MARINE CORPS PERSONNEL MANUAL

INDEX

A		ACADEMIES:	
		graduate eligible for appointment to com-	
		missioned grade	2050.1
ABBREVIATIONS	17050	ACCIDENTAL INJURIES	2054 .2e
in correspondence	17052	ACCIDENTS:	
in messages	17052	motor vehicles, investigations	7102
in personnel accounting	17051	ACCOUNTABLE OFFICERS:	
in record keeping	17051	date of detachment	5009
in transfer orders	17051	ACCRUED LEAVE:	
in travel orders	5014	definition	9102
Navy policy in correspondence and mes-	17052	ACTIVE DUTY:	
sages	17052		2205.6
ABSENCE:		certificates required when on 14151,	
counted as time lost	15111.3		, 14200
excused as unavoidable	9059	definition of, for separation or retirement	10001.0
postal clerk, Marine Corps, temporary		purposes ACTIVE STATUS OF A RESERVIST 1:	13001.2
absence of	10108	ADDITIONAL INFORMATION AS TO PRO-	3100.1a
unauthorized:		MOTION STATUS ON TRANSFER	
entry on unit diary:		(NAVMC 118 (5)-PD)	15110
Regular Establishment	16084	entries required	
Reserve Establishment	16284	purpose	
		ADDRESS:	TOTIO*T
ABSENTEE ORDERS	5158	local	15054
ABSENTEES AND DESERTERS:		of retired personnel	
allotments, stoppage	7050.6	of retired reservist	13170
conduct mark upon declaration of deser-	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	personnel retired for disability	13453
tion	7050.8	•	5010.2.
desertion entry in SRB	7050.8		9151.7
escaped prisoners	7052	ADMINISTRATIVE AUDIT OF RECORDS	17002
mark of desertion, removal of	7053		17002.1
Notice of Absentee Wanted by the Armed		ADMINISTRATIVE REMARKS (NAVMC 118-	
Forces (DD Form 553)	7050.7	(11) PD)	15115
notification of next of kin of individual in		enlisted:	
UA for 10 days	7050.5	entries, instructions for 1	5115.2,
officer in UA for 7 days, report of	7050.10		15115. 3
orders	5 1 58		15115.1
procedure when personnel of other serv-		officer	15157
ices come into custody of USMC	7054	entries, instructions for	15157,2
procedure when unauthorized absence oc-			15157.1
curs	7056	ADVANCE LEAVE	9151.2
government property:		definition	9103
disposition	7050.2	AGE LIMITATIONS	2002
inventory	7050.2	CENT OFFICED	40.00
personal effects:	MOEO 4	AGENT OFFICER	4066
disposition		AGREEMENT TO EXTEND ENLISTMENT	
inventory	7050.2	FOR PURPOSE OF SERVING PROBA-	
uniform clothing:	7050.2	TION	15085
disposition	7050.2		15085,2
inventory	1000,2		15085,3
procedure when USMC personnel return	7051		15085,1
to custody of USMC	1001	AIDES:	
delivered to an organization pursuant to directive issued by HQMC	7051.3	assignment of	4070
return to organization from which ab-	1001*0	AIRCRAFT:	
sented	7051,1	qualifications as crewmember, entry in	
return to organization other than from	,0044	•	5115 . 3r
which absented	7051.2	7777 *********************************	OTTOPOL
service record books of deserters, dis-	100440	AIRCREW INSIGNIA	4019
position	7050.9	cancellation of designation as aircrewman	4019.6
Paratrant sessessessessessessessessessessesses			4019°0
		1	Ch. 11

		2252
AIRCREW INSIGNIA Continued	former Marine Aviation Cadets	2053
designation of combat aircrewman	former Marine Corps officers	2055
eligibility to receive or wear	former Naval Aviation Cadetsgraduates of:	2053
man	basic class	2052
ALLOTMENTS:	civilian colleges	2054
basic allowance for quarters		2050.1
entries on NAVMC 118 (6)-PD:	Naval Scientific Education Program	2056
upon immediate reenlistment 15111.4c	NROTC (regular)	2051
when registered	women	2061
when stopped	temporary, termination of in higher	
missing personnel 12280	grades of chief warrant and warrant	
stoppage in case of deserters 7050.6	officers	131 06
	termination of, chief warrant and war-	
ALLOWANCES:	rant officers	13102
basic allowance for quarters 11050	to permanent chief warrant and war-	~~~
termination upon death	rant officer	2059
burial	to temporary chief warrant and war-	2000
dislocation	rant officer	2060
second, in same fiscal year, findings	Reserve Establishment:	
required	to commissioned grade:	0110
quarters allowance for shore patrolmen 5157	from meritorious NCO program	2113
