refer the settlement of unused leave to the appropriate disbursing officer.

c. When a Reserve activity joins a man who was released to inactive duty without his permanent service record as set forth in subparagraph 1b, above, it will search for the original book and ask for a skeleton book as set forth in subparagraph 1a, above.

d. When a man dies and his service record book is missing, open a temporary book and use it in closing out the records.

2. Service Records of Persons Evacuated from Combat Areas

a. When Marines are committed to combat, the Commandant of the Marine Corps may designate one or more activities to act as clearing agencies for service records of men who cannot be located after evacuation from the combat area. When an activity is designated, the procedure set forth below will be used to get the service records to the organization which has the man.

b. In accordance with subparagraph 4020.1b, the overseas activity will initiate a service record transfer to the appropriate casual administrator as set forth in the current Marine Corps Order which designates clearing agencies and casual administrators, and forward service records accordingly. Paragraph 4020 will be cited as the authority for transfer in each case.

c. The casual organization which first receives the service record of an unlocated evacuee will try to find the man and send the service record to his organization. If the man has not been located at the end of 30 days from the date he was transferred from the combat organization, he will be joined for record only by the casual organization and transferred by service record to the designated clearing agency. In those instances where the casual administrator and the clearing agency are the same activity, the joining and transferring of the individual at the end of the 30-day period will not apply.

d. When the clearing agency receives the service record, it will start

action to locate the man. If the man is not found within 30 days, the clearing agency will hold the service record and ask for locator service from the Commandant of the Marine Corps (Code DGK). When the man is found, his service record will be sent to his organization. The clearing agency will not join the individual unless he physically comes within the accounting jurisdiction of the clearing agency.

e. Commanders in the continental United States will use the designated clearing agency to locate service records of evacuees with the casual administrator listed as an information addressee. Include in the request the itinerary given by the man, or from any records which are available. A copy of the request will be placed in the man's temporary service record book. The clearing agency will not hold the request for a period longer than 60 days after the date the man was evacuated from the combat zone. If, at the end of that period, the service record has not been received, the request will be sent on to the appropriate casual organization for action. The results of the search by the casual organization will be returned to the clearing agency for further return to the commander who sent the request.

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

g. If the clearing agency cannot locate the original service record book, the commander of the organization to which the man is joined will request a skeleton service record book from the Commandant of the Marine Corps (Code DGK), as set forth in subparagraph 1a, above. Do not request a skeleton service record book before the tracer action is complete. When an emergency exists, such as discharge or release from active duty in the immediate future, comply with subparagraph 1c, above.

15102 DETAILED INSTRUCTIONS

1. Detailed instructions for the preparation, maintenance, and closing out of the service record book, to include the cover and standard pages, are contained in the paragraphs that follow.

15103 COVER (NAVMC 118a-PD)

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

2. Organizations effecting immediate reenlistments will keep the old cover for use with the new service record book.

3. When a closed out service record book is forwarded upon separation from service, the cover will be disposed of to the best interests of the Government.

15104 MISCELLANEOUS INFORMATION (NAVMC 118(1)-PD)

1. Page 1 is being phased out; therefore, it will not be prepared when an individual enlists or reenlists. Any page 1 which is currently a part of a Marine's service record book will be retained, but only the following items will be utilized: blood type, class swimmer, deposit record book number, administrative audit completed, and articles of UCMJ explained.

2. Detailed Instructions for Making Entries on NAVMC 118(1)-PD

a. Administrative Audit Completed. Upon completion of the annual administrative audit of the individual's service records, the date, signature, and grade of the auditing officer will be entered.

b. Articles of UCMJ Explained. Record the dates the articles of the Uniform Code of Military Justice were explained as required by Article 137, UCMJ, and have the individual sign the entry. If the individual is not available and the entry is made in accordance with paragraph 7001, line

out the words "to me" and the entry will be signed by the commander or his authorized representative. In the latter case, record under the signature the designation of the organization where the articles were explained to the individual.

mcl McBul 1070 4 Apr 67
 15105 ENLISTMENT CONTRACT AND RECORD (NAVMC 118(2)-PD); RECORD OF INDUCTION (DD FORM 47)

1. Enlistment Contract and Record. The enlistment contract is the written agreement between the individual and the Marine Corps. It serves as a legal contract during his term of service and as a permanent historical record of all information entered therein after the enlistment has expired. The signing of the enlistment contract by the man after the oath of enlistment has been given, completes the administrative action of making the civilian into a Marine. The following instructions apply to preparation and disposition of the enlistment contract. Where no instructions are given for an item, the item is considered to be self-explanatory. Prepare the contract in duplicate as follows:

a. General. Each date will consist of the last two digits of the year, the abbreviated month, and two digits for the day; e.g., 59 Nov 03.

b. Item 1: Record the name. (See par. 15050.)

c. Item 2: For reservists ordered to immediate active duty upon enlistment, enter the number of months, in two digits (e.g., 06, 14, 36), for which the individual is being ordered to active duty. For regulars, and for those reservists ordered to inactive duty upon enlistment, enter 00.

d. Item 3: Service Number. Regular recruiting activities will use a stamping machine for recording service numbers on the enlistment contract. Other organizations may use a typewriter or a numbering machine. Stamp the service number in the box provided.

(1) Use a seven wheel numbering machine (Bates style "G" or its equal).

(2) Use black numbering ink (Bates formula 240 or its equal).

(3) The use of numbering machines reduces the number of errors in transcribing numbers, saves time in preparing the records, and helps Headquarters Marine Corps to identify the numbers in processing enlistment contracts.

e. Item 4: Type enlistee's initials (last; first; middle, if applicable).

f. Item 5: Record the home of record as prescribed in paragraph 15054.

g. Item 6: Record date of rank to which appointed or reappointed upon enlistment or reenlistment. Entry is required for all personnel. For privates with no previous service, date of rank is the same as date of enlistment.

h. Item 7: Enter grade title.

i. Item 8: Record primary MOS if available. Record 9900 for recruit personnel and personnel for whom MOS is not assigned upon enlistment.

j. Item 12: Record USMC or USMCR with component/class/reserve status code; e.g., USMCR(H).

k. Item 13: Record any authorized contract limitation. If there is no contract limitation, enter "None."

l. Item 14: Record Caucasian, Indian, Mongolian, Malayan, or Negroid. Use the following as a guide:

- (1) Caucasian--White
- (2) Indian--American Indian
- (3) Mongolian--Chinese
 - Japanese
 - Korean
- (4) Malayan--Filipino
 - Guamanian
 - Hawaiian
 - Samoan
- (5) Negroid--Negro

(NOTE: Puerto Rican (White) shall be recorded as Caucasian, and Puerto

Rican (Negro) shall be recorded as Negroid. This determination should originate from the birth certificate or other evidence which the applicant may present.)

m. Item 15: Enter place enlistment is effected. In addition, when a page 11 entry is required in accordance with paragraph 15054.1c because of early reenlistment to remain on active duty, an asterisk and the words "See page 11" will be entered in this block.

n. Item 17: Type number of years for which enlisted. If enlisted for an indefinite period record "indef."

o. Item 18: Record program enlisted for; i.e., Aviation School, PLC, Band Duty or MARCAD. If not applicable, insert "N/A."

p. Item 19: Record the following, as appropriate:

- (1) If native born: "U.S."
- (2) If naturalized: "N.U.S."
- (3) If from American Samoa or Swains' Island: "U.S. National."
- (4) If alien, but authorized for enlistment by the Commandant of the Marine Corps: Enter name of country in which a citizen.

q. Item 21: Record the estimated date of arrival at first duty station if individual is transferred upon enlistment/reenlistment.

r. Item 22: Record the Monitored Command Code associated with the command shown in Item 20. See current directive concerning monitored commands as published in the directives system for command titles and codes. This is applicable to the Regular Establishment only.

s. Item 23: Record PULHES for male enlisted. For women record a "0" in this block.

t. Item 24: Record as stated in subparagraph 15066.2e.

u. Item 26: In case of reenlistment, other than immediate reenlistment, record the date separated from last period of Marine Corps service of more than 90 days' duration. If not applicable, enter "Not Applicable."

v. Items 30-33: Prior service.

(1) Branch of service shall be shown by entering component in the following manner: USMC, USMCR, USAF, etc.

(2) Each period of service shall be covered by a one-line entry.

(3) As an exception to the foregoing, two separate entries will be made to reflect a period of prior service during which a regular was transferred to a reserve component under UMT&S obligation. One entry will cover the period of regular service; the other entry will cover the period of service in the reserve component.

(4) Double space between lines.

(5) When the individual does not have proof of prior service from which to get the information required by this section, recruiting officers will request the information from the Commandant of the Marine Corps (Code DGK). As an exception to the foregoing, National Guard service shall be verified through the appropriate state headquarters of the organization.

(6) Any statement of service received relative to verification of previous service other than Marine Corps will be attached to and forwarded with the duplicate of the enlistment contract as a supporting document.

(7) Service numbers will be entered under prior service only if they are not identical with Item 3.

w. Item 37: Have applicant enter the term of enlistment in his own handwriting (do not print) on the original and duplicate.

x. Item 42: Oath of enlistment. The applicant will be instructed to state his name after the word "I." The words "so help me God" may be omitted

by applicants who elect to "affirm" rather than "swear" to their oath. The applicant and the recruiting officer will raise their right hands. The recruiting officer will read the oath slowly and distinctly and have the applicant repeat after him. Then both will sign the original and duplicate. Their names need not be typed. Record the date the oath was given. In the case of all reenlistments of individuals on active duty, the reenlistment oath may be administered in advance of the effective date of enlistment. In the event the effective date of reenlistment is on a Monday or other day following a 2- or 3-day holiday period, the reenlistment oath may be administered on the last working day immediately preceding the weekend or holiday period. In the case of Marine Corps reservists not on active duty who reenlist in the Marine Corps Reserve, the enlistment oath may be administered up to 30 days in advance of the effective date of enlistment. For effective date of enlistment see chapter 2. In the case of first or recruit enlistments, the same dates must appear in Items 16 and 42.

y. Test scores. Immediately above Item 4, record test scores as indicated in (1) and (2), below:

(1) Armed Forces Qualification Test number, percentile score received and date test was given, if applicable. Example: 13Jan59 AFQT-7-28; or

(2) Applicant Qualification Test number, raw score received and date test was given, if applicable. Example: 13Jan59 AQT-6-53.

(3) Testing requirements and acceptable scores are contained in current directives.

▶(4) Upon reenlistment, transcribe to the new Enlistment Contract and Record all information as prescribed in subparagraphs (1) and (2), above, if available.

z. Record the reference and reason for any waiver granted by the Commandant of the Marine Corps on the reverse of the enlistment contract, if applicable.

Example:

CMCmsg 301420ZJan58 waived minor police record.

CMC ltr DPC-3215-mee over 269204 dtd 13Oct59 waived overage for enlistment.

aa. Record reenlistment bonus information as follows:

(1) Upon reenlistment or extension. When a member reenlists or extends his enlistment under conditions where a reenlistment bonus is payable, the commander will forward the member's old enlistment contract, if available, and the original of the new contract (or current contract and extension of agreement) with the appropriate Military Pay Order (DD Form 114) to the disbursing officer for the payment of the reenlistment bonus and the recording of the required information on the contract(s). Upon completion of his action, the disbursing officer will return the contract(s) to the commander for disposition.

(2) Upon adjustment of a reenlistment bonus previously paid. When notified by the disbursing officer that the reenlistment bonus information contained on the enlistment contract requires correction or when a member is to be discharged under conditions requiring recoupment of reenlistment bonus, the commander will forward the current enlistment contract to the disbursing officer for appropriate action and return. See Navy Comptroller Manual, volume 4, chapter 4, paragraphs 044070-4 and 044075-4, for procedures on notifying the disbursing officer of required recoupment of reenlistment bonus upon discharge.

2. Disposition

a. Recruiting Stations. The original of the contract shall be used as either

page 2 of the service record book or page 2 of the SRB pages forwarded to the recruit depot in accordance with paragraph 15100.2. Forward the duplicate with a letter of transmittal showing name and service number to the appropriate computer center. After the duplicate copy has been forwarded with the letter of transmittal, no item on the original may be changed without authority of the Commandant of the Marine Corps (Code DGK), except as provided in paragraphs 15115.3k(2) and 13264. Requests for authority to make changes to the original contract will be accompanied by evidence of the original error. Enlistment contracts and service record books of reservists enlisted for aviation duty and assigned to Class III will be forwarded to the Commanding General, Marine Air Reserve Training Command, for processing. Enlistment contracts and service record books of reservists enlisted for ground duty and assigned to Class III, will be forwarded to the Director of the appropriate Marine Corps District for processing.

b. Immediate Reenlistment At Current Duty Station. Insert the original of the contract in the service record book as page 2 and forward the duplicate with the unit diary that reports the joining. After the duplicate copy has been forwarded with the unit diary, no item on the original may be changed except as specified in subparagraph a, above.

3. Record of Induction (DD Form 47). The record of induction is the form used by the local Selective Service board and the induction station to record an individual's induction into the Armed Forces of the United States. It contains, in different form, the same basic information which is recorded on the enlistment contract. The following instructions apply when a man is

inducted for service in the Marine Corps. The record of induction will be received by the Marine Corps recruiting activity from the induction station in duplicate.

a. Stamp the service number in Item 2 with the numbering machine prescribed for the enlistment contract. The numbers will extend on either side of the space provided.

b. When the inductee enlists in the Marine Corps, prepare an enlistment contract and insert the original record of induction as a document in the service record book. Forward the duplicate record of induction and the duplicate enlistment contract as supporting documents with the unit diary that reports the joining.

c. When the man does not enlist in the Marine Corps, insert the original record of induction in the service record book as page 2 and forward the duplicate copy with the unit diary that reports the joining. After the duplicate copy has been forwarded with the unit diary, no item on the original may be changed without authority from the Commandant of the Marine Corps (Code DGK). Requests for authority to make changes will be accompanied by evidence of the original error.

15106 RECORD OF SERVICE (NAVMC 118(3)-PD)

1. Page 3 is a standard page; it is prepared when the service record book is opened.

2. General

a. Page 3 of the service record book is designed for recording chronologically a Marine's service history from the time of his entry until separation from service. This history includes duty assignments, periods of no duty, and an evaluation of the man's conduct, general military subjects proficiency and duty proficiency during specified periods.

b. Assignment and authentication of conduct and proficiency marks. Conduct

and proficiency evaluation of personnel is a function of command. To assure that marks are assigned by an officer properly qualified to assign such marks the following instructions apply. Authentication by the commander will indicate title. Authentication by any other officer designated by the commander will indicate "By direction."

(1) Fleet marine force units and ships detachments (exclusive of casual type organizations, and units and detachments of over 250 men). Conduct and proficiency marks will be assigned and authenticated by the commanding officer at the company, battery, squadron (aviation), detachment or separate platoon level, regardless of whether battalion or company administration is in use.

(2) Security forces and supporting establishments. Conduct and proficiency marks will be assigned and authenticated by the commander or by officers in the functional chain of command who have been designated in writing by the commander. For this purpose, staff officers; i.e., adjutants, personnel officers, etc., are in the chain of command only for those persons working directly for the staff officer concerned. The level at which authorization to sign is given is at the discretion of the commander, but normally should not involve the marking of over 250 men. Exception to this may be made in the cases involving administration of patients, students, prisoners, or other categories of personnel not permanently assigned.

(a) Normally, it is expected that the commander will assign conduct and proficiency marks in units where the authorized enlisted strength does not exceed 250. However, deviation to meet the needs of the administrative situation may be made at the discretion of the commander as stated above.

(3) Casual companies--centers (Fleet marine force, security, and support type organizations). As indicated in subparagraph (2), above.

(4) Fleet marine force units and ships detachments of over 250 men. As indicated in subparagraph (2), above.

3. Entries (general instructions)

a. Under organizations: Record the name of the organization to which the individual is joined.

b. Under date: Record the date of the occasion specified in subparagraph 4, below. The date entered will be the effective date of occurrence and not the date the entry is actually made. In this respect, entries will be made on the date of occurrence or as soon thereafter as practicable.

c. Under reason: Record the reason for the entry; e.g., enlisted; joined; transferred; to sick; to leave; to confinement; to duty; change of primary duty; died; discharged; semiannual; extension of enlistment; surrendered or apprehended; assigned to extended active duty; released from extended active duty; etc.

d. Under primary duty: Record the descriptive title of the primary duty assignment; e.g., BARman; truck driver, light, etc., or the type of "no duty."

4. Entries (special instructions). Entries will be made on the occasions prescribed below. Conduct and proficiency marks will be assigned for all personnel below the grade of sergeant on each occasion indicated, except as modified in individual instructions. No conduct or proficiency marks will be assigned for grades sergeant and above. When entries are made which require neither marks nor "Not observed," a diagonal line shall be drawn across the conduct and proficiency blocks, and the entry may be authenticated by the adjutant or personnel officer. When conduct or proficiency marks are required, they will be assigned and authenticated as stated in subparagraph 2b, above.

◆ a. Annually on 31 August for members of Class II, Organized reservists.

◆ b. Semiannually as of 31 January and 31 July, except that:

(1) A mark of "0" in conduct will be assigned for all periods of confinement in a designated place of confinement while serving sentence by general court-martial. No proficiency marks will be assigned.

(2) If, at the end of the semi-annual marking period, an individual has been in a "no duty" status (other than unauthorized absence or undergoing confinement as prescribed herein) for less than 15 days, an entry reflecting the date of commencement and type of "no duty" will be made. A semi-annual entry and assignment of marks based on regular duty assignment during the marking period will be made on the next line.

(3) No semiannual entry will be made for the following individuals:

(a) Those undergoing recruit training.

(b) Those in attendance at a course of instruction at a service school.

(c) Volunteer reservists on inactive duty.

(d) Those in a "no duty" status during the entire period since last marks were assigned.

(e) Those in whose case the period is less than 30 days since joining or since the last marks were assigned. This does not apply to Organized reservists who are assigned markings because of completion of annual active duty training within 30 days of the semi-annual marking period.

(f) Those in an unauthorized absence status at the time for semi-annual marking. In this case the marks will be held in abeyance until the individual returns to duty or is declared a deserter.

(g) Grades of sergeant and above.

(h) Those on temporary additional duty of 30 days or more.

c. Joined, except that:

(1) No marks are required.

(2) No entry is required if joined for transportation or for further assignment only.

d. When enlisted or inducted. No marks are required.

e. Transfer, except that:

(1) "Not observed" may be entered in lieu of conduct and proficiency marks on the following occasions:

(a) Transfer within 15 days following joining.

(b) Transfer of Organized reservists prior to completion of 6 scheduled drills.

(2) No entry is required if joined for transportation or for further assignment only.

