MARINE CORPS
PERSONNEL MANUAL

CHANGE RECORD

Changes as received and entered will be made in the spaces provided below.

Change Number	Date of Change	Date Received	Date Entered	Signature of person entering changes
1	13 Apr 1961	13 Oct 1961	13 Oct 1961	Sally C. Clark
2	30 Dec 61	31 Jan 62	31 Jan 62	Joanne Mertz
3	4 Jun	8 Aug 62	8 Aug 62	Joanne Martz
4	13 Dec 62	8 Jan 63	9 Jan 63	Kay VanKirk
5	5 May 63	Jul	30 Jul	Kay VanKirk
6	3 Oct 63	10 Dec 63	11 Dec 63	Bobbie Tho
7	12 May 64	24 Jul 64	24 Jul 64	Bobbie Thornton
8	3 Mar 65	22 Apr 65	22 Apr 65	Bobbie Thornton
9	14 Dec 65	4 Feb 66	4 Feb 66	Bobbie Thornton
10	10 Aug	12 Oct 66	12 Oct 66	M. Merbedone
11	4 Apr 67	15 May 67	16 May 67	M. Merbedone

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MARINE CORPS PERSONNEL MANUAL

CONTENTS

0001 PURPOSE

1. The purpose of the Marine Corps Personnel Manual is to promulgate policies, procedures, guidance and technical instructions for personnel management and administration in the Marine Corps as prescribed by the Commandant.

0002 STATUS

1. This manual is binding upon all personnel in matters concerning personnel management, procedures and administration of Marines, pursuant to authority contained in paragraph 1000, Marine Corps Manual.

2. Any deviation from the instructions contained in this manual must be authorized in writing by the Commandant of the Marine Corps.

0003 SCOPE

1. The Marine Corps Personnel Manual contains instructions for implementation of the broad regulatory policies originated by the Commandant of the Marine Corps or derived from the sources indicated in the Marine Corps Manual. In addition, this manual supplements the Marine Corps Manual with procedural and technical instructions pertaining to the administration of the personnel records and accounting system.

0004 RESPONSIBILITY

1. The currency, accuracy and completeness of publication and distribution of this manual and changes thereto is the responsibility of the Commandant of the Marine Corps.

2. Upon receipt, the maintenance and upkeep of this manual becomes a command responsibility. In the event pages or portions of this manual are missing, not legible, etc., they will be requisitioned from the Marine Corps Supply Activity, Philadelphia, Pennsylvania.

0005 USE

1. The Marine Corps Personnel Manual is designed to assist all personnel, but primarily commanders and administrative personnel at all echelons, in the day-to-day administration of the personnel system.

2. This manual will be used in conjunction with the Marine Corps Manual to ensure compliance with the regulations and policies established by the Commandant of the Marine Corps.

3. If additional copies of the Personnel Manual are required for efficient personnel administration, letters of request containing detailed justification will be forwarded to the Commandant of the Marine Corps (Code ABP).

0006 ORGANIZATION

1. The contents of this manual are arranged on a functional basis, utilizing chapters as the major division, which are numbered in sequence and listed in the table of contents.

2. Paragraph numbering is based upon a 4- or 5-digit number which may be broken down as follows:

Example: 7234.1a(1)(a)

Chapter 7
Paragraph 234
Subparagraph

3. Each part within a chapter is assigned a block of 50 paragraph numbers except part F, chapter 12 and parts A and B, chapter 16, which are assigned blocks of 200. It is therefore possible to identify the various parts within each chapter by reference to the paragraph number and to provide for expansion of parts. For example, part A of chapter 11 is assigned paragraph numbers 11000-11049; part B of chapter 11 is assigned paragraph numbers 11050-11099. Those paragraph numbers not utilized within each part are omitted.

4. The pages are numbered in a separate series for each chapter, preceded by the number for the chapter; i.e., the tenth page of chapter 11 is numbered 11-10.

0007 CHANGES

1. Changes to the Marine Corps Personnel Manual shall conform to established criteria and will be designed for insertion on a page for page basis. Style and format shall be as specified by the Commandant of the Marine Corps.

2. A record of changes made will be maintained on the page provided for that purpose.

0008 METHOD OF CITATION

1. Reference to paragraphs of the Marine Corps Personnel Manual will be shown in the following manner:

   a. Correspondence and Messages -

   Ref: (a) MARCORPERSMAN, par 7234
        (b) MARCORPERSMAN, par 7234.1

   (c) MARCORPERSMAN, par 7234.1a
   (d) MARCORPERSMAN, par 7234.1a(1)
   (e) MARCORPERSMAN, par 7234.1a(1)(a)

   b. Directives -

   Ref: (a) MCO P5000.3, MARCORPERSMAN, par 7234
        (b) MCO P5000.3, MARCORPERSMAN, par 7234.1
        (c) MCO P5000.3, MARCORPERSMAN, par 7234.1a
        (d) MCO P5000.3, MARCORPERSMAN, par 7234.1a(1)
        (e) MCO P5000.3, MARCORPERSMAN, par 7234.1a(1)(a)

   c. Personnel Records and Forms Only -

   MCPM, par 7234
   MCPM, par 7234.1
   MCPM, par 7234.1a
   MCPM, par 7234.1a(1)
   MCPM, par 7234.1a(1)(a)