quarters attowance for shore patronneir	graduates of: Aviation Officer Candidate Program.	21 09
AMERICAN NATIONAL RED CROSS 11150.2	Marine Aviation Cadet Program.	2109 2112
administrative assistance furnished to 11150.2g	Officer Candidate Class	2108
communication facilities, use of	WOTC	2111
financial assistance 11150.2f	of enlisted and former enlisted per-	
identification card	sonnel	2102
military relationship 11150,2b	of former officers of the Armed	
mission	Services	2103
office space for	of members of PLC	2110
personnel:	of specialist officers	2104
assignment to post and stations 11150.2h	of students NROTC (contract)	2105
classification of	requirements for	2100
privileges afforded uniformed person-		16280.7 2107
nel	to chief warrant and warrant officer to 2nd lieutenant, temporary	2107 2106
repayment of loans		4400
services offered dependents of military	ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DIS-	
personnel	CHARGE (DD FORM 214)	15072
services offered military personnel 11150.2c		5072.5d
warehousing for		5072.5h
		5072.5e
ANNIVERSARY YEAR OF A RESERVIST 13150.1c	distribution	15072,7
ANNUAL AUDIT OF INDIVIDUAL RECORDS:	addresses for copies 1	
administrative audit of records	instructions:	
ANNUITIES FOR SURVIVORS 11204	detailed	15072,6
(See RETIRED SERVICEMAN'S FAMILY	for personnel who have appeared before	EARO EL
PROTECTION PLAN.)	PEB 1 for personnel transferred to VA hos-	5072 . 5b
I HOLDOTA A LEMMI)	pital 1	5072.5h
APPOINTMENT:	when prepared 15072.2,	15072.3
acceptance and termination of, entries on		100,000
unit diary:	ARMED FORCES SECURITY QUESTION-	15001
Regular Establishment	NAIRE (DD FORM 98)disposition;	15061
Reserve Establishment		15061.3
as midshipmen, U. S. Naval Reserve 2051		15061.4
as midshipmen, U. S. Navy 2050,2	-2 2	15061.1
of treasurer commissioned officers	ARREARS OF PAY	12281
messes, clubs, etc	ARRIVALS, ADVANCE NOTICE	4004
Regular Establishment: to commissioned grade:	ASSIGNMENT:	
for limited duty	enlisted:	
for temporary limited duty	applicability	4105
- 2		

ASSIGNMENTContinued		flying status (naval aviators, naval	
enlistedContinued		flight officers and naval aviation	
conscientious objectors	4117	pilots)	4017
messmen	4116	flying (naval aviation observers/tech-	
misassignments	4109	nical observers and enlisted per-	
naval aviation pilots	4114	sonnel other than naval aviation	4016
navigators, airborne electronic counter-		pilots)	4018
measure operators, airborne radio		parachute jumping	4013
operators or VG jet aircraft flight en-	411.5	to duty involving; demolition of explosives and disposal	
gineers	4115	of special weapons	4014
of first-term enlistees	4119	flying	4015
or transfer of Reserve personnel on	4000	parachute jumping	4012
inactive duty	4009	SCUBA equipment	4011
policy for	4104	to flight training	4058
preference of station and duty	4151	tour of duty	4054
requesting transfer for enlisted per-	4110	warrant officers:	1007
sonnel	4112 4106	responsibility for	4061
responsibility restrictive assignments	4100	sea and foreign service	4062
retraining assignments	4107	tour of duty	4063
sea and foreign service	4110	ASSIGNMENT AND DISTRIBUTION:	
successive assignments	4113	advance notice of arrivals	4004
suspension from flying	4016	assignment and utilization of athletes.	7004
termination of duty involving:	1010	entertainers, and other nationally	
demolition of explosives and disposal		known personnel	4005
of special weapons	4014.6	attachment procedures	4008
flying status (naval aviators, naval		enlisted personnel requisition	4101
flight officers and naval aviation		general restrictions on transfers and as-	
pilots)	4017	signments	4007
flying (naval aviation observers/tech-		humanitarian transfers	4150
nical observers and enlisted per-		of security force personnel Pacific Ocean	
sonnel other than naval aviation		Area	4021
pilots)	4018	preference of station and duty	4151
parachute jumping	4013	replacement systems	4100
to duty involving:		terms40	00, 4001
demolition of explosives and disposal	4014	transfer:	
of special weapons	4014 4015	and joining by service records	4003