(3) No entry is required upon intrapost transfer of recruits unless the individual has demonstrated favorable or unfavorable conduct which should be recorded.

(4) Do not enter a final average mark upon transfer to the Temporary Disability Retired List. The marks recorded upon transfer should only reflect conduct and proficiency for the period since the last marks were assigned.

(5) No markings are required for Flag and/or Staff allowances when the Flag shifts.

f. Change of primary duty. Entry upon change of primary duty will include conduct and proficiency marks in the same manner as semiannual entries.

g. Periods of "no duty"

(1) Whenever an individual enters or returns from a period of "no duty" in excess of 24 consecutive hours resulting in time lost and/or nonaccrual of leave as defined in current directives an entry will be made. No marks will be made except as prescribed in subparagraph a, above.

(2) For periods of "no duty" in excess of 15 days such as sick leave, hospitalization, etc., not defined in subparagraph (1), above, two entries are required, e.g., "to sick" and "to duty" upon return to duty. No conduct or proficiency marks are required unless the date coincides with a required marking period. No entries or marks are entered for periods of "no duty" when the period is 15 days or less except as prescribed in subparagraph (1), above. In the case of transfer, no entries or marks are entered for periods of "no duty" for any length of time after the transfer entry is made and before the joined entry.

h. Temporary additional duty for periods of 30 days or more

(1) In cases where the anticipated dates of temporary additional duty will include a semiannual marking date, and it has been over 30 days since last marks were assigned, marks will be assigned upon departure of the individual to temporary additional duty.

(2) In all cases, upon completion of temporary additional duty of 30 days or more, marks will be assigned by the commander under whom the temporary additional duty was performed.

(3) In the cases of personnel assigned in accordance with the FMF Personnel Assistance Program or other similar agreements, the above may not be applicable. It is the intent that personnel thus assigned will receive the benefit of semiannual and all other required markings, especially since they may be on temporary additional duty for protracted periods of time. It is therefore the responsibility of the unit having custody of the service book to ensure that proper and timely entries and markings are made. This should be done by the use and consideration of recommended markings of the two commanders directly interested in the individual involved.

i. Upon completion of a course of instruction at a service school.

j. On the effective date of the beginning of an "extension of enlistment," This entry will be "ext enl _____ full yrs." No marks are required unless the date coincides with a required marking date.

k. Desertion. A conduct mark of "0" will always be assigned upon declaration of desertion. No proficiency marks will be assigned.

l. Discharge

(1) Upon discharge of personnel below the grade of sergeant, enter conduct and duty proficiency marks only for the period since last marks were assigned. Also enter a final average mark in the conduct and duty proficiency columns, which will be an average of all marks in each column, figured to the nearest tenth. In the case of discharge of corporals and below who have served any period of time in the grade of sergeant or above during the enlistment covered, no attempt will be made to assign marks to evaluate the period served in the grade of sergeant or above. The final average mark will include only marks actually previously assigned.

(2) Upon discharge of personnel in the grade of sergeant or above whose books contain previously assigned conduct and proficiency marks, no final average mark will be assigned.

(3) When a recruit is discharged prior to completion of recruit training and has shown no favorable or unfavorable conduct which should be recorded, enter the remark "Discharged prior to completion of recruit training."

(4) Conduct and proficiency marks for the period of inactive duty will not be assigned to inactive reservists below the grade of sergeant upon discharge. The final average marks will be assigned.

m. Retirement or death. No conduct or proficiency marks are required, and no final average marks will be assigned.

n. When the service record book is closed for any other reason.

o. Upon assignment to extended active duty. No conduct or proficiency marks are required when such assignment is in response to mobilization orders.

p. Upon release from extended active duty.

q. Upon assignment to and upon completion of active duty for training. No conduct and proficiency marks are required upon assignment to active duty for training for periods less than 30 days.

r. Upon reduction

(1) The date of the entry will be the last day of the former grade. Conduct and proficiency marks will be assigned and will reflect disciplinary action taken. Should the reduction be remitted, set aside or mitigated to a lesser punishment, mark the reduction entry as erroneous and refer to new entry reflecting the remission, setting aside or mitigation including restoration of date of rank. Make a similar notation when action is taken in accordance with paragraph 6303.6.

(2) In the case of noncommissioned officers reduced to the grade of corporal or below, a final entry and marks will not be made to evaluate the period served in the grade of sergeant or above. This period is covered by the final fitness report submitted as a noncommissioned officer.

s. Upon promotion. Upon promotion to the grade of sergeant, an entry will be made and markings entered to be effective the day before the effective date of promotion to the grade of sergeant.

t. Assignment as messmen. Entries will be made upon assignment to and relief from duty as messmen. No markings will be assigned.

5. Guide to Assignment of Conduct Marks

a. In addition to observance of the letter of law and regulations, conduct includes conformance to accept usage

and custom. General bearing, attitude, interest, reliability, courtesy, cooperation, obedience, adaptability, influence on others, moral fitness, physical fitness as affected by clean and temperate habits, are all factors of conduct and should be considered in evaluating the Marine. The mark assigned, after consideration of these qualities and, if necessary, consultation with the officer or senior noncommissioned officer who supervises the individual's performance of duty, should represent a fair objective evaluation of the Marine's conduct for the marking period.

b. The following standards will be used as a guide in assigning conduct marks; however, full discretion is left to commanders to deviate therefrom for good and sufficient reasons.

(1) Unsatisfactory (0 to 1.9). Habitual offender, or convicted by special court-martial, or more than one summary court-martial. If an unsatisfactory mark is given on a basis other than entries on page 12 or 13, an explanatory entry shall be made on the first line after the mark. A mark of "0" shall be given upon declaration of desertion and for any period of confinement in a designated place of confinement pursuant to sentence of a general court-martial.

(2) Poor (2 to 2.9). No special court-martial, not more than one summary court-martial, or two nonjudicial punishments that involve confinement or reduction in grade. Considered to meet minimum standards.

(3) Fair (3 to 3.9). No court-martial and not more than one nonjudicial punishment. Conduct such as not to impair appreciably his own usefulness or the efficiency of the command.

(4) Good (4 to 4.4). No offenses. No unfavorable impressions as to attitude, interest, cooperation, obedience, aftereffects of intemperance, courtesy and consideration, and observance of regulations.

(5) Excellent (4.5 to 4.8). No offenses. Positive favorable impression of the qualities listed in subparagraph (4), above. Demonstrated reliability, good influence, sobriety, obedience, and industry.

(6) Outstanding (4.9 to 5). No offenses. Exhibits to an outstanding degree the qualities listed in subparagraph (4), above. Observes spirit as well as letter of orders and regulations. Demonstrated positive effect on others by example and persuasion.

c. A conduct mark of "0" resulting from declaration of desertion will be deleted if the entry was made as the result of an administrative error; i.e., the entry should not have been made originally; or if the Marine is later acquitted by courts-martial of the absence which caused the declaration of desertion. The mark of "0" will not be removed where the individual is tried for unauthorized absence and convicted of that offense. The mark of "0" will not be removed where the individual is tried for desertion and is convicted of either desertion or the lesser included offense, unauthorized absence.

d. A conduct mark of "0" resulting from confinement serving sentence general courts-martial will be deleted if the sentence to confinement is subsequently remitted, disapproved, or entirely set aside.

6. Guide to Assignment of Proficiency Marks

a. The duty proficiency marks assigned should indicate how well a Marine performs his primary duties during the marking period. In addition to technical skill and specialized knowledge, qualities such as leadership and physical fitness should be considered when they have a definite relation to the primary duty assignment. Leadership, for example, should be considered when evaluating a squad leader's performance of duty; or, for a person assigned to recruiting duties, tact, persuasiveness, and personal appearance would have a definite bearing on the performance of his primary duties. Due allowance should be made when an individual

is filling a billet inconsistent with his grade.

b. The commander may consult with the officer or senior noncommissioned officer who supervises the indi-

vidual's performance of duty prior to assigning proficiency marks.

c. In assigning duty proficiency marks a scale of 0 to 5 will be used. The following table is furnished as a guide:

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MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF PERFORMANCE
0 to 1.9	Unsatisfactory	Does unacceptable work in most of his duties; generally undependable; needs considerable assistance and close supervision on even the simplest assignment.
2 to 2.9	Poor	Does acceptable work in some of his duties but cannot be depended upon. Needs assistance and close supervision on all but the simplest assignments.
3 to 3.9	Fair	Handles routine matters acceptably but needs close supervision when performing duties not of a routine nature.
4 to 4.4	Good	Can be depended upon to discharge regular duties thoroughly and competently, but usually needs assistance in dealing with problems not of a routine nature.
4.5 to 4.8	Excellent	Does excellent work in all regular duties, but needs assistance in dealing with extremely difficult or unusual assignments.
4.9 to 5	Outstanding	Does superior work in all of his duties. Even extremely difficult or unusual assignments can be given to him with full confidence that they will be handled in a thoroughly competent manner.

► d. General military subjects proficiency marks will be assigned and entered:

(1) Semi-annually, on 31 January and 31 July each year, except as noted in (4), below.

(2) Upon transfer of the individual, when it has been at least 60 days since the last marking period.

(3) Upon commencement of a period of TAD, when such period will be in excess of 60 days and a regular

marking period will occur prior to the completion of the TAD period.

(4) In the case of Class II reservists, annually on 31 August of each year.

► e. In assigning general military subjects proficiency marks, a scale of 0 to 5 will be used. The mark is to be an overall evaluation of the Marine's performance and ability during the entire marking period, and is not to be used solely on the results of formal, periodic examinations. The following table is furnished as a guide:

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF TRAINING
0 to 1.9	Unsatisfactory	Displays lack of interest or ability in most basic military subjects appropriate to his grade. Gives poor performance in general military duties.
2 to 2.9	Fair	Requires more than average amount of instruction to grasp fundamentals of basic military subjects appropriate to his grade. Gives adequate performance in general military duties when closely supervised.
3 to 3.9	Good	Becomes proficient in basic military subjects appropriate to grade with average amount of instruction. Gives adequate performance in general military duties without detailed supervision.
4 to 4.9	Excellent	Readily grasps instructions and displays marked interest in mastering all basic military subjects appropriate to his grade. Displays initiative and skill in performing general military duties.
5	Outstanding	Displays marked ability as instructor in all basic military subjects. Consistently gives superior performance in all general military duties.

15107 NOT USED

15108 PROMOTION AND REDUCTION (NAVMC 118(5)-PD)

1. This section is designed for recording a history of promotion and reduction in the order in which they occur to include the effective date, the date of rank assigned, and the authority by which effected.

2. Record entries in this section as stated in the following instructions: Record the first entry upon first appointment to private first class or upon reappointment, as appropriate. In the case of immediate reenlistment, record entries in the new service record book to reflect the permanent grade, as shown in the old service

record book upon discharge. No request for this information to the Commandant of the Marine Corps is necessary if the individual enlists in the Regular Marine Corps while on inactive duty in the Marine Corps Reserve. In this case, the required information will be forwarded by the commander of the appropriate Reserve organization together with the correspondence that transmits the discharge certificate of the former reservist to his commander in the Regular Marine Corps.

a. Type Grade: The type of appointment issued, as indicated by the authority under which the promotion is effected, will be entered (subpars. 6255.4 and .5 apply).

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(1) Upon confirmation of a "Probationary" or "Temporary" appointment, the word "Probationary" or "Temporary," as applicable, will be lined out.

b. Military Occupational Specialty: Enter the military occupational specialty appropriate to the grade to which promoted or reduced (pars. 3103 and 3104 and the Military Occupational Specialty Manual apply).

c. Rank: Enter grade or rank to which promoted or reduced.

d. Date Promoted: Enter date certificate of appointment was signed by the issuing officer; i.e., the Commandant of the Marine Corps or the commander.

e. Date Reduced: Enter the date reduction was actually effected in the case of an administrative reduction or of a reduction imposed as nonjudicial punishment. (The effected date of reduction is the date specified in the reduction order issued in accordance with par. 6303 and applicable Marine Corps orders.) Enter the date the sentence of reduction is ordered executed in the case of conviction by court-martial.

f. Rank From: Enter the date shown on the certificate of appointment as having been assigned for seniority

purposes only (not to be confused with the date the appointment was issued). In the case of an administrative reduction, enter the date of rank previously held in the grade to which reduced. When a reduction is the result of a nonjudicial punishment or sentence of a court-martial, enter the date the reduction is effected.

g. Number: On promotion or administrative reduction, enter the precedence number assigned by the Commandant of the Marine Corps as indicated by the certificate of appointment to the grade to which being promoted or reduced.

(1) The lineal precedence number assigned personnel in grades of first sergeant/master sergeant and sergeant major/master gunnery sergeant will not be entered.

(2) A precedence number assigned by the commander will not be entered.

h. Authority: Enter the authority under which the promotion or reduction is effected; e.g., "CMC" (when promotion is issued by the Commandant of the Marine Corps); "MCO _____" (when promotion is issued by the commanding officer); "Art. 15-UCMJ"; "SPCM ordered executed 1Jul64"; "MCPM, par. 6302".

**15109 RECORD OF EXAMINATION
FOR PROMOTION (NAVMC
118(5)-PD)**

1. This section is designed to record in chronological order information regarding results achieved on the standardized General Military Subjects Test. Do not record entries relative to locally assembled, administered, and scored examinations.

2. Record entries in this section as follows:

a. Rank for which examined: Enter the title of the individual's next higher grade.

b. Date examined: Enter the test period for which eligible (see subpar. 6253.3).

c. Test: Enter "GMST."

d. Form: Leave blank except when waiver is granted, then enter the type of waiver granted (see subpar. 6253.3).

e. Score: Enter "Passed" or "Failed" as appropriate.

f. Date score recorded: Enter date result of examination or waiver is entered.

g. Authority for score: Identify directive reporting results of examination or authority under which waiver was granted.

3. When an individual meets the time in grade requirements but, for some reason, is not tested, make entries as stated in subparagraph 2, above, except under "Score" record "Not tested," and under "Authority" record the reason for not testing ("Disciplinary status"/"Did not desire to be tested" etc.).

4. Record no entry when a Marine does not meet the time in grade requirement.

5. Upon immediate reenlistment, transcribe from the old to the new service record book General Military Subjects Test information relative to obsolete standardized tests. No request to the Commandant of the Marine Corps is necessary if the individual enlists in the Regular Marine Corps while on inactive duty in the Marine Corps Reserve. In this case, the required information will be forwarded by the commander of the appropriate Reserve organization together with the correspondence that transmits the discharge certificate of the former reservist to his commander in the Regular Marine Corps.

**15110 ADDITIONAL INFORMATION
AS TO PROMOTION STATUS
ON TRANSFER (NAVMC
118(5)-PD)**

1. This section is designed for recording special information regarding a Marine's current promotion status which will be of interest to the new commander upon the Marine's transfer.

2. Entries will be made in this section under the following circumstances:

a. Record the composite score at the time its computation is directed by this Headquarters. Record: the date, the composite score, and the authority for its computation.

b. When a Marine is transferred prior to the date for administration of a General Military Subjects Test, but subsequent to its being requisitioned, record date requisitioned.

c. Upon immediate reenlistment, transcribe to the new service record book any of the above entries pertinent to the current, or future, testing or promotion periods. No request to the Commandant of the Marine Corps is necessary if the individual enlists in the Regular Marine Corps while on duty in the Organized Reserve. In this case the required information will be forwarded by the commander of the appropriate Reserve organization together with the correspondence that

transmits the discharge certificate of the former reservist to his commander in the Regular Marine Corps.

15111 TIME LOST; ALLOTMENTS; WEAPONS FIRING RECORD (NAVMC 118(6)-PD)

1. Page 6 is designed for recording time lost, allotments made from pay, and weapons firing. Entries in these sections will be made as directed in the following subparagraphs.

2. When page 6 is opened, use the rectangle at the top of the page that is marked "PEBD" to record the individual's pay entry base date as of the date of enlistment.

3. Time Lost

► a. General

(1) Certain periods of absence from duty may not be included in determining cumulative years of enlisted service. Such periods therefore are said to be "Time Lost."

(2) Each enlisted Marine is legally liable, after his return to full duty from an absence that is time lost, to serve for a period that, when added to the period served before such absence, amounts to the full term of his induction, enlistment, extension of enlistment, or period of extended active duty. Thus, time lost may not be made good in subsequent periods of service; it must be made good by deferring date of expiration of the enlistment, extension of enlistment, etc., during which it occurs.

(3) The instructions set forth herein cover absences occurring on or after 24 July 1956. Chapter 4, volume 4, Navy Comptroller Manual, provides information regarding time lost prior to 24 July 1956.

► b. Absences which are time lost

(1) Periods of absence in excess of 24 hours due to unauthorized absence unless excused as unavoidable,

(2) Periods of absence in excess of 24 consecutive hours while confined under sentence or while confined awaiting and during trial by civil authority if convicted (regardless of whether apprehended by the civil authorities or turned over to them by Navy or Marine Corps authorities although a member so turned over to the civil authorities is not regarded as absent without authority). If the member is released without trial or after trial and acquittal or if the conviction is set aside on legal grounds as distinguished from clemency, the absence will be considered as unavoidable and not as time lost; ~~the absence~~, however, if the member is released without trial upon his agreement to make reparation, the absence will not be considered as time lost only when the commanding officer or other competent authority determines that the member's detention was not the result of his misconduct and excuses the absence as unavoidable. Further, the absence will not be considered as unavoidable if the member is subsequently convicted by a court-martial on the same facts. A period of authorized leave or liberty is not included in time lost. See paragraph 9059, however, for charges to leave for absences over leave or liberty.

(3) Confinement is defined as a period in excess of 1 day (24 consecutive hours) spent in confinement either under sentence adjudged by any court-martial or while awaiting and during trial by any court-martial which results in conviction. Any confinement including periods in a civilian or non-military facility, prior to the actual award of a court-martial which is in connection with an offense for which charged and convicted is to be considered as confinement "while awaiting trial" within the meaning of 10 U.S. Code 972(3). Members placed in confinement before 24 July 1956 will be required to make up only time spent in confinement on or after 24 July 1956. Confinement awaiting trial and during trial or under sentence will be regarded as absence from duty pending final action in each case in accordance

with the Manual for Courts-Martial. No period of confinement will be counted as lost time if the individual is acquitted of the charges involved or the sentence is set aside and the charges dismissed by competent authority. Time spent in confinement under sentence is counted as lost time only to the extent the sentence to confinement is upheld upon completion of appellate review and clemency action, if any; and, if a suspended sentence to confinement is later vacated, all confinement served under the vacated sentence is time lost whether served before or after the suspension is vacated.

(4) Periods of absence in excess of 24 consecutive hours due to sickness misconduct as defined in chapter 4, volume 4, Navy Comptroller Manual.

c. Time lost computations

(1) Determining number of days lost

(a) There must be an absence of more than 24 consecutive hours before any period can be considered as time lost.

(b) the calendar day during which absence first occurs is counted as a day of absence from duty and the calendar day of return is counted as a day of duty. For this purpose, a calendar

day is considered to commence at 0001 and end at 2400.

(c) Examples;

1. UA commenced at 2000 on 2 November and the Marine returned at 1900 on 3 November. No time lost since the absence did not exceed 24 consecutive hours.

2. UA commenced at 2000 on 2 November and the Marine returned at 2001 on 3 November. There is one day time lost--2 November.

3. UA commenced at 2000 on 2 November and the Marine returned at 1000 on 6 November. There are 4 days of time lost--November 2, 3, 4, and 5; November 6 is a day of duty.

(2) Determining new dates

(a) When time is lost, normal expiration dates will be extended by the number of days lost on a DAY FOR DAY BASIS. This applies to the following dates: expiration of enlistment, expiration of extension of enlistment, expiration of active service, and expiration of obligated service.

(b) Upon each occasion when time is lost, it is necessary to retard the pay entry base date by the number of days lost computed on a 30-day month basis in accordance with chap-

ter 4, Navy Comptroller Manual. Additional guides regarding computations for pay purposes are set forth below.

(3) Determining time lost for pay purposes

(a) When time is lost during an enlistment the amount of pay lost is computed on a 30-day month basis. Chapter 4, Navy Comptroller Manual provides instructions for making computations on a 30-day month basis.

(b) When longevity increase is computed, the date of normal completion is retarded by the number of days pay lost computed on a 30-day month basis.

(c) Time lost not made good will be computed on a 30-day month basis.

(d) Computation of service for pay purposes after making up lost time, in accordance with Title 10 U.S.C. 972 will be on a day for day basis unless the 30-day month basis is to the advantage of the individual.

d. Time lost entries

(1) Entries will be made when the individual returns to full duty. Also, for time lost prior to 24 July 1956 for reasons other than sick misconduct, entries will be made upon approval of application to make good time lost.

(2) Under "From," record the first day of absence from duty.

(3) Under "To," record the calendar day on which absence from duty terminated.

(4) Under "Number of Days," record the number of days time lost. Include the calendar day on which absence from duty began, but do not include the calendar day on which absence from duty terminated.

(5) Under "Cause," enter reason for time lost (e.g., SKMC, UA, cnfd). Use standard abbreviations as given in chapter 17.

(6) Under "EAS Date ext. to," enter new date for expiration of active service. Compute in accordance with subparagraph c(2), above. In addition, correct the current Agreement to Extended Enlistment (NAVMC 321a), to show the new EAS date. Unit diary entries also will be made upon recomputation of EAS. (See subpar. 16082.20.)

(7) Under "EOS Date ext. to," enter new date for expiration of obligated service. Compute in accordance with subparagraph c(2), above. Recomputed EOS dates will be reported by unit diary entries. (See subpar. 16082.15.)

(8) Pay Entry Base Date (PEBD)

(a) Under "RECOMPUTED PEBD," enter new pay entry base date. Compute in accordance with subparagraphs c(2)(b) and c(3), above.

(b) Unit diary entries will report change of PEBD due to time lost (see subpar. 16082.9).

(9) An officer will certify the entry in the right-hand column.

(10) When time lost is made good, it is necessary to recompute the PEBD in accordance with subparagraph 3c(3)(d), above, to determine whether an adjustment that is to the advantage of the individual should be made. If an adjustment is required, show the new PEBD by a narrative entry on the line below the last time lost entry. This entry will be authenticated in accordance with subparagraph 15100.2c(9).

4. Allotments. Entries in this section are for the information of the commander in connection with his welfare, savings bond, insurance, and similar responsibilities. An entry will be made when an allotment is registered or stopped for any reason.

a. When an allotment is registered, entries will be made as follows:

(1) Under "Purpose," record the appropriate code designations as set forth in the Navy Comptroller Manual, paragraph 044355.

(2) Under "First checkage (month-year)," record the month and year the checkage commences.

(3) Under "Number months," record the number of months the allotment is to run. If the period is to be indefinite, record "indef."

(4) Under "Amount," record the amount of the allotment.

(5) Under "Allottee," record the name of the individual or organization to whom the allotment is made out.

b. When an allotment is stopped for any reason, entries will be made as follows:

(1) Under "Last checkage (month-year)," record the month and year of last checkage.

(2) Under "Reason for Stoppage," record the specific reason as indicated in the "Reason for Stop" section of NavCompt Form 545, e.g., grantor's request, deserter, general court-martial prisoner. For insurance allotments, "grantor's request" is not acceptable. A more specific reason such as policy surrendered for cash, insurance not desired, waiver of premiums, etc., should be entered.

c. Upon immediate reenlistment, entries regarding allotments which are to remain effective will be transcribed to the new service record book.

5. Weapons Firing Record; Miscellaneous Marksmanship

a. The "Weapons Firing Record" section is designed for recording annual qualification or requalification with basic weapons required to be fired by current regulations and tables of organization, and for recording all formal firing other than annual firing, including field and familiarization firing, with individual or crew-served weapons. In the case of annual firing for record, under "Final Qualification" record the numerical score fired and "E," "SS," "MM," or "UQ" as appropriate. Record the firing whether the individual qualified or not, to prevent his firing more than once for record during the calendar year. In the case of field or familiarization firing, record under "Course" the appropriate type of firing, and under "Final Qualification," make entry only if the individual's actions with the particular weapon should prevent his being armed with it without further instruction and firing. In this case, enter "Unsatisfactory."

b. Entries in the "Miscellaneous Marksmanship" section will be as shown in the heading and for any marksmanship or gunnery information not covered above.

c. In case of immediate reenlistment, record the last "A" course and familiarization firing in the new service record book.

15112 CLASSIFICATION AND ASSIGNMENT TEST RESULTS (NAVMC 118(8)-PD); MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES, EDUCATION COURSES, TECHNICAL TRAINING AND TESTS COMPLETED (NAVMC 118(8a)-PD)

1. These pages are designed for recording the following:

a. The NAVMC 118(8)-PD is designed for recording all classification test scores listed in subparagraph 3154.1c for active duty personnel.

b. The NAVMC 118(8a)-PD is designed for recording military and civilian occupational specialties, civilian education, service schools, active duty technical training/correspondence courses/examinations and special qualifications for all personnel.

2. The NAVMC 118(8)-PD will be generated by a computer center when a General Classification test, Aptitude-Area Classification test, Language Proficiency test, Electronics Technician Selection test or Defense Officer Record Examination is administered and scored as described in paragraph 3154. When the new page is received from the computer center it will replace the page currently on file which will be destroyed. The new page 8 will contain the scores for the particular test newly administered and all other previous test scores not superseded.

3. The NAVMC 118(8a)-PD will be accomplished in duplicate in accordance with the instructions contained herein on each individual classified or reclassified in accordance with chapter 3 upon enlistment, induction, assignment to extended active duty, reenlistment, appointment to officer status or reversion to enlisted status. Upon immediate reenlistment update, and transcribe all valid information to a new page 8a. In any case other than immediate reenlistment, request the pertinent information from the Commandant of the Marine Corps (Code DGK) provided it does not involve an enlistment in the

Marine Corps of an individual on inactive duty in the Marine Corps Reserve. In the latter case, the commanding officer of the appropriate Reserve organization will forward the required information together with the correspondence which transmits the discharge certificate of the former reservist to his new commanding officer in the Regular Marine Corps. When no entries are to be recorded, leave the section blank, except when otherwise noted. Where space is insufficient for recording all entries, note at the bottom of the page "continued on supplemental page" and insert an additional page.

4. Distribution Instructions

a. NAVMC 118(8a)-PD will be distributed as follows:

(1) The original will be filed in the Officer Qualification Record as page 7a and in the Enlisted Service Record Book as page 8a.

(2) The duplicate will be forwarded to the Commandant of the Marine Corps (Code DGH).

5. Completion of the NAVMC 118(8a)-PD

a. Military occupational specialties: This section is designed for recording primary and additional military occupational specialties. The MOS number is a short title or code number, for reference and record purposes, which identifies a number of skills necessary in a job. For a complete definition, and a listing of the skills and capabilities which an individual must have in order to qualify for each MOS, see MCO P1200.7, Military Occupational Specialties Manual. Make entries in this section as instructed below:

(1) Under "Date": Record the day, month, and year the primary or additional MOS/MOSs assigned.

(2) Under "Primary MOS": When a primary MOS is assigned, record the code number. When the assignment

results in a change of primary MOS, delete with a thin inked line the old primary MOS and any related lower level additional MOS/MOSs which skills are covered by the new MOS.

(3) Under "Additional MOS": When additional MOS/MOSs are assigned, record the code number in the appropriate column to indicate whether it is the first or second additional MOS. Delete with a thin inked line any related lower level additional MOS/MOSs which skills are covered by the new MOS assigned.

(a) When a primary or additional MOS is voided for other than the reason stated above, delete it with a thin inked line and record under "Remarks," the MOS, the date, the reason, and the specific paragraph contained in chapter 3, the Marine Corps directive, or the CMC directive authorizing the action; e.g., 0123 voided 15Dec59, Incompetence - too long away from job, CMC ltr DFM-wam-1 of 10Dec59.

(4) Under "Title of MOS": Record the title of the MOS as described in the MOS Manual. The abbreviated title may be used.

(5) Under "Authority": When the entry is a change the commanding officer is authorized to effect, or when the change is directed by a commander other than the Commandant of the Marine Corps, record the paragraph from chapter 3 which authorized the change. The entry will be authenticated by the commanding officer or signed "By direction." A signature alone does not constitute authority for assigning any MOS. A signature may be omitted in cases of recruit classification at recruit depots. Upon reenlistment subparagraph 3101.7 is applicable.

(a) When the entry is a change authorized or directed by higher authority, reference the communication which authorized the change; e.g., MCSO 75-59 or CMC ltr _____.

(6) Under "Unit Diary Number": Enter the number of the Unit Diary that placed the change of MOS in the Personnel Accounting System.

b. Civilian education

(1) The following instructions apply to entries opposite "Grammar School":

(a) Under "No. Years," record the number of years of grammar school successfully completed. A single semester will be recorded as a half year. For this purpose grammar school is defined as grades 1 through 8.

(b) Check appropriate column under "Graduate."

(c) Under "Year Left School," record the last year of attendance.

(2) The following instructions apply to entries opposite "High School":

(a) Under "Major Subject," record one of the following fields of study:

Academic - a course generally designed to prepare a student for college.

Vocational - courses in mechanical arts, industrial arts, etc.

Commercial - courses in bookkeeping, typing, stenography, sales, office machine operation, etc.

Agricultural - courses in agricultural arts and sciences.

(b) Under "No. Years," record the total number of years of high school successfully completed to the nearest half year. For this purpose high school is defined as grades 9 through 12. Completion will be recorded as 4 years; 2 semesters as 1 year; 1 semester as 1/2 year.

(c) Check appropriate column under "Graduate."

(d) Under "Year Left School," record the last year of attendance.

(3) The following instructions apply to entries opposite "College-University." Education received at the Naval, Army, Air Force or Coast Guard Academies will be shown as college-university education.

(a) Under "Major Subject," record the major field of study, except for service academy graduates record USNA, USMA, USAFA or USCGA as applicable.

(b) Under "No. Years," record the total number of years of work successfully completed to the nearest half year. Completion will be recorded as 4 years; 2 semesters as 1 year; 1 semester as 1/2 year.

(c) Under "Graduate," enter a check under "no" if not graduated; or if graduated, enter the degree received under "yes;" e.g., BA, BS, MA, PhD, etc., when more than one degree has been received enter the highest in this space, and enter the other on the line below "Trade-Business" or on a supplemental page.

(d) Under "Year Left School," record last year of attendance.

(4) The following instructions apply to entries opposite "Trade-Business." Record any specialized courses taken at a technical trade or business school; high school or college which were not counted as credits towards graduation from high school or college.

(a) Under "Major Subject," record the course or particular subject taken.

(b) Under "No. Years," record the number of years of attendance to the nearest quarter year.

(c) Under "Graduate," indicate by a check in the proper column to show whether or not a certificate or diploma of any kind was awarded.

(d) Under "Year Left School," record last year of attendance.

◆ c. **Civilian occupation.** Determine the main civilian occupation by weighing jobs performed by the individual against each other, giving consideration to such factors as: the occupation the individual considers his primary civilian occupation and the occupation the individual considers his secondary civilian occupation; length of time on job; recency of experience; degree of skill required; background of experience or education required; and degree of authority or responsibility. This done, record the primary civilian occupation in concise, easy to read terms under "DUTIES" as shown in the example.

(1) Opposite "Job Title": Record occupation as determined by interview.

(2) DOT NO.: Disregard and leave blank.

(3) Opposite "Years Experience" record total years of experience.

(4) Under "Duties" enter a short but complete statement of the important duties performed as shown in the following example:

Civilian Occupation

Job Title: Switchman, Railway

Years Experience: 2-1/2 years

Duties: Switched railroad cars in freight yards; coupled and uncoupled cars; set brakes on cars by hand; used flares, flags and lanterns.

d. Service schools, technical training and military correspondence courses completed. Record information required under column headings for training in service schools, schools of division, wing, brigade, base, depot, or equivalent level; instruction by military or commercial teams authorized by the Commandant of the Marine Corps; civilian schools to which ordered for duty under instructions; and "correspondence" type military training courses and subcourses. Enter the number of the Unit Diary that reported

the completion/non-completion of a service school into the Personnel Accounting System.

e. Academic education courses, tests and correspondence courses completed. Record information required under column headings. Include courses completed through civilian educational institutions (residence, extension center or correspondence) and USAFI courses, end-of-course tests, subject examinations and subject standardized tests. Example:

<u>Date</u>	<u>Titles of Course or Test</u>	<u>School & Location</u>	<u>Credit</u>	<u>Grade</u>
3/12/60	English Composition I	GWU, Wash., D.C.	3SH	B
2/3/61	College Algebra	USAFI, Madison, Wisc.	-	Sat

f. USAFI-GED Tests. Record results on USAFI-GED tests as follows:

(1) When the test battery is satisfactorily completed, record the date opposite the applicable level under "Passed," and list the standard scores received on each part. Satisfactory completion of USAFI HS GED tests is defined as having attained either a minimum standard score of 35 on each of the five parts or an average standard score of 45 on all five parts. Satisfactory completion of USAFI College GED tests is defined as having attained a minimum standard score of 55 on part 1, 60 on part 2, 61 on part 3 and 57 on part 4.

(2) When the test battery is completed but not satisfactorily, record the date opposite the applicable level under "Failed," and list the standard scores received on each part.

(3) When only part of the test has been completed, record the date opposite the applicable level under "Incomplete," and list the standard scores received. When the other test parts are completed, record the date under "Passed," or "Failed," as appropriate, line-out the date under "Incomplete," and list the other standard scores received.

(4) When a retest has been administered, enter the "level" (HS or Col) opposite "Retest"; enter the date

under "Passed," or "Failed," as appropriate; list the standard scores received on each retest part and reenter the standard scores previously received on parts not retested and line out the previous entry for that level. Since two retests are authorized at each level, additional space may be required. If so, enter under "Special Qualifications."

g. Special qualifications

(1) All classification test scores on inactive duty Reserve personnel will be entered in this section. Information to be recorded will include date tested, title of test(s), grade(s) attained and authority for testing.

(2) Record types of machinery and equipment the individual operates, providing it is not recorded under "Civilian Occupation," such as tractor, bulldozer, boat, railroad engine, lathe, adding machine or typewriter. Explain briefly the equipment; i.e., "36 foot diesel cabin cruiser, 3 summers, Ohio River, Recreation Cruises".

h. Identification. The full name and service number of the individual being classified will be entered at the bottom of the page by typewriter or by using an embossed plate impression.

i. Date. Enter the date of preparation.

15113 FLIGHT QUALIFICATION RECORD (NAVMC 118(8Av)- PD)

1. The Flight Qualification Record is designed for recording flight qualifications of naval aviators and naval aviation pilots. It is used for assignment of individuals on the basis of recorded qualifications, length of time since last qualification, accident record, number of hours flown in service aircraft, etc. All information entered in this record is extracted from and represents an up-to-date summary of the information maintained in the individual aviator's flight log book. Entries to this record are made at the time events occur or as certain phases of qualifications are completed, i.e., at the end of 500, 750, etc., hours of flight in service aircraft.

2. The flight qualification record will be opened for each individual upon designation or redesignation as naval aviator or naval aviation pilot. When opened it will be placed in the service record.

3. In case of immediate reenlistment and redesignation as NAP, the flight qualification record for the new record shall be prepared as follows:

a. Transcribe the latest entry from Items 2, 3, 4, and 5 of the old record.

b. Transcribe all entries from Items 6 and 7 of the old record.

c. Complete the "Recapitulation of Previous Qualifications" on the reverse of the page, using the previous recapitulation plus data brought forward from Item 1 of the old record.

4. In case of reenlistment within 90 days and redesignation as NAP, the information for completion will be taken from the individual aviator's flight log book, if available. If the log book is not available, request the in-

formation from the Commandant of the Marine Corps (Code AA).

5. Upon designation or redesignation as NA or NAP, and in the case of NA's and NAP's who are members of Class III, Marine Corps Reserve, who have a flight qualification record other than the 9-55 revision in his service records, transition from the old record to the Flight Qualification Record (NAVMC 118(8Av)-PD), will be accomplished at the time the individuals receive orders to duty involving piloting of military aircraft.

6. Entries will be made in individual spaces of the record as follows:

a. Upon designation or redesignation as NA, or NAP, record the date of designation in the space provided. Do not record the designation number unless it is locally available. Do not request information concerning designation numbers not known if it is to be used solely for the purpose of completing this page.

b. Item 1, Aircraft Qualifications: Upon detachment, transfer, or release from active duty, record date; specific model(s) of aircraft flown; hours compiled in each model during the period of assignment to the reporting activity.

c. Item 2, Pilot Hours: Record the date of completion of each experience level shown. Include only those hours flown in service aircraft.

d. Item 3, Service Group: Record the effective date of classification in Service Group II or III.

e. Item 4, Instrument Qualifications: Record expiration date of current instrument rating, and under "Type," the word "Standard" or "Special," as appropriate.

f. Item 5, Carrier Qualifications: Record the date and model aircraft for each carrier qualification as it occurs.

g. Item 6, Accident Record: Record the date, aircraft model, and class

damage for each aircraft accident as it occurs.

h. Item 7, Violation Record: For violations of flight regulations as set forth in the current instruction of the OPNAV INST 3750.5 series, record the date the violation occurred, nature of the violation, and cite the regulation violated.

i. "Recapitulation of Previous Qualifications" on reverse of the page: At the time the record is prepared, record the information required by column headings for all military aircraft flown prior to that date.

j. "Remarks" on the reverse of the page: This space shall be used as follows:

(1) When the designation of NA or NAP is revoked, record the date of revocation and reference the communication which revoked the designation.