flying	40 1 3	and/or reporting of hospitalized per-	4000
parachute jumping	4011	sonnel	4020
SCUBA equipment	4111	at own expensemarried enlisted women	4152
tour of duty	1441	of personnel assigned to Reserve and	4153
officer:		Recruitment Districts	410
aides	4070	to and from organizations afloat	
as agent officer	4066	to Fleet Marine Corps Reserve	4010
as comptrollers or fiscal officers	4064	to Veterans' Administration facilities	4118
as deputy disbursing officer	4065	ASSIGNMENT OF OFFICERS AS OFFICERS	
as postal officer	10002	IN CHARGE OF MARINE CORPS-	
as treasurer commissioned officers	4006	MANAGED RESERVE TRAINING	
messes, clubs, etc	4052	CENTERS	4069
assignment patternscertification of officers under articles	4002	ASSISTANT POSTAL CLERKS IN CHARGE,	
	4067	MARINE CORPS:	
26 and 27 UCMJ	4050	designation of	10102
in fiscal fields	4064	ASSISTANT POSTAL CLERKS, MARINE	20202
limited assignment	4059	CORPS	10100
or transfer of reserve personnel on in-			10100.3
active duty	4009	designation	10103
requesting assignment of	4056	detail to duty	10106
requesting transfer of	4057	employment limitations	10109
sea and foreign service	4053		10100.2
staff specialization	4051	nomination	10104
suspension from flying	4016	qualifications	10101
ermination of duty involving:		relief from duty	10106
demolition of explosives and disposal		revocation of designation	10105
of special weapons	4014.6	service record book entries required	10107
		· · · · · · · · · · · · · · · · · · ·	

3

ATHLETES:		responsibility for recommendation and	
assignment and utilization of	4005	presentation	8002
AUDIT:		Retired Lapel Button	8101
daily money order audit	10054.5		0201
monthly inspection and audit of postal funds		В.	
of auditing personnel rosters and gain and		BAGGAGE (See also PERSONAL EFFECTS	
loss statements (Reserve Establish-		AND BAGGAGE.):	
ment)	16305	disposition of effects preparatory to move-	
of Marine Corps post offices	10054	ment of troops or individuals	5257
AUDITING PERSONNEL ROSTERS AND GAIN		identification markings incident to move-	
AND LOSS STATEMENTS (RESERVE		ment	5256
ESTABLISHMENT):		receipt of personal effects and baggage	
additional pages for names added	16307	from a theater of operations	5257
auditing	16305	BASIC ALLOWANCE FOR QUARTERS	
certification	16308		
codes and dates used	16303	(BAQ):	11050 5
contents,	16302	allotments, separate	
disposition	16309	application	
format	16301	authority	
forwarding	16304	divorce, validity	
method of correction	16306	eligibility	
preparation	16304	marriage, acceptable forms	
Pur pose	16300	marriage, validity	
AUDIT REQUIREMENTS CLASS HIRESERV-	10000	parent cases, special	11050,5
	17003	rate of:	
ISTS	17003.2	changes that may decrease	
Ready Reserve	17003.2	changes that may increase	
Standby Reserve	11000*1	shore patrolmen	
AUTOMOBILES:	14100	termination upon death	122 79
hire of in connection with shore patrol	14102 7102	BASIC ALLOWANCE FOR SUBSISTENCE:	
motor vehicle accidents, investigations		authorization considerations	14051
shipment, of deceased personnel	12282	definitions:	-1001
AVIATION:		assigned to duty under emergency con-	
training guaranteed, entry in SRB	15115,3\$	ditions where no government messing	
AVIATION OBSERVER:	1500	facilities are available	14050 4
qualifications for officers	4068	government mess	
AVIATION OFFICER CANDIDATE PRO-		permission to mess separately	
GRAM:		rations in kind not available	14050.0
eligibility for assignment to	2109	subsisted at government expense	1/050 5
AWARDS: certificate of commendation and letters of		BASIC CLASS:	17000.0
appreciation	8051	appointment of graduates to commissioned	
combat aircrew insignia	8151.4	grade	2052
	8055	BATTLE CASUALTY:	2002
stars awarded forcombat award recommendation cards	8150		****
	8000	abbreviation of terms	
definition	8053.2	authorized use of abbreviations	12050.1Ъ
Distinguished Unit Emblem (Army)	8054		12050.1a
foreign	8054.2	types	12052,1
French Fourragere	8053	BELEAGURED	12053,15
from other branches of the Armed Forces.	8103	BENEFICIARIES:	