(2) This space may also be used to record any specific information pertaining to flight qualifications of the individual for which instructions are not given above and which may be of value to future commanders, e.g., "Distinctive instructional ability," etc.

15114 COMBAT HISTORY - EXPEDITIONS - AWARDS RECORD (NAVMC 118(9)-PD)

1. This page is designed for recording the following types of information:

a. Details and dates of an individual's participation in operations against an armed enemy, including the status of the individual during such operations, such as missing in action, missing, interned, captured, return to military control, etc.

b. Wounded in action, including wounded in action not evacuated, and hospitalization which results from wounds received in action.

c. Awards received as a result of operations against an armed enemy.

d. Eligibility for and issue of decorations, medals, ribbonbars and stars awarded for combat aircrew insignia.

e. Receipt of foreign awards being held by the State Department pending approval.

f. Receipt of individual certificates or letters of commendation and appreciation, both military and civilian, and meritorious masts. In the case of individual letters of appreciation from civilian sources, a copy of the letter will be filed as a document in the service record. If meritorious mast is held in accordance with paragraph 8052, record: date and signature of the commander.

2. Marksmanship badges will not be entered in this record.

3. Entries will be made in the sections of this page in accordance with the following paragraphs.

4. Combat History - Expeditions Section

a. The Combat History-Expeditions section is intended only for recording occurrences during the current period of active duty. Therefore, entries never shall be transcribed to this section of the page upon enlistment, reenlistment, or during periods when personnel are not serving on extended active duty.

b. Under "Date of Entry," record: The date the information is entered on the page.

c. Under "Details," record:

(1) As accurately as possible, identification of the place and nature of expeditions, actions, battles, engagement, or campaigns in which the individual participated.

(2) A brief description of wounds received in action and whether or not

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evacuated. When hospitalized as a result of wounds received in action, a statement of this fact.

(3) Brief circumstances surrounding capture, missing in action, missing, interned, return to military control, etc.

d. Under "Date(s)," record: inclusive dates of actions, battles, cam-

paigns, hospitalization which is the result of wounds received in action, and/or specific dates of capture, missing, interned, return to military control, etc.

e. Under "Signature," record: A verifying signature as prescribed in subparagraph 15100.2c(9).

f. Sample Entries:

DATE OF ENTRY	DETAILS	DATES		SIGNATURE
		FROM	TO	
18Sep50	WIANE Shell Frag, left leg, Inchon Korea	16Sep50		/s/ J. J. BLOW ByDir
30Sep50	Inchon-Seoul Operation	15Sep50	30Sep50	/s/ J. J. BLOW ByDir
30Sep50	WIA GSW left arm, Seoul Korea	30Sep50		/s/ J. J. BLOW ByDir
16Oct50	Hospitalized	30Sep50	14Oct50	/s/ J. J. BLOW ByDir
10Dec50	MIA Yudam-Ni, Korea	26Nov50		/s/ A. B. SEE ByDir
16Dec50	CPTR status determined, in hands Chinese Forces	26Nov50		/s/ A. B. SEE ByDir
20Dec50	RMC, escaped near Hamhung, Korea	18Dec50		/s/ S. A. BEE CO
20Dec50	Wonsan-Hamhung-Chosin Operations	29Oct50	18Dec50	/s/ S. A. BEE CO

5. Awards Section

a. Under "Description," record: Description of decoration, medal, ribbon bar, certificate or letter of commendation and appreciation, and aircrew insignia received or authorized.

b. Under "Stars, Devices," record: Appropriate symbols and/or numbers to indicate the number of the award or battle star or other distinguishing device, e.g., Clasps ("A"), Battle stars (3*), Combat distinguishing device ("V").

c. Under "Date Approved," record: Date of approval of decorations, medals, letters of commendation or appreciation, etc., date of authorization to wear ribbon bars, etc.

d. Under "Approved by," record: The title, and organization if appropriate, of the individual who has the

authority to approve and issue (or authorize the wearing of) the subject decoration, medal, ribbon bar, certificate or letter of commendation and appreciation, combat aircrew insignia, etc. This is not to be confused with the title of the individual in whose name the medal, etc., is awarded. For example, the Good Conduct Medal is awarded in the name of the Commandant of the Marine Corps but is approved for award and is issued by the commander. In this case the entry would indicate the title and organization of the commander.

(1) Foreign awards being held by State Department pending approval will have the following notation placed in brackets after each such award: "Not authorized by Congress as of (date)."

e. Under "Date Medal Issued," record: The date of actual delivery to the individual of the medal or ribbon bar

if no medal authorized, for the decoration, campaign, etc. Where the actual date of delivery is not known but it becomes known that the individual has the medal, etc., in his possession, the date this fact becomes known may be entered as the date medal issued.

f. Under "Signature," record: A verifying signature as prescribed in subparagraph 15100.2c(9).

6. Upon enlistment or reenlistment with previous service, record all decorations, medals, and ribbon bars

previously awarded or authorized (including those awards authorized by other branches of the Armed Forces), listing them from the top of the page in the precedence established in section 2, Navy and Marine Corps Awards Manual, regardless of date of award and/or issue. In the event the appropriate data is not available from the old service record book or the DD Form 214, request it from the Commandant of the Marine Corps (Code DL).

15115 ADMINISTRATIVE REMARKS (NAVMC 118(11)-PD)

1. The "Administrative Remarks" page is designed for recording information which will be useful to the individual's future commanders. On it is also recorded matters which actually form a necessary, permanent part of the man's history, but for which no space is furnished elsewhere in the service record book; the authority and discretion of commanders to enter remarks, therefore, is not limited to those remarks required by current directives and subparagraph 3, below.

2. Entries will be made and signed at the organization at which the indicated action takes place. Entries will be separated by a heavy black line. No paste-in entries will be made.

3. The following are entries which will be made, as appropriate. Entries on the "Administrative Remarks" page may be reduced to the smallest form possible to give all the facts.

a. In hands civil authorities. When the man is in hands civil authorities and later acquitted or released without trial, record: Inclusive dates of confinement and the fact of acquittal or release without trial. If convicted, record: Date of arrest; nature and date of the offense; trial date; the fact of conviction; sentence adjudged; the action taken by the commander.

b. Service school failure. When a man fails to satisfactorily complete a special service school course, record:

Inclusive dates of attendance; nature of the school; the reason for the failure. (See subpar. 15112.5.)

c. Informal boards

(1) When any Marine is brought before an informal board to determine his competence to perform the duties of his grade, record: Date, authority for the board, action and date action taken by the commander on the recommendation. When final action is completed on the board's or the commander's recommendation, record: Date, final action, and authority for final action.

(2) Entries made in accordance with subparagraph c(1), above, will be transcribed to the new service record book upon each subsequent reenlistment, regardless of the grade to which reappointed.

d. Special requests. When a man initiates a request for special assignment or discharge, record: Subject matter; local action or recommendation; date of forwarding. Examples of special requests are dependency or hardship discharge, assignment to flight training, applications for commissions, etc. When a reply is received, record: Date; action taken on application or request; authority.

e. Limited service. If a man is found not physically fit for all duties ashore and afloat as a result of medical survey, but the Commandant of the Marine Corps authorized keeping him on the active list for limited service, record: The duty limitation; Commandant of the Marine Corps authority.

f. Not eligible for duty in combat area. If a man is not eligible for duty in a combat area in accordance with a Commandant of the Marine Corps directive, record: This fact; reason why not eligible; Commandant of the Marine Corps authority. If, after he is declared not eligible he again becomes eligible, record the fact; date; reason for again becoming eligible. Entries are not required for women Marines,

Class IV reservists, or if ineligible as a result of minimum tour policies promulgated by the Commandant of the Marine Corps.

g. National Service Life Insurance or Government Life Insurance. If a premium paying allotment for this insurance is stopped while the grantor is absent from naval jurisdiction, and he does not desire to reinstate the insurance when he returns to naval jurisdiction, record the fact; date; and have the man sign the entry. Do the same when a notice of discontinuance of waiver (physical disability) is received.

(1) When any Veterans' Administration insurance forms other than the original are forwarded, record: The form date of forwarding.

h. Motor vehicle operator's permit. When an operator's permit is issued, record the fact; vehicle limitation; date the permit becomes void. If an operator's permit is revoked, record the fact; the date; reason.

i. Participation in special operation. If a man participates in projects or operations which show special qualifications, or which may have after effects (e.g., atomic radiation), record: Participation; type of operation; inclusive actual dates of participation.

◆ j. Reservists discharged while on inactive duty. Record: Place and date; authority, character of discharge.

◆ k. Citizenship - noncitizen

(1) When an individual who is not a citizen of the United States has filed an application for citizenship prior to entry into the Marine Corps, or files an application after entry, record the fact; name of the court or office of the Immigration and Naturalization Service

to which the application was made; date the application was made.

(2) When an individual is naturalized, record the fact; the number of the naturalization certificate; date of naturalization. In addition, forward a report of naturalization containing the same information to the Commandant of the Marine Corps (Code DGK), and correct Item 19 of the enlistment contract to show "NUS."

◆ l. Record of Issue of organizational clothing; stewards clothing; trunk lockers. Regulations regarding entries to be made upon issue of the foregoing articles are contained in Marine Corps Supply Manual.

◆ m. Expiration of obligated service. When a person enlisted under one of the special enlistment programs of the Marine Corps Reserve (Category "H", "Q", or "Y") is discharged for the purpose of reenlistment into another program of the Marine Corps Reserve or integration into the Regular Marine Corps, the following entry will be made and signed by proper authority:

"Prior enlistment under provisions of Section 262, Armed Forces Reserve Act of 1952, as amended, for which an 8-year military service obligation was incurred. EOS will be the 8th anniversary of initial entry into the Marine Corps Reserve, unless EOS is changed for other reasons; i.e., lost time, etc."

◆ n. The Code of Conduct for members of the Armed Forces of the United States shall be carefully explained to each enlisted person:

(1) Within 6 days of his initial enlistment

(2) After completion of 6 months' active service, and

(3) Upon the occasion of each reenlistment

(4) Upon completion of instruction, make the following entry:

"Instruction in Code of Conduct for members of the Armed Forces of

the United States completed on (date).
(Signature of commander or his designated representative.)"

◆ o. Fraudulent enlistment. If facts are brought to light which warrant presumption of fraud, record: The presumption of fraud; reason; date the facts came to light; nature and date of the report to the Commandant of the Marine Corps. When an answer is received to the report, record: Date; nature and date of the reply; any action taken as a result of the reply.

◆ p. When an individual is to be transferred in a status awaiting execution of a punitive discharge, record: The fact of prior submission of a Court-Martial Progress Report (NAVPERS 3047); the date of submission; and whether the report was accompanied by a Request for Restoration (NAVPERS 3048) or a Waiver of Restoration (NAVPERS 3049).

◆ q. Assignment to and transfer between Reserve categories

(1) Upon assignment to the Ready or Standby Reserve, record: The fact that assigned to Ready (Standby) Reserve category; the date assigned; and the authority therefor.

(2) Upon each transfer to or from the Ready or Standby Reserve, record: The fact that transferred to Ready (Standby) Reserve category; the date transferred; and the authority therefor.

(3) Upon transfer to or removal from the Standby Reserve the following entry will be made: Transferred to/ removed from Standby Reserve on _____. DD Form 889 forwarded to State Director, Selective Service System, State of _____ on _____."

◆ r. Qualification as aircraft crewmember. In the case of non-crewmem-

bers enrolled in training to become qualified as aircraft crewmembers, an entry will be made under the following circumstances:

(1) When the individual has completed his course of instructions and is considered qualified as a crewmember, record: Date of completion of training; statement that he is considered qualified as crewmember.

(2) When the individual has demonstrated that he is not qualified for duty involving flying, record: Date determined unqualified; statement that he is not considered qualified for duty involving flying.

(3) When the individual is transferred prior to completion of the prescribed course of instruction record: Beginning date of instruction; extent of qualification at the time of transfer.

◆ s. Guaranteed aviation schooling. In the case of any individual who declares that he does not want aviation training after enlisting in this program, record the place and date and make the following entry:

"I have this date voluntarily withdrawn as an enlistee for assignment to aviation school. (Signature of Individual)."

◆ t. Mandatory annual participation

(1) Completion or failure to complete annual mandatory participation requirements prescribed by 10 USC 270 will be reflected by the following entry:

"PARTICIPATION REQUIRED BY 10 U.S.C. 270 (SAT) (NOT SAT) COMPL FOR ENL/APPT YR ENDING _____."

(2) Occasions of entry

(a) Annually at the end of the enlistment or appointment year.

(b) Upon reenlistment, entries will be consolidated and forwarded to page 11 of the new service record book.

(3) The first entry under these instructions shall include a report of any previous enlistment/appointment year during which mandatory participation requirements were not satisfactorily completed.

u. Request for separation despite physical disability. A Marine whose enlistment has expired should not be discharged or released if medical treatment or disability proceedings have not been completed. When a Marine requests separation despite these circumstances, the contents of paragraph 13305 will be explained. If after the explanation, the Marine does not withdraw his request for separation, make the following entry:

"I request that I be discharged (released from active duty) despite the explanation which has been given to me that in order to be eligible for physical disability retirement or severance pay I must be entitled to receive basic pay at the time the Secretary of the Navy makes his determination in my case. Notwithstanding possible prejudice to my case, I still desire separation."

Such entry shall be signed by the individual and witnessed by an officer prior to effecting separation. If the Marine refuses to sign such statement, an entry of such refusal shall be made, his separation effected, and the Commandant of the Marine Corps (Code DMB), informed. In all cases involving transfer to the Marine Corps Reserve

and/or release from active duty a certified true copy of the Marine's statement will be forwarded to the Commandant of the Marine Corps (Code DMB).

v. Notification to parents, spouses, or guardians of enlisted persons to be tried on serious charges or who are to be discharged prior to the expiration of their enlistment. If an enlisted person is 21 years of age or over and refuses to advise his parents, spouse, or guardian, as appropriate, of the circumstances when he is to be tried on serious charges or to be involuntarily discharged prior to the expiration of his enlistment, record the date, the fact of his refusal, and the name of the officer receiving such refusal.

w. Statement of noneligibility for VA benefits. When a person is to be separated with a dishonorable discharge, record the place and date and have the person sign the following statement:

"I understand that I am not eligible for any benefits administered by the Veterans' Administration as a result of my separation from the service with a Dishonorable Discharge. (Signature of Individual)"

Should the person refuse to sign this statement, the commander will certify such refusal by recording immediately after the unsigned statement the following:

"I certify that I have explained the loss of benefits to _____ and he has refused to sign the above statement."

Commanding Officer

x. Request for restoration or waiver of restoration

(1) At such time as an individual serving court-martial sentence

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submits a Request for Restoration (NAVPERS 3048), or a Waiver of Restoration (NAVPERS 3049), an entry will be made recording the date and the fact that a request was submitted.

Examples:

13Aug57 HqBn, MCB, Camp Pendleton, Calif. Request for restoration submitted to SecNav (Naval Clemency Board) on 10Aug57.

10Feb58 HqBn, MCRD, San Diego, Calif. Submitted waiver of restoration this date.

(2) Upon receipt of any action by the Secretary of the Navy, the individual shall be notified and an entry made in narrative style.

(a) The entry shall include the date and conditions of the action and the authority therefor.

Example:

30Oct57 HqBn, 2d MarDiv, FMF, Camp Lejeune, N. C. Request for restoration denied. Auth: SecNav ltr, ser0002, of 27Sep57.

(b) In those cases where the individual is restored to duty, the entry shall include the specified date thereof, the period of probation, and the total unexecuted portion of the sentence(s) remaining to be executed in the event of vacation of suspension.

Examples:

3Sep57 HqBn, 1st MarDiv, FMF, MCB, Camp Pendleton, Calif. Restored to duty 28Aug57 on 6 mos probation. 9 months confinement at hard labor, total forfeitures and BCD remain unexecuted on special court-martial sentence adjudged 5Jan57. Auth: SecNav ltr, ser 0005, of 27Aug57.

9Sep57 MB, Pearl Harbor, Hawaii, restored to duty 5Sep57 on 1 yr probation. No confinement remains to be served on sentence adjudged 5Feb57.

Auth: Naval Clemency Board, ser No. Sp-070-57. Appd 15Aug57.

(c) In those cases where the Secretary of the Navy suspends the unexecuted portion of the sentence of an individual, who has agreed to extend his obligated active service for the purpose of serving an adequate probationary period, the entry shall include the following:

" (name) is being retained in the public interest for convenience of the Government in an active duty status under an extension of enlistment prescribed by the Secretary of the Navy for the period of probation unless sooner discharged. (name) has agreed to such retention."

This statement will be in addition to the information contained in (a), and (b), above.

(d) In addition to the entry, a copy of the letter promulgating the action or a certified true copy therefrom shall be filed in the individual service record as a document.

(e) Where the action of the Secretary of the Navy is withheld by the commander, in accordance with current directives, an entry shall be made stating the reasons clemency was withheld.

y. Selective Service Registration Number. Enter the Selective Service Registration Number and the Selective Service Local Board Number and address on one of the following occasions, whichever comes first after the individual is required to register:

(1) Upon initial enlistment.

(2) Upon reenlistment, if known.

(3) Upon reporting to the first Marine Corps Reserve activity after release from active duty, or at such a time thereafter that the information becomes available.

z. When a valid complaint alleging indebtedness is forwarded to the Commandant of the Marine Corps or filed in the unit files in accordance with paragraph 7200, record: Date of complaint, name of complainant and date of commander's reply to complainant.

aa. Involuntary extension or retention. When an individual is retained involuntarily or his enlistment is involuntarily extended in accordance with paragraph 2207.3 make entry as follows:

"Involuntarily extended/retained beyond E of E IAW (use subpar. a, b, c, or d, of the above reference, as appropriate)."

bb. Confidential clearance. An entry will be made to record the issuance, termination or denial of a confidential security clearance. Such entries will be sufficiently detailed in content to explain the basis for such action.

cc. Place from which ordered to active duty.

(1) This entry is required:

(a) When an individual reenlists early for the purpose of remaining on active duty; or

(b) when a reservist completes a term of enlistment while on extended active duty, but does not complete the period for which he was ordered to active duty.

(2) Record the city, county or parish, and state or country.

(3) See subparagraph 15054.1c for additional information.

dd. Organized Marine Corps Reserve Medal. Make appropriate entry regarding commencement date of Organized Marine Corps Reserve Award; i.e., "Organized Marine Corps Reserve Medal (____ award) period commences ____." Upon reenlistment carry forth commencement date to page 11 new service record book.

ee. Administrative Audit Completed. Upon completion of the annual administrative audit of the individual's service records, the date, signature, and grade of the auditing officer will be entered in the block provided at the top of the page. The entry is required on this page only for service record books that do not have page 1's.

ff. Articles of UCMJ Explained. Record the dates the articles of the Uniform Code of Military Justice were explained as required by UCMJ, article 137, and have the individual sign the entry. If the individual is not available and the entry is made in accordance with paragraph 7001, line out the words "to me" and the entry will be signed by the commander or his authorized representative. In the latter case, record under the signature the designation of the organization where the articles were explained to the individual. Use the appropriate blocks provided. The entry is required on this page only for service record books that do not have page 1's.

gg. Miscellaneous. Blood type, deposit record book number, and class swimmer will be entered in the blocks provided. These entries are required on this page only for service record books that do not have page 1's.

hh. For failure to attend the required period of annual training duty with any Organized Marine Corps Reserve Unit, record the following:

(1) Absence from annual training duty EXCUSED/UNEXCUSED (Period).

(2) Performed alternate training duty from ____ to ____ accepted/not accepted as alternate.

15116 OFFENSES AND PUNISHMENT (NAVMC 118(12)-PD)

1. Page 12 is designed for recording offenses and punishment for establishing command jurisdiction at time of offense, and to record Good Conduct Medal periods. Entries on the two sections of this page will be recorded as directed in the paragraphs that follow.

2. The offenses and punishment section is designed for recording nonjudicial punishment and unauthorized absence. In this respect, a period of confinement in hands of civil authorities, which ends in acquittal of the man, is not unauthorized absence if the man was not in an unauthorized absence status at the time of his arrest. Also, nonpunitive measures as listed in the Manual for Courts-Martial, 1951, paragraph 128c, are not nonjudicial punishments and will not be recorded. This also applies to the old Marine Corps term "commanding officer's warning," which is not an authorized term under nonpunitive measures, and will not be used or recorded. No entries will be made on this page regarding court-martial.

a. Entries will be signed by the commander or his designated representative, whose duty will be shown and who will sign "By direction." Separate each entry with a heavy black line, directly after the signature. Entries in this section will be made as follows:

(1) Nonjudicial punishment. When nonjudicial punishment is awarded as authorized by the Uniform Code of Military Justice, article 15, and the Manual for Courts-Martial, United States, 1951, chapter XXVI, record: Date; organization; place; offense; punishment (to include suspension; if any); whether appeal made and action on appeal, if any. If reduction in grade is awarded and not suspended, record the effective date of reduction. (The effective date of reduction is the date specified in the reduction order issued in accordance with paragraph 6304, and applicable Marine Corps Orders.)

(2) Unauthorized absence. The importance of accuracy in content and signature of all entries regarding un-

authorized absence cannot be overstressed. Unauthorized absence entries are used as proof of absence when disciplinary action is taken as a result of unauthorized absence offense. The examples shown below are provided for assistance in preparation of entries for this page. It must be clearly understood that the required information must be accurately recorded and properly authenticated, in order to be allowed as evidence in courts-martial. Any aggravating circumstances known should be included in the entries. Aggravating circumstances include declarations made by the man regarding the absence, information regarding absence to escape or shirk important or hazardous service, etc. If aggravating circumstances become known after the unauthorized absence entry is made, record the date and circumstances immediately below the unauthorized absence entry.

(a) Individual carried on the rolls who has been in an unauthorized absence status for 24 hours. As directed by paragraph 7050, record: Date; organization; place, date and hour absence commenced; number and date of the unit diary on which the absence is reported.

Example:

1Feb58 HqBn, MCB, Camp Lejeune, N.C., UA(AWOL) fr this org since 0801, 31Jan58. Abs reported UD No. 25, dtd 31Jan58.

(b) Individual en route to join and fails to report in compliance with orders and has been in an unauthorized absence status for 24 hours. This entry must show absence from the organization to which the individual is ordered

to report. As directed by paragraph 7050, record: Date; organization; place; date and hour absence commenced; number and date of the unit diary that reported the absence.

Example:

31Jan58, 2dBn, 2dMarDiv, FMF Camp Lejeune, N. C., UA(AWOL) fr 2dMarDiv since 0001, 30Jan58, failed to report in compliance with orders issued by CO, HqBn, HQMC, Wash., D. C. to report to CG, 2dMarDiv, FMF Camp Lejeune, N. C., not later than 2400, 29Jan58. Abs reported UD No. 25, dtd 30Jan58.

(c) When an entry is directed by paragraph 7051, upon apprehension, delivery, or surrender of a man in an unauthorized absence status, it will be recorded as follows: date; organization; place; date and hour of return to military control; how he returned to military control; number and date of the unit diary on which the termination of absence was reported.

Examples:

6Feb54, HqBn, 2dMarDiv, FMF, Camp Lejeune, N. C., Fr UA(AWOL) at 0901, 5Feb54 when he surr at this org. Termination of abs reported on UD No. 33, dtd 6Feb 54.

6Feb54, MB, US NavBase, Bremerton, Wash, Fr UA(AOL) at 1000, 6Feb54. Surr to J.J.Jones, Sheriff, Poto County, 221 Market St., Seattle, Wash., at 0900, 5Feb54, and was del to this org at 1000, 6Feb54. Termination of abs reported on UD No. 19, dtd 6Feb54.

6Feb54, MB, NAD, Hawthorne, Nevada, Fr UA(AWOL) at 1000, 1Feb54, apprehended by USMC RS, SLC, Utah. Issued orders and transportation to report this organization not later than 2000, 3Feb54. Termination of abs reported on UD No. 22, dtd 6Feb54.

(3) Desertion

(a) Entry of mark of desertion. When a mark of desertion is required by paragraph 7050 record it in

a narrative style to show: Date and place of entry of the mark; type of unauthorized absence; hour and date unauthorized absence commenced; number and date of the unit diary showing that the individual is dropped from rolls; any information which would show intent or lack of intent to desert.

Examples:

1Feb54, HqBn, MCB, Camp Lejeune, N. C., UA(AWOL) fr this org since 0801, 3Jan54. Declared deserter this date as of 0801, 3Jan54 and dropped from the rolls this org on UD No. 35, dtd 1Feb54. DD Form 553 published this date.

1Mar54, 2dBn, 2dMar, 2dMarDiv, FMF, Camp Lejeune, N. C., UA(AWOL) fr 2dMarDiv since 0001, 30Jan54, when failed to report in compliance with order issued by HqBn, HQMC, Wash., D. C., to report to CG 2dMarDiv, FMF, Camp Lejeune, N. C., not later than 2400, 29Jan54. Declared a deserter this date as of 30Jan54 and dropped from the rolls this org on UD No. 35, dtd 1Mar54. DD Form 553 published this date.

4Feb54, MB, NAD, Hawthorne, Nevada, Fr UA(AWOL) at 1000, 1Feb54, when apprehended by MCRS, SLC, Utah. Issued orders and transportation to report to CO, MB, NAD, Hawthorne, Nev., not later than 2000, 3Feb54. UA (AWOL) since 2000, 3Feb54 when failed to report in compliance with those orders. Declared a deserter this date as of 3Feb54, and dropped from the rolls of the organization UD No. 36, dtd 4Feb54.

(b) Removal of mark of desertion. Marks of desertion will only be removed as authorized and directed by paragraph 7053. When authorized and directed, a mark of desertion will be removed by counterentry signed by the commander as follows:

(Date) (Organization and Place)

The mark of desertion under date of (Date) for the absence commencing (Date) is hereby re-

moved as erroneous. Authority: (Here record the circumstances and authority for removal of the mark of desertion.)

3. The "Good Conduct Medal Period" section is designed for recording the beginning of Good Conduct Medal periods. The following instructions apply:

a. When the actual date of commencement of a Good Conduct Medal period is known, e.g., date of first or recruit enlistment in the Marine Corps, date of first or recruit enlistment in the Marine Corps Reserve for immediate assignment to active duty, commencement date entered in the old service record book in the case of immediate reenlistment in the Marine Corps, etc., record the date in this section.

b. When the actual date of commencement is not known due to broken active service, the commander will request a constructive date of commencement from the Commandant of the Marine Corps (Code DL).

c. More than one nonjudicial punishment, or any conviction by court-martial, after commencement of a Good Conduct Medal period, cancels the previous time for Good Conduct Medal eligibility. Therefore, line out the previous entry and record as follows the date of commencement of a new period:

◆ (1) The date of the awarding of the second nonjudicial punishment, except that when a nonjudicial punishment for an offense occurring within the 3-year period is awarded after the expiration of the 3-year period and voids the award, the date of the offense shall be the new commencement date for the award.

Example:

Enl USMC 15Dec59. Received NJP's as follows: (1) 5Nov60 for offense on 30Oct60 (no change in award period); (2) 16Jan63 for offense on 10Dec62 (voids all prior award period). New commencement date for 1st award - 10Dec62 (date on which 2nd offense

was committed since the 2nd NJP was awarded after expiration of 3-year period). 2nd NJP then will not be counted as a punishment during new award period.

◆ (2) The date of approval by the convening authority on all courts-martial sentences not involving confinement, or involving confinement suspended.

◆ (3) If an approved court-martial sentence involves confinement (not suspended) make no changes in the previous date until the man is later released from confinement and restored to duty, at which time record the date of release from confinement as the new commencement date.

◆ (4) If a conviction by court-martial is set aside by higher authority subsequent to approval by the convening authority and a new commencement date has resulted from such approval or confinement served as a result thereof, line out the new commencement date as recorded and restore the old date.

◆ (5) In case of time lost due to sickness-misconduct or injury-misconduct, record the date of return to duty as the new commencement date.

d. In case of immediate reenlistment prior to completion of a Good Conduct Medal period, any nonjudicial punishment awarded during such period must be shown in the new service record book to ensure that the commencement date will be changed if another nonjudicial punishment is awarded prior to completion of such Good Conduct Medal period. This will be accomplished by recording "(NJP Awd: (Date))" on page 12 on the same line which shows the date the Good Conduct Medal period commences.

e. When a Good Conduct Medal (or star in lieu of another medal) is awarded, record the fact on page 9, and record as the new date of commencement the date following the end

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of the period for which the award was made.

15117 RECORD OF CONVICTION BY COURT-MARTIAL (PAGE 13) (NAVMC 118(13)-PD), AND SUPPLEMENTARY RECORD OF CONVICTION BY COURT-MARTIAL (PAGE 13A) (NAVMC 118(13A)-PD)

1. Forms NAVMC 118(13)-PD and NAVMC 118(13A)-PD are designed for recording a complete chronological history of a court-martial, which results in conviction, from the time the charges are preferred until final action is taken on the case. When the information required is properly recorded on these forms, extracts therefrom may be used as evidence of previous convictions in future courts-martial cases. These forms are also used by the commander as check sheets to ensure that the disbursing officer is notified at the proper time of any changes in the pay status of the man concerned as the case progresses to and through higher authority.

2. The Record of Conviction by Court-Martial (Page 13), will be prepared for each summary, special, or general court-martial which results in conviction. Preparation and disposition will be in accordance with the following:

a. General

(1) Prepare in duplicate.

(2) Use authorized abbreviations.

(3) Items 1 through 10 should be completed as soon as practicable after the convening authority takes action.

(4) Initially, both copies will be filed in the service record book.

(5) When the action of the supervisory authority results in setting aside findings on all charges and specifications, remove both copies from service record book and destroy.

(6) When all or part of the findings are approved by the supervisory authority, complete the remaining portion of the form.

(7) When all items have been completed, forward signed duplicate to the Commandant of the Marine (Code DK). If the signed duplicate is not a carbon copy of the original, it should be marked "Duplicate Copy."

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

(1) Block 3. State each charge and describe each specification in sufficient detail to show date and place of commission and nature and seriousness of offense alleged. The mere statement, "Violation of Art. 86" is not adequate. For example, in case of UA offenses, the inclusive dates of the absence must be shown; in the case of disobedience of orders, the gist of the order violated must be included so that the seriousness of the offense will be indicated.

Example:

Chg I--Violation art 134 UCMJ. SPEC 1. Drunk and disorderly on 5Jun52 in Vallejo, Calif. SPEC 2. dis carbine in bks; Mare Island, Calif., on 5Jun52. Chg II--Violation art 85 UCMJ. SPEC 1., etc.

(2) Block 4. State finding on each charge and specification.

Examples:

Chg I--Guilty SPEC 1. Chg I--Not Guilty; SPEC 2. Chg I--Guilty; Chg II--Not Guilty, etc.

(3) Block 5. State sentence briefly.

Example:

"To FORF \$35 per month for 1 month." "To be cnfd at hard labor for 1 month and reduced to Pvt."

(4) Block 6. Briefly summarize action taken by convening authority. Date of convening authority's action will be entered in the space provided.

Examples:

"Apprd"; "Apprd and ordered executed"; "Apprd and SUSP for 6 months"; "Finding on SPEC 1, Chg I Disapprd. Cnf reduced to 10 days"; "only so much of sent as PROV for 20 days cnf is appr'd and ordered executed."

(5) Blocks 7, 12. When a court-martial sentence, as approved by the convening authority, includes forfeiture or detention of pay, fine, or reduction in grade, enter date of commander's pay order by which the disbursing officer is notified. Similarly, when action by the supervisory authority modifies the sentence as regards forfeiture or detention of pay, fine, or reduction in grade, enter date of commander's pay order by which disbursing officer is notified. If pay not affected by the sentence as approved by the convening authority, or by action of supervisory authority, indicate this fact by a check or "x" in appropriate box.

(6) Blocks 10, 15. Enter title and organization of officer authorized to sign. Signatures shall be those of the commander or an officer duly designated by him, in which case the entry will be signed "By direction."

(7) Block 11. Briefly summarize the action taken by the supervisory authority. (See subpar. 2b(5), above, where action of supervisory authority affects pay status of accused.) The date of the supervisory authority's action will be entered in the space provided.

(8) Identifying information. The full name, service number, and rank (and pay grade, if enlisted) at date of trial must be inserted on each page prepared.

(9) Numbering of pages. The number "1" will be inserted in the block provided at the bottom of the

page alongside 13, for the first conviction by court-martial. Subsequent pages prepared to record convictions by courts-martial will be numbered consecutively, i.e., the second conviction will be indicated by placing the number "2" in the block, and so on.

3. The Supplementary Record of Conviction by Court-Martial (page 13A) will be prepared in all cases involving conviction by general court-martial, and in those cases involving conviction by special court-martial where an approved bad conduct discharge is included as part of the sentence. Preparation and disposition will be in accordance with the following:

a. General

(1) Prepare in duplicate.

(2) Use authorized abbreviations.

(3) Initially, both copies will be filed in the service record book.

(4) Portions of the page should be prepared as soon as practicable after receipt of the information. For example, upon receipt of a board of review decision, as much of the page should be completed as possible.

(5) When review by higher authority results in setting aside of the findings on all charges and specifications, the original and duplicate of NAVMC 118(13A)-PD together with the original of the "Record of Conviction by Court-Martial" will be removed from the service record book and destroyed.

(6) Upon completion of all items, forward signed duplicate to Commandant of the Marine Corps (Code DK). If the signed duplicate is not a carbon copy of the original, it should be marked "Duplicate Copy."

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

(1) Block 3. Briefly summarize action taken by board of review. Record

in space provided the date of the board of review action. In those cases not reviewed by board of review, insert the word "None."

(2) Block 4. Insert date the accused received for Board of Review decision.

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

(4) Block 6. Enter date the Certificate of Attempted Service is executed in cases where the accused has absented himself from his place of duty, and delivery of the Board of Review decision and action of the Judge Advocate General is impossible.

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

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

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

(8) Identifying information. The full name, service number, and rank (and pay grade, if enlisted) at date of trial must be inserted on each page prepared.

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

4. If, after approval by proper authority, a change in the sentence is made by the same or other proper authority and, therefore, the page 13 or 13A

previously executed does not reflect the true status of the case, an additional page 13 or 13A, as appropriate, will be prepared.

a. Contents. This additional page will contain in the appropriate blocks or spaces the following information: The type of court; date of trial; date of new action; authority taking new action; e.g., convening authority, supervisory authority, JAG (BOR), COMA or Clemency Board/SecNav; summary of new action; authenticating signature with title and organization of the convicted accused's commanding officer or an officer duly designated by him, in the latter event the entry to be signed "By direction"; complete identifying information of the convicted accused to include name, service number and rank at the time of the entry; and designation as an additional page by recording, at the bottom of the page under the figure 13 or 13A, "ADDITIONAL."

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

Modified, see M. Sub 7220 of
15118 RECORD OF EMERGENCY
DATA (NAVMC 10526-PD) 2.3 Sept 6

1. Purpose. NAVMC 10526-PD is designed to provide for each Marine a current official record of the following:

a. Up-to-date record of persons to be notified in case of emergency.

b. Beneficiary(ies) designated to receive death gratuity in the event of the Marine's death.

c. Beneficiary(ies) designated to receive any unpaid pay and allowances in the event of the Marine's death.

d. Names of insurance companies the Marine desires to be notified in case of death. (CMC will notify these companies.)

e. Person most closely related to Marine other than spouse, children or parents.

f. Person listed to receive an allotment of the Marine's pay if he is missing or unable to transmit funds.

2. When Prepared. NAVMC 10526-PD will be prepared:

a. Upon enlistment in the U.S. Marine Corps and in all classes of the U.S. Marine Corps Reserve.

b. Upon reenlistment in the U.S. Marine Corps and in all classes of the U.S. Marine Corps Reserve.

c. Upon transfer to Fleet Marine Corps Reserve and upon retirement.

d. When a change occurs which affects the information on the existing form, except: Item 3; Items 10 through 18 when change occurs only in the address portion as provided for in subparagraph 3, below; and Item 20, when change occurs in service organization as provided for in subparagraph 3, below.

e. All obligors--Upon release from active duty provided NAVMC 10526-PD is not current.

f. Class III volunteer reservists (inactive duty)--NAVMC 10526-PD will be maintained current only for those in this category who are issued orders to perform periods of active duty or inactive duty training.