Gold Star Lapel Button	0100	change of for NSLI and USGLI policies	12301
Good Conduct Medal Period, entry in	15116.3	BENEFITS:	
SRB Piechana Putton and Din	8100	death and disability of reservists	
Honorable Discharge Button and Pin		death gratuity 112	
Meritorious Mast	8052	dependency and indemnity compensa-	
initial and replacement issue	8151.1		0 1, 12 305
by Headquarters Marine Corps	8151.2	employment, preference of, in case of	
by field commands	8151.3	Marine widows	12329
items not issued	8151.4	pensions administered by VA	
Purple Heart Certificates	8151.2 8050	Social Security	11101
reference meterial	8050	tor curvivore of deceased Masinos	10000

•			
BENEFITSContinued		care of remains of deceased personnel	12200
Veterans' Administration, for survivors of		casualty assistance calls	12250
deceased personnel 12300, 12301,		casualty assistance call officers, assign-	
12303, 12304		ment and responsibilities	12253
BESIEGED	2053.1c	change of address of next of kin	12334
BOARIS!	6057	checklist for death in CONUS	12151
enlisted screening		condolence calls and condolence letters death and disability of Marine reservists	12156
field flight performance board flight status selection board	4017.5 4017.6	death gratuitydeath gratuity	12159
Headquarters selection and review 6057,		decorations and awards, deceased person-	12278
•	5115.3c	nel	12285
naval examining board (Marine Corps)	6056		12285.3
physical evaluation	4020.6		12285.2
promotion, enlisted	6251	recommendations	12285.1
retention (continuation) of officers	6055	definitions and abbreviations:	
review boards for incompetence	6302.2	battle casualty terms:	
selection for promotion of officers	6050	authorized use	12050.1
	2053.1e	battle casualty	12052.1
BONUS:	•	captured	12052.1d
reenlistment, entry in SRB	15105.1	casualty	12051,1
BURIAL:		died of wounds received in action	12052.1b
	12275.1		12052 .1e
flowers for funerals	12204	killed in action	12052.1a
group	12211	missing in action	12052 .1 c
headstone or marker and memorial plot	12276		12052,1f
	12276.5		12052 . 1g
in national cemetery	12205	nonbattle casualty terms:	
	12205.4	accidental injuries	12054,2e
	12205.6		12050.1
	12205.1	casualty	
	12205.3		12054,2h 12054,2a
transportation of remains	12205.5 12277		12054.2c
memorial plots and memorial markers	12211		12054.2b
- · · · · · · · · · · · · · · · · · · ·	12205.2		12054.2i
uniforms and accouterments	12203	injuries or illness from other	
	1000		12054.2g
C			12054,2f
CAPTURED	2052 .1d	missing	12054 .2d
entry on unit diary (Regular Establish-	14001		12054,1
ment)	16091		12054 . 2i
CARDS:	15065	other casualty terms;	
Geneva Conventions	15064		12055.1d
identification	2001	authorized use	12050.1,
CARE OF REMAINS OF DECEASED PER-	2001	hostile action in time of peace when	12055.1
SONNEL	12200	provisions of MCO 3040.1, SOP for	
CASUALTIES:	20200	Combat Casualty Reporting, are not	
abbreviations of casualty terms	12050	in operation	12044.1 i
administrative instructions pertaining to		CONUS	12055.1a
casualties in other than combat com-		next of kin	12055.1c
mitted organizations	12160	other interested persons	
emergency data to be recorded for noti-		overseas	12055 .1 b
fication purposes upon transfer	12160.3	primary next of kin	12055.1c
investigation in case of missing, death			12055.1f
or injury		release of information concerning	
missing personnel not UA		casualties	12055.1i
public release of information	12160,6	Reports of Casualty (DD Form 1300)	
record data required for notification			12055.1h
when records are not readily avail-	10100 4		12055 . 1g
	12160.4	physical status or condition:	0050 51
	12160.5	authorized use 1	.2050.1b,
arrears of pay	12251	beleaguered	12053.1
BAQ termination upon death	12279 12275		12053,1b
burial allowanceburial in national cemeteries	12275 12205		12053,1c
DRITHT HI HUTTONIGE CENTERLIES	14200	ACCT LIST A SOUT OF THE STREET SESSESSESSESSESSESSESSESSESSESSESSESSES	12053.1e

CASUAL TIESContinued		notifications, initial and supplementary,	
definitions and abbreviations Continued		responsibility for	12001