3. Preparation. NAVMC 10526-PD will be prepared in triplicate (one original and two copies) for all officers and enlisted men on active duty, including 6-Month Trainees and members of the OCC and MarCad programs, all officer and enlisted reservists who are in receipt of advance mobilization orders, and all Class II reservists. Entries will be typed and all copies will be signed. NAVMC 10526-PD is the only current record of emergency data authorized for Marine Corps personnel use. (The DD Form 93-1 of 1 August

1959 may be utilized until present stocks are exhausted.)

a. Item 1. Enter Marine's full name in order indicated.

b. Item 2. Enter current service number.

c. Item 3. Enter Marine's grade at the time the form is prepared, including grade of CWO; e.g., CWO2.

d. Item 4. Enter Marine's date of birth by day, month, and year; e.g., 27Jan33.

e. Item 5. Enter any religion or sect designated by the Marine. The designation will be spelled out when space permits; i.e., Catholic, Baptist, Mormon. When space is too small use meaningful abbreviations; i.e., American Evangelical Christian Church--AmEvang Chr; Christian Science--Christ Sc.

f. Item 6. Leave this item blank.

g. Item 7. Place "x" in appropriate square, and enter date of current Marine enlistment or acceptance of Marine warrant or commission.

h. Item 8. Enter any former military service number(s) of the Marine. If these numbers are not locally available, enter "Unknown."

i. Item 9. Enter Marine's Social Security number.

j. Item 10

(1) Enter full name and current address of wife or husband. For "wife" use given names: For example, "Mary Josephine," followed by surname, "Jones." If the Marine is single, divorced, or widowed, so state. Should the Marine die or become critically or seriously ill, or incapacitated to the extent that he cannot notify them, the persons listed in Items 10, 11, 12, 13, and 14 will be notified if not listed on Item 15.

► (2) When a change occurs only in the address portion, line out with ink the incorrect address on the copy retained in the service record, and on the reverse side of the form print in ink the current address. The change will be initialed and dated to the left of the notation by the Marine concerned. Such changes will be limited to two; more than two changes will require preparation of a new record of emergency data. A report of a change of address in this item will not be submitted to the Commandant of the Marine Corps but will be shown as the current address in messages, reports or other correspondence where this address is required. In this respect, particular attention is directed to subparagraph 12154.2f.

(3) In those instances wherein a newly married officer first completes a NAVMC 10526-PD to show a spouse as a new dependent, the date of marriage will be entered after the name of the spouse.

k. Item 11

(1) Enter names and addresses of all children (including stepchildren or adopted children), showing marital status, sex, and date of birth. If minor unmarried children are in the custody of a person other than the Marine, give the name, address, and legal relationship of the custodian. For these purposes, the term "child" (children) includes a legitimate child; a child legally adopted; a stepchild if a member of the

Marine's household; and an illegitimate child (but only if acknowledged in writing, signed by the Marine, or if the Marine has been judicially decreed to be the father of such child, or if the Marine has otherwise shown by satisfactory evidence that he is the father of such child). If no children, enter "None."

▶ (2) Changes of address will be effected as described in subparagraph j(2), above.

l. Items 12 and 13. Enter full names and addresses of father and mother. If deceased, state "Deceased." If other than natural parents are listed under these items, indicate whether stepparent, foster parent, adoptive parent, guardian, or person in loco parentis.

▶ m. Item 14

(1) In the event there are no relatives named in Items 10, 12 and 13, some other adult relative, or in the absence thereof, a friend or other responsible adult may be named in this item. In all cases the relationship, such as "friend," "business associate," "grandfather," etc., should be shown.

(2) Changes of address will be effected as described in subparagraph j(2), above.

▶ n. Item 14a

(1) Enter names of parents and/or parents-in-law only when the dependency and residence requirements of such persons have been established for eligibility for BAQ and/or Medical Care under the provisions of the Dependents' Medical Care Act of 1956 (as re-enacted in 10 U.S.C. 1071-1085), and are substantiated by an approved copy of NAVPERS 668, DD Form 137-1 or NavCompt 2040-1, and/or DD Form 1171 or 1172.

(2) Changes of address will be effected as described in subparagraph j(2), above.

▶ o. Item 15

(1) Specify any person listed on the form who, due to ill health or other reasons, should not be notified in case of emergency.

(2) Changes of address will be effected as described in subparagraph j(2), above.

p. Item 16. Death gratuity designation

(1) Enter first name, middle initial, last name, and address of parent(s), brother(s), and/or sister(s) only, or any combination thereof, to receive death gratuity, showing the relationship of each person listed and the birth date of brother(s) and sister(s) who are under 21 years of age. Payment of death gratuity to the lawful widow(er) or, if no such person survives, to all children in equal shares (including those of previous marriages), regardless of age or marital status, is mandatory by law. For this reason and as space is provided for entering their names and addresses in Items 10 and 11, they will not be listed in Item 16.

(2) Order of priority. When the Marine has no wife or children, the following order of priority for the payment of death gratuity pertains:

(a) Designated parent(s), brother(s) and/or sister(s).

(b) Undesignated parent(s) in equal shares.

(c) Undesignated brother(s) and sister(s) in equal shares.

Even though the order of priority is satisfactory to a Marine, he should be encouraged to designate a beneficiary or beneficiaries. In no other way can the identities and addresses of relatives of Marines be ascertained with facility. Payment will be made in full to the survivor or survivors highest in the order of priority.

(3) Definition of terms

(a) Parent. The term "parent" means a father, mother, father and mother through adoption and persons who have stood in loco parentis for a period of not less than one year to a Marine at any time prior to his entry into service: Provided, that not more than one father and one mother as defined above, shall be recognized in any case, and preference shall be given to such father and mother who actually exercised parental relationship at the time of or most nearly prior to the date of entry into active service by the Marine.

(b) Brother/Sister. The term "brother(s)" or "sister(s)" means whole brothers and whole sisters, half brothers and half sisters, and brothers and sisters through adoption. Step-brothers and stepsisters are not included in the term.

(4) Multiple designations. Under the law, more than one relative as defined in subparagraph p(3), above, may be designated. The Marine may therefore state the percentage of death gratuity which he desires to be paid to each beneficiary, but the total shall not be more than 100 percent of the total amount of the death gratuity, and the individual percentages shall not be frivolous, such as one percent. If percentages are not specified, the payment will be divided equally among the designated beneficiaries.

(5) Relationship to estate of the deceased. The death gratuity may not be bequeathed to an estate, and a will or other instrument may not be used to effect a designation within the meaning of the law governing death gratuity. The gratuity is not a debt or money due the Marine, and cannot become part of the decedent's estate.

(6) Changes of address will be effected as described in subparagraph j(2), above.

q. Item 17

(1) Enter the name and address of the person(s) whom the Marine

desires to receive the unpaid pay and allowances due in the event of his death. There are no restrictions on who may be designated to receive this payment. If two persons are designated, one must be indicated as principal beneficiary and the other as contingent beneficiary, or, in the event the Marine desires both persons to share the payment, he will indicate the percent of payment to each. The total of both shares must equal 100 percent.

(2) Unpaid Pay and Allowance (Arrears of Pay) due include such items as: basic pay, BAQ, BAS, S&FD, incentive pay, proficiency pay, uncashed military checks, and savings deposits, deposited with the Marine Corps.

(3) Changes of address will be effected as described in subparagraph j(2), above.

r. Item 18

(1) The Marine will express his desires in this item concerning disposition to be made of his pay or any proportion or percentage thereof, during each month of absence should he become missing, missing in action, beleaguered, besieged, interned in a neutral country, or captured. The "Missing Persons Act" provides that pay and allowances continue to accrue to the pay account of any Marine for any period he may become absent as previously enumerated, and may be paid to his dependents for support. Information entered in this item will be used only as a guide in establishing or changing allotments in the event the person concerned becomes absent in any status mentioned above, and will not be binding upon responsible disbursing officers or agencies. Allotments to dependents and insurance companies initiated prior to entering a missing status are continued in effect unless unusual circumstances indicate changes.

(2) Changes of address will be effected as described in subparagraph j(2), above.

s. Item 19. Enter the requested information, including policy numbers, if possible, since this information will assist in expediting action by the insurance company should a claim become payable.

► t. Item 20

(1) Enter the name and address of the organization to which the Marine is assigned at the time of preparation of NAVMC 10526-PD and enter date the form is actually signed, showing day, month and year (e.g., 1Jan64).

(2) A change in the organization of the Marine because of transfer, or a change in designation of the organization, will be shown by lining out with ink the incorrect designation and printing or stamping the current designation on the reverse of the copy retained in the service record. Changes in designation will be limited to three.

► u. Item 21. The person assigned the responsibility by the commander for interviewing the Marine will, upon completion of the form, witness the Marine's signature and sign the original and copies in ink as follows: First name, middle initial, last name, and grade.

► v. Item 22. The Marine will sign the original and copies in ink as follows: First name, middle initial, and last name.

► w. The reverse of the form may be utilized when additional space is required to complete an entry and/or when the individual desires to record other information to be used in case of emergency, such as name and address of next of kin of spouse, etc.

4. Disposition. Disposition of the completed form shall be as follows:

a. Upon appointment or reappointment to warrant or commissioned grade, place a copy in the OQR as page 6 and forward the original and one copy (do not staple together) with the original of the Appointment Accept-

ance and Record (NAVMC 763-PD) as a supporting document to the unit diary which reports the joining.

b. Upon initial enlistment or reenlistment (Marine Corps and those classes of the Marine Corps Reserve for which preparation in triplicate is specified) place a copy in the SRB, and forward the original and one copy (do not staple together) with the duplicate of the enlistment contract as a supporting document to the unit diary which reports the joining.

c. When a new form is completed as a result of changes to the information recorded previously, place a new copy in the OQR or the SRB, remove and destroy the obsolete copy, and forward the original and one copy (do not staple together) to the Commandant of the Marine Corps (Code DGH).

5. Instructions for Attached Naval Personnel. NAVMC 10526-PD will not be used for naval personnel attached to or serving with Marine Corps units. The authorized Record of Emergency Data for naval personnel is the NAVPERS Form 601-2. Instructions regarding this form will be found in the BUPERS Manual, article B-2312.

15119 LEAVE RECORD (NAVMC 118(16)-PD)

1. The leave record is designed for keeping an up-to-date account of leave earned, leave taken, when taken, excess leave for which pay has been checked, and what disposition is made of unused leave when the man is separated from the service or released to inactive duty. The record will be used by the commander to compute leave which can be granted, the number of days of leave taken which must be counted as excess and for which the man must pay, or the number of days leave for which the man must be paid upon separation or release to inactive duty.

2. Leave will be computed in accordance with instructions in chapter 9.

3. The first entry in the leave record shall be made when the service record book is opened by an organization of the Regular Establishment, or upon assignment of a reservist to active duty for a period of 30 days or more. The first entry will show the amount of leave the individual is entitled to or has been advanced at that time. The reason for the entry is "Record Opened"; the type entry is "Initial Entry (IE)" and the figure will be entered in the "Due" or "Adv"; column, as appropriate.

4. After the initial credit or debit has been entered, gains will be entered in the credit (Cr) column and losses will be entered in the debit (Dr) column. Whenever a credit or debit is entered, the leave balance must be changed.

a. A credit (gain) entry will either increase a balance in the "Due" column or decrease a balance in the advance (Adv) column.

b. A debit entry will either decrease a balance in the "Due" column or increase a balance in the advance (Adv) column.

5. When leave is lost (debit) or gained (credit) in fractional amounts the amounts will be entered in the appropriate columns as fractions. The fractions will be carried as such in all cases (including the accrued leave carried forward to a reenlistment) except for the following:

a. Where cash settlement is being made, if a fraction of a day results, payment shall be made on a whole day basis, crediting an additional one-half day earned leave.

b. Where checkage is being made for excess leave, a fractional part of a day will be increased to the next higher whole day (e.g.; $1\frac{1}{2}$ days excess leave is increased to 2 days, and checkage is made for 2 days).

6. Credit entries will be made on the following occasions:

a. On 30 June, to record the amount of leave earned during the fiscal year.

b. On the date of separation, to record accrued leave to that date from the beginning of the fiscal year.

c. When checkage is made for excess leave in accordance with the Navy Comptroller Manual, paragraph 044241. This entry is made to decrease the balance in the advance leave column by the number of days for which checkage is made.

d. To correct a leave balance by restoring leave which has been debited for confinement as a result of a court-martial, when the sentence is later set aside by higher authority.

e. To correct an error when it is definitely determined that too much leave has been debited and not enough credited.

7. Debit entries will be made on a day-to-day basis as follows:

a. On the date of return from annual, emergency, or reenlistment leave.

b. To reduce a leave balance to 60 days in cases where the accrued leave credited at the end of the fiscal year or upon separation brings the total accrued leave to a figure in excess of 60 days. As an exception, in cases of separation prior to expiration of enlistment for the purpose of immediate reenlistment or appointment to warrant or commissioned grade or a reversion from a temporary appointment, all accrued leave will be carried forward to the new leave record.

c. To show disposition of unused leave upon separation; see subparagraph 9, below.

d. To correct an error when it is definitely determined that too much leave has been credited or not enough leave has been debited.

e. When cash settlement is made upon first extension of enlistment. This debit entry will require that a "0" be entered in the due section of the balance column.

8. Entries to be made under columns of the leave record:

a. General

(1) Under "Period," record inclusive dates of leave taken, periods of time lost, periods of excess leave, or the date a special credit (gain) or debit (loss) entry is made.

Note: When making entries for deductions to total accrual due to time lost, the period to be shown will be the same as the period shown for time lost on page 6, even though the "TO" date will be a day of duty.

(2) Under "Remarks," enter the reason for the entry, e.g., on leave (only); leave deduction due to time lost (LvDed(TL)); leave deduction due to excess leave (LvDed(Ex)); discharge (dis); record opened; checkage (ck); accrued leave (aclv); home awaiting Physical Evaluation Board proceedings (home awtg PEB).

(3) Under "Type," show the type leave or the type of entry recorded under "Remarks," e.g., in the case of leave (including that charged while home awaiting Physical Evaluation Board proceedings) annual (Ann); initial entry (IE);

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excess (Ex); emergency (Em); or in the case of unauthorized absence, discharge, etc., special (spl).

(4) Under "Deductions," enter amounts to be deducted from total accrual because of periods of time lost or excess leave.

(5) Under "Change-Cr," enter leave earned or gained.

(6) Under "Change-Dr," enter leave taken or dropped to reduce leave balance to 60 days in accordance with subparagraph 7, above.

(7) Under "Balance-Due," enter amount of leave accrued and not taken when the entry is balanced.

(8) Under "Balance-Adv," enter amount of leave taken above that which is accrued when the entry is balanced.

b. Special. Leave cannot be earned during periods of time lost or excess leave. The individual, however, must not have his pay checked for this non-earning of leave (not to be confused with checkage for excess leave). It therefore is necessary to account for deductions due to leave not earned by special entries as follows:

(1) Make a separate line entry to show the Period, Remarks and Deductions. This entry will have no effect on the "Type," "Change" or "Bal-

LEAVE RECORD

PERIOD (Dates are inclusive)		REMARKS	TYPE	DEDUCTIONS	CHANGE		BALANCE		SIGNATURE OF CERTIFYING OFFICER
FROM	TO				CR.	DR.	DUE	ADV.	
1 Jul 58		Record opened	IE				27		/s/
1 Jan 59	10 Jan 59	On lv	Ann			10	17		/s/
5 Mar 59	13 Mar 59	LvDed(TL)		1					/s/
1 Apr 59	30 Apr 59	On lv	Em			30	13		/s/
11 May 59	24 Jun 59	On lv	Em			45	58		/s/
12 Jun 59	24 Jun 59	ck ex lv	spl		13		45		/s/
12 Jun 59	24 Jun 59	LvDed(Ex)		1½					/s/
1 Jul 58	30 Jun 59	acLv(30-2½)	Ann		27½		17½		/s/

EMBOSSING PLATE IMPRESSION

NAME (Last) (First) (Middle) SERVICE NO.

NAYMC 118 (16)-PD (REV. 6-61) SUPERSEDES NAYMC 118(16)-PD (3-59) WHICH WILL BE USED

16.

A-1844

LEAVE RECORD

ance" columns at this point, and no entries will be made in these columns.

(2) At the end of the fiscal year or other accounting period:

(a) Calculate the number of days which would have been accrued since the last fiscal year or accounting period.

(b) Subtract, from the above, the total number of days shown in the deductions column since the last fiscal year or accounting period. The remainder is the actual accrual of leave for the period.

(c) Record as accrued leave, making normal entries in all affected columns except for the Remarks column which will show, in parentheses, step (b), above.

Example: Under Remarks, enter "AcLv (30-2½)."

Note: Deductions for leave not earned due to excess leave will always result in an advance leave balance. Checkage for this advance leave should not be made as long as it is within the limits of advance leave.

(3) The following are examples of leave deduction entries to be made:

9. The leave record will be closed upon discharge, death, retirement, acceptance of temporary appointment to warrant or commissioned grade, reversion to enlisted status from temporary warrant or commissioned grade, and upon release from active duty of 30 days or more. When such an event occurs, compute the leave earned from the beginning of the fiscal year until the date of the event, record the event under "remarks" and enter the figure under "credit." Then reflect the change in the appropriate "Balance" column. The last entry will then be made on the next line below, to reflect the final disposition of the leave balance, as follows:

a. If computation results in a figure in the "Adv" column:

(1) Resignation, discharge, death, release to inactive duty, or retirement: Check pay (see paragraph 044241, Navy Comptroller Manual) and credit leave balance with the number of days excess leave the figure represents. Sample remark: ck ex lv.

(2) Discharged early to be immediately reenlisted: Credit leave balance and transfer figure to new leave record. Sample remark: reenl-adv tr new SRB.

(3) Discharged to accept appointment to warrant or commissioned grade: Credit leave and transfer figure to officer's qualification record. Sample remark: adv to OQR.

(4) Acceptance of temporary appointment to warrant or commissioned grade or reversion to enlisted status from temporary warrant or commissioned status: Credit leave and transfer figure to new leave record. Sample remark: adv lv new SRB (OQR).

b. If computation results in a figure in the "Due" column:

(1) Discharge (except as stated below), retirement, or release to inactive duty: Settle for cash and debit leave. Sample remark: cash sett.

(2) Discharged upon expiration of enlistment, immediately reenlisted,

and elects to carry forward unused balance: Debit leave for the amount and enter balance as initial entry in new service record book. Sample remark: bal as IE to new SRB.

(3) Discharged prior to expiration of enlistment for immediate reenlistment: Debit leave for the amount and enter new balance as initial entry in new service record book. No cash settlement is authorized. Sample remark: bal as IE to new SRB.

(4) Discharged to accept permanent appointment to warrant or commissioned grade, or accepts, or reverts from temporary appointment to warrant or commissioned grade: Debit leave for the amount and enter the new balance as initial entry in new officer's qualification record or service record book. No cash settlement is authorized. Sample remark: bal as IE to OQR (SRB).

(5) Death, or discharged under other than honorable conditions: Debit leave and drop. Sample remark: bal dr.

(6) Resignation to avoid general court-martial or dismissed: Debit leave and drop. Sample remark: bal dr.

10. Home Awaiting Results of Physical Evaluation Board Proceedings. When a person is sent home to await results of Physical Evaluation Board proceedings, no entry will be made on the leave record (other than for normal accrual of leave on 30 June) until he is placed on disability retirement list or returned to duty. At the termination of the period at home, review paragraph 9058 and then make leave entries as follows:

a. FOR PERSONNEL TO BE SEPARATED

(1) Make an entry to debit the total time at home awaiting results.

(2) Make an entry to credit the total leave earned through the date of separation.

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(3) Examine the new balance and make additional entries as follows:

(a) If the new balance is for leave due, make appropriate entries to reflect cash settlement.

(b) If the new balance shows leave in advance for an amount equal to or less than the total number of days at home awaiting results, make a credit entry to drop the total advance balance, citing paragraph 9058 as authority.

(c) If the new balance shows leave in advance for an amount which is more than the total number of days at home awaiting results, make a credit entry to drop the total time at home awaiting results, citing paragraph 9058 as authority. If the individual still has an advance balance after total time at home has been deducted, this remaining advance will be regarded as excess leave and appropriate entries will be made to reflect checkage. In this regard, be certain that the checkage includes a deduction for leave not earned during the excess leave period.

b. **PERSONNEL RETURNED TO DUTY.** On a separate sheet of paper, compute what portion, if any, of the period at home should be dropped in accordance with paragraph 9058. Consider all leave earned until date of return in making this computation. Then make a combination entry on the leave page as follows:

(1) Under period, show the total time at home awaiting results.

(2) Under remarks, enter "Home awtg PEB."

(3) Under type, enter "Ann".

(4) Under credit, enter an asterisk and the number of days, if any, to be dropped in accordance with paragraph 9058. This credit should be for exactly the same amount as if the individual were to be separated.

(5) Under debit, enter the number of days at home.

(6) Under balance, enter the adjusted balance of leave due or advance.

(7) On the following line, the citation "*dropped in accordance with MCPM, par 9058" will be entered, if appropriate.

11. **Transfer Audit and Certification.** Whenever service records are to be forwarded due to transfer, temporary duty, or temporary additional duty of 30 days or more, the leave record will be audited through date of detachment, all discrepancies will be resolved, and a one-line entry will be made to certify as to the accuracy of the leave record. The entry will show "Audit" under the "REMARKS" column, and "tr, TEM or TAD" as appropriate, in the "TYPE" column. In addition, the words "Certified correct as of (date)" will be entered at the left of the signature of the certifying officer.

12. Closed out leave records will be disposed of as follows:

a. **Officers.** When an officer is to be released from active duty, retired, or separated from the service in any way, his leave record will be forwarded to the disbursing officer for audit, settlement, and submission with his closed pay record as a substantiating voucher.

b. **Enlisted.** Upon discharge, release from active duty, retirement, transfer to the Fleet Marine Corps Reserve, or first extension of enlistment, the leave record will be forwarded to the disbursing office for audit and disposition as follows:

(1) If the leave record is to be continued in use (first extension of enlistment), it will be returned to the commander;

(2) In all other cases the leave record will be either attached to the closed pay record or individual "F" voucher (when the pay record is continued in use), and forwarded to the Commandant of the Marine Corps (Code CDB).

13. Loss or Destruction of Leave Records

a. In case of loss or destruction of an officer's leave record, the commander will open a leave record labeled "Temporary," with an initial credit at zero. Then request a transcript of leave from the Commandant of the Marine Corps (Code DGK), giving the date the temporary card was opened. When the transcript is received, combine the information with that on the temporary card, reconstruct a leave record, and destroy the temporary card.

b. Since the leave record of an enlisted person is a permanent part of the service record book, it will be replaced in accordance with subparagraph 15101.1.

15120 SEA AND AIR TRAVEL (NAVMC 118(17)-PD)

1. The sea and air travel page is designed for recording sea and air travel beyond the continental limits of the United States. No entry is required if travel is performed within the continental limits of the United States or for travel performed aboard a ship as a member of the Marine Detachment. Entries are required for Flag and/or Staff Allowances.

2. Each entry will cover one completed voyage or flight but not necessarily the whole travel from the port of embarkation to the final destination. For example: A man embarks at San Francisco on a ship, arrives and debarks at Pearl Harbor, then embarks on another ship and debarks at Guam. Two entries are required. If he had remained on the same ship, even though it stopped for some time at Pearl Harbor, only one entry would have been required.

3. For sea travel, record the name of the ship after "onboard"; for air travel, enter the name of the airline or military squadron.

4. When the same entry is to be made for a large number of men, printed or

mimeographed slips of the same size and width as the space provided may be prepared and pasted (not stapled) within one of the spaces provided. Paste them the full width of the page.

a. Whenever an entry is made to show arrival in the continental United States from a period of duty outside the continental limits which would require a change in an individual's overseas control date, indicate whether the duty overseas was with or without dependents by recording "w/depn" or "w/o depn" as appropriate alongside the date of arrival.

15121 DELETED (Ch. 7)

15122 DEPENDENT TRAVEL RECORD (NAVMC 118(21)-SD)

1. The Dependent Travel Record is provided for facilitating payment of claims for travel of dependents upon completion of such travel.

2. The following instructions shall govern preparation and disposition of the dependent travel record.

a. Insert the form and record the individual's name and service number in the spaces provided when the individual becomes eligible for dependents transportation upon the acquisition of dependents, promotion, or completion of the required increment of service as authorized in Joint Travel Regulations, paragraph 7000. When an individual becomes eligible or reeligible for dependents transportation, he will sign the following certification in the first available space on the form:

"I certify that my dependents were residing at _____ and I was
Address
stationed at _____ on
Duty station
(date) _____, the date I became eligible
for dependents transportation."

b. Thereafter, furnish the form to the individual upon his request, for delivery to the disbursing officer at the time of submission of claim for reimbursement for dependent travel.

c. Upon completion of required action, the disbursing officer will return the form directly to the custodian of the service record book for insertion therein.

d. In cases where transportation requests have been issued for dependent travel and the appropriate data has not been recorded on the form, the information furnished by the transportation officer will be recorded in the next available space and authenticated by the commander or an officer designated by him.

e. In the case of discharge and immediate reenlistment, transcribe the last entry on the old dependent travel record to the dependent travel record in the new service record book. This

entry will be authenticated by the commander or an officer designated by him.

f. Should the form become lost or inadvertently forwarded to Headquarters Marine Corps, upon reenlistment without the last entry being transcribed on a new form, payment may be made on the basis of a new form containing a certificate of the individual as to the last reimbursement received or transportation furnished for the travel of his dependents. Should the initial form be recovered, the information contained in the new form will be verified and the initial form will then be forwarded to the Commandant of the Marine Corps (Code DGH) for filing. If there is any discrepancy between the information shown on the two forms, the disbursing officer will take such corrective action as may be necessary to effect the required adjustments.

PART D: OFFICER'S QUALIFICATION RECORD

15150 GENERAL

1. An officer's qualification record shall be prepared for each officer, Regular and Reserve. Properly maintained, the record presents a cumulative and concise summary of the basic events of the officer's career from the time of acceptance of appointment to time of separation from the Marine Corps. The purpose of the officer's qualification record is to provide a means for recording information for use in the personnel accounting system and further, to provide commanders with informative background data that will assist them in officer personnel planning and assignment.

2. The officer's qualification record is considered to be of a confidential nature, therefore, no information may be divulged from it except to persons properly and directly concerned. Questionable requests will be referred to the commander for decision. (See par. 1070, MARCORMAN.)

3. Custody, proper maintenance, and timely forwarding of the officer's qualification record is a command responsibility. The following general instructions apply to care and maintenance of the officer's qualification record:

a. Assembly and recording

(1) The officer's qualification record is composed of a cover, standard pages, and pertinent documents. Pages shall be inserted as prescribed below, and when inserted, will be assigned page numbers in the order indicated. Standard page numbers which differ from those assigned below will be blocked out.

(a) Cover: Officer's Qualification Record Cover, NAVMC 123(a)-PD.

(b) Page 1: Miscellaneous Information, NAVMC 123(1)-PD.

(c) Page 2: Chronological Record of Duty Assignments, NAVMC 123(2)-PD.

(d) Page 2a: Pilot's Flight Qualification Record, NAVMC 118(8AV)-PD (naval aviators only).

(e) Page 3: Administrative Remarks, NAVMC 118(11)-PD.

(f) Page 5: Leave Record, NAVMC 118(16)-PD (3-59)

(g) Page 6: Record of Emergency Data, NAVMC 10526-PD

(h) Page 7: Military and Civilian Occupational Specialties and Education, NAVMC 118(8)-PD.

(i) Page 8: Combat History-Expeditions - Awards Record, NAVMC 118(9)-PD.

(j) Page 9: Appointment Acceptance and Record, NAVMC 763-PD.

(k) Page 10: Certificate of Clearance for Handling Classified Matter, OPNAV FORM 5521-429 (if issued).

(l) Page 11: Dependent Travel Record, NAVMC 118(21)-SD.

(2) Unless otherwise specified herein, all of the pages listed above will be inserted and maintained for both Regular and Reserve officers.

(3) The officer's qualification record is designed for preparation on a typewriter. When a typewriter is not available, entries will be printed neatly with black ink in letters of average typewriter size. Rubber stamps are authorized provided the letters are no larger than pica type.

(4) Negative entries will be recorded only where authorized herein.

(5) Unless otherwise specified herein, dates will be entered in the

following manner: 10Jan54, if day, month and year are known; Jan54, if only month and year are known; and 1954, if only year is known.

(6) Erasures are prohibited. Changes or correction will be accomplished by drawing a thin inked line through the entry or entries to be corrected. The correct entry or entries will be made and authenticated by the commander or officer designated by him.

(7) Authorized abbreviations will be used whenever practicable.

(8) Only information or documents required by existing regulations will be recorded or filed in the officer's qualification record.

b. Disposition of qualification record

(1) When an officer is transferred, the commander will transmit the qualification record to the new organization, using the most expeditious means possible including air-mail, to ensure that the record will arrive as far in advance of the reporting date as possible.

(2) An officer may deliver his own qualification record to a designated duty station when ordered to that duty station for temporary duty or temporary additional duty of 30 days or more. In case it is not practicable for the officer to make delivery, forward the qualification record by mail (nonregistered), including air-mail, in order that it will arrive at the designated duty station at about the same time as the officer (see subpar. 15100.2d for mailing instructions). Upon completion of the temporary duty or temporary additional duty, the officer may likewise personally return his qualification record to his permanent duty station. Exception: The qualification record of an officer carried on the rolls of Headquarters Battalion, Headquarters, U.S. Marine Corps, Washington, D.C., who is assigned duty with the State Department,

National Security Agency, or other similar activity, will not be forwarded to the designated duty station to which the officer is ordered for temporary additional duty for 30 days or more.

(3) When an officer is discharged, dismissed, retired, reverts to enlisted status, or is otherwise separated from the service (except by death), his record shall be closed out by making appropriate entries under "Chronological Record of Duty Assignments" and the leave record. The closed out record, less leave record, will be forwarded to the Commandant of the Marine Corps (Code DGK). The leave record shall be disposed of in accordance with paragraph 15119. Upon death, missing in action or captured, the record shall be closed and forwarded as directed in paragraph 15100.

(4) When a Reserve officer is released from active duty the commander shall forward the officer's qualification record, less the leave record, to the appropriate district director. The leave record shall be closed and disposed of in accordance with the instructions in paragraph 15119.

(5) When an officer undergoes a change of status which does not result in his permanent severance from the Marine Corps, the following will apply:

(a) When a temporary or Reserve officer accepts a permanent appointment in the Regular Marine Corps, his qualification record will be retained. The triplicate of the old Appointment Acceptance and Record will be removed, destroyed, and replaced by the appropriate copy of the new Appointment Acceptance and Record form. An appropriate entry concerning the change of status will be recorded under "Administrative Remarks."

◆ (b) When an officer of the Regular Marine Corps resigns, immediately accepts a commission in the Marine Corps Reserve and is

released to inactive duty, the triplicate of the old Appointment Acceptance and Record will be removed, destroyed, and replaced by the new Appointment Acceptance and Record form. The commander will then forward the officer's qualification record, less the leave record, to the appropriate Marine Corps District. The leave record will be closed and disposed of in accordance with instructions contained in paragraph 15119.

15151 SPECIAL INSTRUCTIONS

1. Lost or Missing Qualification Records

a. In cases where an officer's qualification record is lost or missing the commander will do the following:

(1) Prepare a temporary qualification record. Insert those pages needed to record the standard identifying data (name, grade, service number, MOS, component), present duties and other entries concerning changes which are normally recorded. For instructions regarding the leave record, see paragraph 15119. Place the word "Temporary" on the cover and at the bottom of each page.

(2) Make every effort to find the original record. If the officer was joined without his qualification record, check with the command from which he was transferred and all commands to which he reported en route. In the case of officers transferred from a combat zone, comply with subparagraph 15101.2.

(3) When the record has been missing for more than 90 days, or the steps taken in accordance with subparagraph 15101.2 have been unsuccessful, request available officer qualification record information from the Commandant of the Marine Corps (Code DGK). In the request, tell what steps were taken to recover the original record and the results thereof.

(4) If the missing original record is found, transfer to it, from the tempo-

rary record, any current additional pages or information and destroy the remainder of the temporary record. When pages are transferred, line out the word "Temporary."

(5) If the original record is found after the temporary record has been supplemented with available officer's qualification record information from Headquarters Marine Corps, the same procedure outlined above will be followed.

b. Reserve activities which join an officer from active duty without an officer's qualification record, will comply with subparagraph 1a, above.

2. Qualification Records of Officers Evacuated from Combat Zones. Records of officers evacuated from combat zones will be handled in the manner prescribed in subparagraph 15101.2.

15152 DETAILED INSTRUCTIONS

1. Detailed instructions concerning the information to be recorded on the individual pages of the officer's qualification record are set forth in the succeeding paragraphs.

15153 COVER--OFFICER'S QUALIFICATION RECORD

1. The officer's qualification record cover will be prepared for all officers. The officer's full name, service number and primary military occupational specialty (MOS), will be typed or printed in permanent-type ink thereon. No other entry will appear on the cover. The authorized standard pages (see subpar. 15150.3, above) will be inserted on the right side of the cover. Any other matter authorized for filing in the qualification record will be filed as documents on the left side.

15154 MISCELLANEOUS INFORMATION (NAVMC 123(1)-PD)

1. This page is provided to summarize in ready reference form, information required for use in the personnel accounting system, and to assist commanders with officer personnel planning and duty assignments.

2. The following instructions govern the preparation of this page. In cases where instructions for an item are not given, it is considered self-explanatory.

a. Name: Record name in indicated order. If individual is a Jr., II, etc., show accordingly.

b. Component: Indicate USMC or USMCR only, as appropriate. A change in status will be recorded by striking out or adding the "R".

c. Home of record: The individual's home of record, as defined in paragraph 15054, will be entered.

d. Blood type: Obtain from health record.

e. Religion: Record as stated in paragraph 15066.

f. Specialty and date designated: Record specialty, e.g., LDO, TempLDO, or NA and date designated. In the event the specialty is revoked, a thin inked line will be drawn through the entry and an appropriate remark will be recorded on page 3 (NAVMC 118(11)-PD) of the qualification record.

g. Appointments: This section is designed to provide a chronological record of the individual's advancement or reduction in grade, in both temporary and permanent status, from the time of initial appointment to commissioned or warrant officer status in the Marine Corps. The following in-

structions are applicable relative to appointments:

(1) A complete summary of the grades held as a commissioned or warrant officer in the Marine Corps will be recorded upon initial preparation of the page. In those cases where reversion to enlisted grade from commissioned or warrant officer status has occurred, the following remark will be recorded in the summary immediately below the last grade held prior to reversion: "Reverted to (grade), (Date)." Appointments to commissioned or warrant officer status made subsequent to reversion will be recorded as prescribed in subparagraphs 2g(2) and 2g(3), below.

(2) The individual's current grade is indicated by the last entry appearing in the "Grade" column.

(3) After each grade, the date of rank of both temporary and/or permanent status will be recorded in the appropriate column. The entry will be made at the time of acceptance of appointment or subsequent change of status, as appropriate.

(4) Entries made in this section will not be lined out except those erroneously made, in which case correction will be accomplished as prescribed in subparagraph 15150.3.

(5) The following is an example of appointment entries, including a summary made upon initial preparation of the section.

APPOINTMENTS

<u>Grade</u>	<u>Date of Temporary Rank</u>	<u>Date of Permanent Rank</u>
2dLt	Oct44	- - -
1stLt	6May46	- - -
Reverted to MSgt	10Jun46	- - -
WO	20Dec46	- - -
2dLt	30Aug48	1Jan50
1stLt	30Aug50	1Jan53
Capt	2Dec52	- - -

h. Weapons firing: An entry will be made for all required firing accomplished by officers in accordance with existing directives. This entry will include the weapon, qualification, score, course fired, and date. The following is an example of entries in the weapons firing columns:

Weapon - Qual Score	Date
RE 228 (A)	3 Jun 60
PSS 310 (A)	15 Jul 60
RE 226 (B)	1 Aug 61
PMM 245 (A)	12 Aug 61

i. Overseas service: The primary purpose of this section is to provide a readily available summary of significant tours of overseas service. Record all tours of service which are executed as a result of permanent change of station orders involving permanent duty outside the continental limits of the United States, and for sea duty, except that no record will be made of overseas tours completed prior to 1 January 1941. Periods of temporary additional duty in an overseas combat area of over 30 days duration will also be recorded.

j. Periods of active duty performed: This section applies to Reserve officers only. It is designed to present a brief summary of tours of active duty over 90 days, completed in an officer status by Reserve officers in either the Regular or Reserve component; and to provide commanders with information regarding current tour of active service and the expected date of expiration thereof (in this respect, par. 15076 requires that a copy of a reservist's orders to active duty be retained in the officer qualification record as a document).

(1) Record only those tours completed subsequent to 1 January 1941.

(2) Entries under "Date Assigned to Active Duty" shall be as follows:

(a) For naval aviators appointed from the NAVCAD program,

record the date the individual reported for training as an aviation cadet in the Naval Reserve (the contract entry date). This date is indicated in the initial orders by which Headquarters Marine Corps assigns the individual to active duty as an officer.

(b) For those ordered to active duty as commissioned officers, record the constructive date of assignment to active duty.

(c) For those appointed while on active duty and who remain on active duty, record the date of appointment.

(3) Under "Reason" enter one of the following as appropriate: "PLC Contract"; "OCC Contract"; "NROTC Contract"; "PLC (Avn) Contract"; "AOCC Contract"; "Own request"; "Mobilization"; or any other remark which adequately explains the reason for the individual's entrance upon active duty, or extension of a tour of active duty.

(4) Entries under "Period" shall be as follows:

(a) For PLC, NROTC, OCC, and NAVCAD personnel, record the period of obligated or contracted active service as set forth in the individual's orders to active duty.