physical status or conditionContinued critical	2053.1f	personal effects of deceased personnel	12282
	2053.1i	personal effects of personnel in a casualty	
		status	12210
_	2053.1h	person to designate disposition of the	
•	2053.1a		12152
	2053.1d	remainscontroversial cases	12152.3
	2053.1g		12152.4
•	l2053 .1 j	legal problems	
dependents of deceased personnel, trans-	12284	right to direct	
portation ior		progress reports and notifications	12153. 3
disaster causing many casualties, report of,	12154.7	reported by combat committed organiza-	
disposition of remains of deceased per-	-000-	tions	12100
sonnel	12201	reports of death of inactive Marines, per-	
educational opportunities and scholar-		sons deemed to have been on active	
ships for children of deceased Ma-	40000	duty, former Marines and declared	
rines	12330	deserters 1215	7, 12159
employment, preference benefits in case		requiring reports or notifications	12150
of Marine widows	12329	return of properly prepared remains	12202
entries on unit diary:		special requests made by next of kin	12332
Regular Establishment	16087	State Income Tax, in case of deceased	
Reserve Establishment	1 6286	Marines	12327
escorts of deceased personnel:		uniforms and accouterments for burial	
instructions for escorts	12207	purposes	12203
orders for escorts	12208	Uniformed Services Identification and	
requests for person to act as	12206	Privilege Card for Dependents of	
Federal Income Tax, in case of deceased		Deceased Personnel	12286
Marines	12326	War Orphans Educational Assistance Act	
flowers for funerals	12204	of 1956	12330.4
group burials	12211	wills, nontechnical assistance for survivors	•
headstone or marker and memorial plot	12276	of deceased Marines	12328
hospital and medical care, in case of death		CASUALTY ASSISTANCE CALLS:	
of sponsor of dependents	12287	action by CMC upon receipt of report of	
household goods of deceased personnel,		death	12254
shipment of	1228 3	action by officer making	12255
inspection of remains and casket	12202	action by officer when call is not desired.	12256
liaison for dependents with local welfare	_	applicability	12250
agencies	12333	arrears of pay of deceased personnel, pay-	1000
liaison with commercial insurance compa-		ment of	12281
nies in case of deceased Marines	10005	basic allowance for quarters, termination	12201
member of another service and/or a for-	1232 5	upon death	12279
eign national in a casualty status	12158	beneficiaries, change of for NSLI and	12213
			12301
memorial flagmessage report of critical, serious or in-	12277	USGLI policies	
	10155	change of address of next of kin	12275 12334
capacitated personnel	12155		12004
message report of death or missing	12154	claims, procedure for filing when de-	10000
disaster resulting in many casualties		ceased insured by NSLI or USGLI	12302
preparation	12154.2	commissary, exchange and theater privi-	
submission	12154,1	leges for dependents of deceased per-	10000
message report of missing and/or unac-		sonnel	12288
counted-for dependents of Marines in		death gratuity payment to next of kin	12278
active service	12154. 8	decorations and awards, deceased per-	
military honors at funerals and/or memo-		sonnel	12285
rial services	12209	dependency and indemnity compensation	12305
missing-missing in action-captured-in-		educational opportunities and scholarships	4.5
terned, entry on unit diary (regular		for children of deceased personnel	12330
establishment)	16091	employment, preference benefits	12329
missing personnel, pay and allowances		Federal Income Tax, in case of deceased	
and voluntary allotments of	12280	Marines	12326
multiple deaths, remains not individually		headstone or marker and memorial plot	12276
identifiable	12111	hospital and medical care for dependents	
Navy Relief Society	12331	of deceased personnel	12287
next of kin and other interested persons,		household effects of deceased personnel,	
notification of	10150	chinment	12283

CASUALTY ASSISTANCE CALLSContinued	ł	CERTIFICATES:	
liaison for dependents with local welfare	_	discharge	15074
agencies	12333	modification of reserve and retired	14150,4,