(b) For PLC (Avn) and AOCC personnel, record "3 years." (See sub-par. (7), below, for required entry upon designation as naval aviator.)

(c) For individuals who have requested assignment to active duty, or who have requested an extension thereof, record the period that was approved.

(d) For individuals involuntarily assigned to active duty as a result of mobilization, record the obligated period specified in the orders or "Indefinite," as appropriate.

(5) Under "Expiration Date," record, at the time of the individual's

assignment to active duty or extension thereof, the expiration date, by month and year, of the period indicated in the preceding column. When the period has been recorded as "Indefinite," the same entry shall be recorded in this column.

(6) Under "Date Released From Active Duty," enter, at the time of release, the constructive date of release from active duty.

(7) Extensions of a period of active duty will be recorded as follows:

(a) An approved voluntary extension will be recorded as indicated

in the preceding paragraphs except that no entry will be made under "Date Assigned to Active Duty." Under "Reason," enter the word "Extended."

(b) In the case of those designated naval aviators from the PLC (Avn) and AOCC programs: Make no entry under "Date Assigned to Active Duty"; under "Reason," record "Compl Flt Trng (Date completed)"; under "Period," record "3 years"; and under "Expiration Date" record an expiration date, by month and year, which is the third anniversary of the individual's completion of flight training.

(8) The following are examples of entries to be made:

PERIODS OF ACTIVE DUTY PERFORMED (Over 90 days)
(Reserve Officers Only)

Date Assigned to Active Duty	Reason	Period (Years, Mos)	Expiration Date	Date Released Fr Active Duty
a. 15Jun47	NROTC (PLC) (OCC) Contract	3 years	Jun50	20Jun50
b. 20Dec50	Mobilization	Indefinite	Indefinite	2Jul52
c. 20Dec52	Own request	2 years	Dec54	- - -
- - -	Extended	2 years	Dec56	- - -
d. 15Jun55	PLC(Avn);	3 years	Jun58	- - -
- - -	AOCC Contract	3 years	Sep59	- - -
	Compl Flt Trng (10Sep56)			

k. Record of administrative audits.
Upon completion of the annual administrative audit of the officer's records, an entry will be made to include date and signature of the auditing officer.

15155 CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS (NAVMC 123(2)-PD)

1. This page is designed to present a summary of the duties performed by the individual, the duration thereof, and the unit or organization at which performed. Entries will cover active and inactive service (the latter where appropriate for Reserve officers). The following instructions are applicable relative to the chronological record of duty assignments:

a. Initial preparation: A complete summary of military service in the Armed Forces of the United States, of foreign countries, enlisted or commissioned, completed prior to date of appointment to officer grade in the Marine Corps or Marine Corps Reserve, will be recorded upon initial preparation of the page. Separate entries will be made for commissioned and enlisted status, and for each branch of the Armed Forces in which served. Entries will include approximate dates of service, branch of Armed Forces and last organization or station of duty, nature of principal duties, and highest grade held.

b. Service as a Marine officer: For service from date of initial appointment in the Marine Corps or Marine Corps Reserve a separate

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entry will be made, indicating each organization to which the officer was joined for duty (other than temporary duty), including active duty for training.

c. Dates: The dates recorded will cover the period of service with an organization from date of joining to date of detachment, both dates inclusive. Periods of delay, proceed and travel time will not be entered under "Chronological Record of Duty Assignments."

d. Unit or organization: Record complete name of organization or station of duty, as appropriate.

e. Primary duties: Record the abbreviated job title; e.g., Adj, ExecO, CO, Bn S-3, etc., of the primary duties performed. Upon completion of each primary duty assigned, record immediately after the job title, the number of months such duty was performed. Dates of primary duty assignments are not required.

f. Additional duties: Only those additional duties which are recorded on the officer's fitness report will be recorded in the officer's qualification record. The method for recording additional duties will be the same as for primary duties; however, as new additional duties are assigned, sufficient space must be left after each job title entered, to record, upon completion of the assignment, the number of months the additional duty was performed. Dates of additional duty assignments are not required.

g. Temporary additional duty: Duties performed during periods of temporary additional duty need not be recorded.

h. The following are examples of entries and the method for recording same under "Chronological Record of Duty Assignments":

CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS

Period		Unit or Organization	Primary Duty	Additional Duties
From	To			
Sep38	Aug41	Royal Canadian Air Force	GroundO (Admin)	1stLt
12Nov41	15Dec43	USMC, 1stAmTracBn	Administrative	MSgt
16Dec43	10May46	USMC, 2dTankBn	PlatLdr	1stLt
11May46	1Jan48	USMC, MCS, Quant	Instructor(Inf)	MSgt
10Jan48	8Aug49	"A" Co, 1stBn, 5thMar, 1stMarDiv	PlatLdr 8Mos; COExecO 9Mos	- - -
9Aug49	30Dec50	HqCo, 1stBn, 5thMar, 1stMarDiv	AsstBn S-3 6Mos Bn S-2 10Mos	BnABCO 4Mos; BnSpecServO 3 Mos; BnEmbo 6Mos
25Jan51	5Jul53	MB, NOP, Pocatello, Idaho	ExecO 18Mos; CO 12Mos	TrngO 18Mos; SpecServO 12 Mos; MessO 14Mos; ExchO 12Mos; SCM 12Mos; Treas ComOff Mess 8Mos
25Jul53	20Oct55	MD, USS Boxer	CO 26Mos	AADefO 24Mos; SCM 18Mos
5Nov55		H&SCo, H&SBn, MCR Dep, PISC	ExecO, H&SBn	CustClassMat; SrMbrAdmAud Bd; SCM 3Mos

15156 PILOT FLIGHT QUALIFICATION RECORD

1. Pilot Flight Qualification Record, NAVMC 118(8Av)-PD (Rev. 9-55), will be prepared and maintained in the officer's qualification record for individuals designated as naval aviators; it will be numbered as page 2a of the OQR. The instructions contained in paragraph 15113 will govern the preparation and maintenance of this form.

15157 ADMINISTRATIVE REMARKS

1. Administrative remarks recorded on NAVMC 118(11)-PD should be limited to those which pertain to matters actually forming an essential, permanent part of the officer's military history, or those which will be useful to succeeding commanders.

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

a. Entries will be separated by a heavy line. Care will be taken to ensure that entries are reduced to the smallest possible form and positioned so as to take up the minimum amount of space.

b. No signatures are required unless specified.

c. An entry will be recorded when an officer is determined "not eligible for duty in combat zone," in accordance with a Commandant of the Marine Corps directive, and when an officer previously determined "not eligible" becomes eligible. The entry will indicate the authority in each case.

d. An entry will be recorded for participation in special operations or projects which connotes special qualifications or which may have after effects (e.g., atomic radiation).

e. Assignment to and transfer between Reserve Categories

(1) Upon assignment to the Ready or Standby Reserve, record: The fact

that assigned to Ready or Standby Reserve Category, the date assigned, and the authority therefor.

(2) Upon each transfer to or from the Ready or Standby Reserve, record: The fact that transferred to Ready or Standby Reserve Category, the date transferred, and the authority therefor.

(3) Upon transfer to or removal from the Standby Reserve, the following entry will be made: "Transferred to/removed from Standby Reserve on _____ DD Form 889 forwarded to State Director, Selective Service System of _____ on _____."

f. Mandatory annual participation - failure to satisfactorily complete

(1) Failure of a Reserve officer to satisfactorily complete annual mandatory participation prescribed by Section 208(f) of the Armed Forces Reserve Act of 1952, as amended, will be reflected by an entry in the officer's qualification jacket.

(2) Entries will be made in conformity with the instructions contained in subparagraph 15115.3t.

g. When a valid complaint alleging indebtedness is forwarded to the Commandant of the Marine Corps in accordance with paragraph 7200, record: Date of complaint, name of complainant and date of commander's reply to complaint.

h. Make appropriate entry regarding commencement date of organized Marine Corps Reserve Award; i.e., "Organized Marine Corps Reserve Medal (_____ award) period commences _____."

i. Upon publication of the results of the annual examination of captains and lieutenants in administrative subjects, the entries below, as appropriate, will be entered in the qualification jackets of officers concerned:

(1) Officer Administrative Examination (mandatory/voluntary);
strike one
(passed/failed) on (date).
strike one

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(2) Officer Administrative Examination (waived/exempt) for (reason)
strike one
by (authority) on (date).

(3) Officer Administrative Examination mandatory not waived or exempted; failed to take exam on (date) as ordered.

■ j. Make an appropriate entry for Ready Reserve officers upon assignment of or change in their physical risk classification; i.e., "(date)", assigned physical risk code _____."

15158 NOT USED

15159 LEAVE RECORD

1. Leave Record (NAVMC 118(16)-PD (3-59)), will be prepared and maintained in accordance with instructions contained in paragraph 15119.

15160 RECORD OF EMERGENCY DATA

1. Record of Emergency Data (NAVMC 10526-PD) will be prepared and maintained in accordance with instructions contained in paragraph 15118.

15161 MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES, EDUCATION COURSES, TECHNICAL TRAINING AND TESTS COMPLETED (NAVMC 118(8a)-PD)

1. Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed (NAVMC 118(8a)-PD), will be prepared and maintained in accordance with instructions contained in paragraph 15112.

15162 COMBAT HISTORY - EXPEDITIONS - AWARDS RECORD

1. Combat History - Expeditions - Awards Record (NAVMC 118(9)-PD), will be prepared and maintained in accordance with instructions contained in paragraph 15114.

15163 APPOINTMENT ACCEPTANCE AND RECORD

1. Appointment Acceptance and Record (NAVMC 763-PD), will be accomplished

for each individual who accepts initial appointment to warrant or commissioned grade in the Marine Corps or Marine Corps Reserve.

2. Administering the Appointment

a. If the individual is a Marine, Regular or Reserve, at the time of appointment, the following applies:

(1) The Commandant of the Marine Corps will send the document, in quadruplicate and partially completed, to the commander as an enclosure to the letter transmitting the appointment.

(2) The commander will:

(a) Complete in accordance with subparagraph 3 below, Items 5, 9, 15, 28, 40A, 40B, 40C, 40D, 40E, and 44 on the original and all copies for every officer, and Item 18 for officers accepting temporary appointment. Items 5, 9, 15, 18, 28, 40A, 40B, 40C, 40D, and 40E will be completed from locally available records and/or interview with the officer. Completion of Item 9 is required only on documents on which Item 9 has not been completed upon preparation of the document at Headquarters Marine Corps.

(b) Open an officer's qualification record and dispose of completed Appointment Acceptance and Record forms as directed in subparagraph 4, below.

(3) When the appointee is not physically present at his organization, the following applies:

(a) The commander will complete the items indicated above except Item 44 and forward all papers to the officer effecting the appointment.

(b) The officer effecting the appointment will complete Item 44 and return all papers to the appointee's commander.

(c) The commander will open an officer's qualification record and

dispose of the completed forms as directed in subparagraph 4, below.

(4) When the appointee is a member of the Platoon Leaders Class program at the time of appointment, the following applies:

(a) The Commandant of the Marine Corps will forward the document to the administering officer as an enclosure to the letter transmitting the appointment. The form will be in quadruplicate and completed with the exceptions of Items 40E, F, G, and 44.

(b) The officer administering the appointment will complete Items 40E and 44 and return all papers to the Commandant of the Marine Corps (Code DPH). The date shown in Item 40E shall be the day prior to acceptance of the commission.

(c) When all papers are accomplished, dispose of completed appointment acceptance and record forms as directed in subparagraph 4, below.

b. If the individual is not a Marine at the time of appointment, the Commandant of the Marine Corps will send the document, in quadruplicate and partially completed, to the officer designated to administer the appointment. The administering officer will take the following action:

(1) Complete, if possible, Items 5, 9, 15, 28, 40A, 40B, 40C, 40D, and 40E from available records and/or interview with the appointee.

(2) Administer the oath, complete Item 44, and dispose of the form as indicated below:

(a) Regular appointee: Return the original and all copies to the Commandant of the Marine Corps (Code DPH), for transmission of triplicate and quadruplicate to the appointee's first duty station.

(b) Reserve appointee: Return the original and all copies to the Commandant of the Marine Corps (Code

DPH), for transmission of triplicate and quadruplicate to the active duty station or Reserve unit to which the individual is assigned. An exception will be made for the Reserve appointee whose appointment is administered by an officer of the Marine Corps District to which he will be attached and for the Marine Aviation Cadets (MARCADS), whose appointments are administered at the Naval Air Stations, Pensacola, and Corpus Christi. In these cases, disposition will be made in accordance with subparagraph 4, below.

3. The following detailed instructions govern the preparation of the form. In cases where instructions for an item are not given, it is considered self-explanatory. Dates will be recorded as 2-digit year, month and day, e.g., record "58 01 08" for 8 January 1958.

a. Item 5: Record the individual's home of record as prescribed in paragraph 15054.

b. Item 9: Record primary MOS.

c. Item 15: Enter the pay entry base date, based upon the service recorded in Item 40 and computed as provided in the Navy Comptroller Manual, paragraph 044017.

d. Item 26 will be left blank.

e. Item 28: Record as provided in paragraph 15066.

f. Item 32 will be left blank.

g. Items 40A, 40B, 40C, 40D, and 40E: The primary purpose of entries as to previous service is for computation of the pay entry base date. Record service which is creditable for pay purposes as defined in the Navy Comptroller Manual, volume 4. Record grade held on discharge in Item 40C. For personnel accepting appointment to warrant officer or commissioned grade and officers changing component by acceptance of appointment, the date of discharge shown in Item 40E will be the date prior to the date of acceptance of such appointment.

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h. Items 40F and 40G will be left blank.

i. Item 44: After the oath of office has been administered, the individual accepting the appointment will sign the original and all copies on the appropriate line. The officer executing the oath will sign the original; all copies shall then be certified true copies by the individual accepting the appointment. It must be ensured that all copies are certified before distribution is made. The place and date of acceptance will be recorded in the space provided.

4. The organization designated to make disposition of the completed appointment acceptance and record forms will do so as follows:

a. Original and duplicate: Forward to the Commandant of the Marine Corps (Code DPH). Upon receipt at Headquarters Marine Corps, the original document will be placed in the officer's official record, the previous service recorded in Item 40 will be verified, and the pay entry base date recorded in Item 15 will be audited. If an incorrect entry is discovered, the original document will be corrected and the Commandant of the Marine Corps (Code DGK), will notify the officer's commander by letter, with a copy to the disbursing officer if the officer is in a pay status, directing the corrections to be made.

b. Triplicate: Insert in the officer's qualification record as page 9.

c. Quadruplicate:

(1) If the new officer is entering a pay status (active duty, extended active duty, or drill pay status in the Organized Reserve), present this copy to him for submission to the disbursing officer.

(2) If the new officer is not entering a pay status, retain this copy in the officer's qualification record until he does enter a pay status, at which time it will be presented to him for submission to the disbursing officer.

5. The Appointment Acceptance and Record (NAVMC 763-PD), contains information regarding the officer at the time of his initial appointment and no item may be changed except as directed by the Commandant of the Marine Corps. If an item is believed to be incorrect, authority to make a correction will be requested from the Commandant of the Marine Corps (Code DGK), by the commander or by the officer concerned via his commander. If the request is in respect to Items 15 or 40, include a complete statement of the officer's previous service. If the request is in respect to Item 5, see paragraph 15054.

15164 CERTIFICATE OF CLEARANCE FOR HANDLING CLASSIFIED MATTER AND REQUEST FOR INVESTIGATION FOR PERSONNEL SECURITY CLEARANCE

1. The Certificate of Clearance for Handling Classified Matter (OPNAV Form 5521-429), will be used for recording interim and final security clearances. All copies will be signed and the official seal affixed to the original and all copies. Copies of interim clearances are not forwarded to the Commandant of the Marine Corps.

2. Certificates of clearance, both interim and final, will be made a matter of permanent record in the officer's qualification record. Removal of certificates of clearance is authorized only in the following cases:

a. Interim certificates of clearance may be removed only when replaced by a final clearance of the same or higher category, by an interim clearance of a higher category, or when the pending security investigation is canceled in accordance with OPNAV INST 5510.1B, paragraph 1513.2.

b. Final certificates of clearance will be removed only when replaced by a final clearance of a higher category. (See subpar. 5a, below.)

3. Certificates of clearance which are terminated for cause will be marked, in large red letters, "TERMINATED

FOR CAUSE" with a brief reference to the letter of termination, and will remain a matter of permanent record.

4. The Request for Investigation for Personnel Security Clearance (OPNAV Form 5520-1) is used to record requests for investigations leading to a security clearance. This form consists of an original and three carbon copies, available through supply channels. Part 1 (original) and Part 2 (file copy) are forwarded with supporting forms to the cognizant intelligence office when an investigation is required. Parts 3 and 4 (for use by originator) are filed in the OQR and SRB for further use. The form is also used to request that results of an investigation be forwarded to a new command if the individual has been transferred; to request cancellation of an investigation if the individual has been released from active duty, resigned, discharged or transferred and/or reassigned to a billet not requiring a security clearance.

5. Request for Investigation for Personnel Security Clearance forms will be removed from the OQR or SRB only in the following instances:

a. When a final certificate of clearance for the category indicated in section A, paragraph 2, OPNAV Form 5520-1, or a higher category, has been issued.

(1) When a final certificate of clearance has already been issued based on a national agency check plus the requisite number of years' continuous active duty and a request for a background investigation is subsequently initiated, parts 3 and 4 of the OPNAV Form 5520-1 requesting the background investigation will be retained in the records until a final certificate of clearance is issued based on the completed background investi-

gation. At that time parts 3 and 4 will be removed and destroyed.

b. When the individual joins a new command and a security clearance is required, one copy (part 3 or 4) of OPNAV Form 5520-1 will be removed from the record and Section B, Notice of Change of Duty or Employment, will be completed. The form will then be forwarded to the cognizant intelligence office as listed in section A of the form.

(1) If part 4 of OPNAV Form 5520-1 is used, a new set of forms must be prepared and parts 3 and 4 inserted in the record. Parts 1 and 2 will be destroyed and will not be forwarded to the cognizant intelligence office or filed.

c. When the individual is separated from active service, one copy (part 3 or 4) of OPNAV Form 5520-1, will be removed from the record and Section C, Notice of Cancellation, will be completed. The form will then be forwarded to the cognizant intelligence office listed in section A of the form.

(1) Particular care must be exercised to ensure that all investigations, except as noted below, are canceled when an individual is separated from active service, regardless of cause.

(a) National agency checks requested on Class II Reserve officers and Class III Ready Reserve officers will not be canceled when the officer returns to inactive status.

15165 DEPENDENT TRAVEL RECORD

1. The Dependent Travel Record (NAVMC 118(21)-SD), will be prepared and maintained in accordance with the instructions contained in paragraph 15122.