liaison with commercial insurance com-			14175.2
panies	12325	of appointment	15067
memorial flag furnished next of kin	12277	of appointment for enlisted personnel upon	
missing personnel:		promotion	6255
allotments, continuance	12280	of clearance for handling classified matter	15164
pay and allowances, entitlement	12280	of service	15075
National Service Life Insurance (NSLI)	12304	required when on active duty 14151.1	
Navy Relief Society	12331	remained other on terroline to a set t	14200
officers:		required when on inactive duty training and active duty for training	14150
assignment	-	_	14152
duties	12255	CERTIFICATION OF OFFICERS UNDER	
responsibilities 12253.2,		ARTICLES 26 AND 27, UNIFORM CODE	
travel orders		OF MILITARY JUSTICE 400	67, 7007
personal effects of deceased personnel	12282	CHANGE OF ADDRESS CARDS	. 10008
forwarding at government expense	12282.1	CHANGE OF ADDRESS OF NEXT OF KIN OF	
motor vehicles: inside CONUS	12282.4	DECEASED PERSONNEL	12334
	12282.3	CHECKLIST FOR DEATH IN CONUS	12151
policy of program	12252	CHIEF WARRANT OFFICER:	
purpose of program	12251	permanent appointment	2059
	12255.6	temporary appointment	2060
Social Security Administration Benefits		CHIEF WARRANT OFFICER AND WARRANT	
for survivors of deceased personnel	12306	OFFICER (TEMPORARY AND PER- MANENT):	
special requests made by next of kin	12332	appointment to warrant officer grade in	
State Income Tax, in case of deceased		USMCR	2107
Marines	12327	CHRONOLOGICAL RECORD OF DUTY	2101
transportation of dependents of deceased		ASSIGNMENTS (NAVMC 123(2)-PD)	15155
personnel	12284	preparation	15155.1
Uniformed Services Identification Card for	10000	purpose	15155.1
survivors of deceased personnel	12286	CITIZENSHIP:	_
U. S. Government Life Insurance (USGLI). Veterans' Administration benefits for sur-	12303	entry in SRB	15115.3k
vivors of deceased personnel 12300	19905	CIVIL AUTHORITIES:	10110101
War Orphans Educational Assistance Act	, 12000	in hands of, entry in SRB	15115.3a
	12330.4	CIVILIAN CORRESPONDENCL	1151
when made	12256	CIVILIAN EMPLOYMENT	9350
	12252.3	CIVIL READJUSTMENT PROGRAM	11350
wills, nontechnical assistance	12328	compensation claims with Veterans' Ad-	
		ministration	
CERTIFICATE OF APPOINTMENT (DD		defined	11350.2
Form 216-MC)	15067	mission	11350.1
preparation and disposition 15067.2.	15067.3	Naval Pension and Veterans' Administra-	
	15067.1	tion compensation claim, application for 11350.6	11250 7
		responsibility	
CERTIFICATE OF CLEARANCE FOR HAN-		SCOPE	
DLING CLASSIFIED MATTER (OP-		U. S. Naval Home, admission to	
NAV 5521-429)	15164	CLAIMS:	
	15164.1	compensation claims with the	
*	15164.2	Veterans' Administration 11350.5	11350,7
	15164.3	personal property	11300
	-	CLAIMS FOR UNPAID PAY AND ALLOW-	
		ANCES	11202
CERTIFICATE OF GOOD CONDUCT (NAV-		beneficiary	11202.2
MC 71-PD) and ORGANIZED MARINE		designation of beneficiary	11202.3
CORPS RESERVE (NAVMC 10592-	15001	responsibility for settlement	11202.3

CLASS I RESERVISTS:		CLUBS:	
assignment to FMCR	4010	officer and enlisted	4006
CLASS II RESERVISTS:		CODE OF CONDUCT:	
assignment and transfer	4009.1c	entry in SRB	5115.3n
interclass and interunit transfer	$4009_{\bullet}2$	CODES USED IN MACHINE PREPARED	
CLASS III RESERVISTS:		REPORTS	1 6400
assignment and transfer	4009.1	codes:	****
interclass and interunit transfer	4009.2	citizenship	16401
CLASSIFICATION OF MILITARY PER-		civilian education	16402
SONNEL:	2000	COMBAT AIRCREW INSIGNIA	8151.4
conversion of MOSs	3006	stars awarded	8055
definitions	3002	COMBAT AREA:	15115 05
enlisted personnel:		not eligible for duty in, entry in SRB COMBAT AWARD RECOMMENDATION	19119*31
assigning MOSs: additional	3104	CARDS	0150
primary	3104	COMBAT CASUALTY REPORTING	8150 12100
authority	3100	COMBAT HISTORY-EXPEDITIONS-AWARDS	14100
changing MOSs:	0400	RECORD (NAVMC 118(9)-PD) 1511-	4 15169
additional	3105	preparation:	*, 1010Z
primary	3102	awards section	15114.5
voiding MOSs:		combat history-expedition section	
additional	3106	purpose	
primary	3103	COMMAND RELATIONSHIP.	
interviewing	.2, 3151	terms	4008
military qualifications, classification of	3003	COMMAND SPECIALIZATION	4050
officers:		COMMERCIAL CARRIER:	
assigning MOSs		conduct of personnel traveling by public	
additional	3054 305 1	conveyance, instructions	5300
primary	3050	responsibility of officers issuing orders	0000
authoritychanging MOSs:	0000	involving travel	5300
additional	3054		
primary	3052	COMMISSARY, THEATER AND EXCHANGE	
voiding MOSs:		PRIVILEGES: for dependents of deceased Marines	12288
additional	3054	COMMUTED RATIONS	14056
primary	3053	enlisted members subsisted in other than	17000
personnel to be classified	3004	a general mess	14058
personnel to be reclassified	3005	proceed time	14057
recording and reporting classification in-			
formation	3007	COMPENSATION:	11001
reference materials	3001.1	dependency and indemnity compensation	11201
retesting	3155	COMPLAINTS:	=000
scope and objective	3000 3158	indebtedness	7200
security of test materials	3002	paternity of illegitimate children	7202 7201
terms definedtesting	3001.3	support of dependents	1201
administration of classification tests		COMPOSITE SCORES: for promotion of enlisted personnel	COE 4
authority		for promotion of emisted personner.	6254
interpretation of test results		COMPTRULLERS:	
personnel to be tested		assignment of officers	4064
retest		CONDOLENCE CALLS	
security of test materials	3158	action required by a commander or his	
supply of test materials	3157	designated representative	
CLEARANCE:		action required by Marine Corps District.	
confidential	-445 -11	areas of assistance to next of kin	
service record entry	.5115,3bb	directed by Commandant of the Marine	
CLOTHING:	16115 01	Corps	
organizational issue of, entry in SRB	15115,31	Ont hossissessessessessessessessessessessesses	TOTOUR

CONDOLENCE CALLS Continued	DAY OF DEPARTURE ON LEAVE
exclusions 12156,19	DAY OF RETURN FROM LEAVE
guidance in making	DEATH AND DISABILITY OF RESERV-
inactive retired Marines, in the case of 12156.11	ISTS 11250
purpose 12156,1	benefits 11250,1
U. S. Navy and other Armed Forces, in	determinations by field commands 11250,2
the case of 12156,1	i investigation
CONDOLENCE LETTERS (DEAD OR MISS-	medical examination
ING) 12156.	notice of eligibility for disability benefits. 11250.3
CONFINEMENT:	actions by recipients11250.10
entry on unit diary:	issuance 11250.9
Regular Establishment	8 procedures 11250.8
Reserve Establishment	7 reports required:
CONGRESSIONAL CORRESPONDENCE 115	2 death
CONSCIENTIOUS OBJECTORS, ASSIGNMENT	disability
OF 411	7 injury suffered on active duty for
CONSENT, DECLARATION OF PARENT OR	training or inactive duty training 11250.7b
LEGAL GUARDIAN (DD FORM 373) 1505	
disposition	
preparation	suffered on extended active duty 11250.7a
20	restrictions
CORRESPONDENCE:	DEATH GRATUITY (CASUALTIES) 12278
civilian	amount to be baid
congressional	Deneuclaries 12278.2
official	definition*
regulatory instructions	0 child 12278.4
COUNTERSIGNING:	parent 12278,5
movement orders	
COURT-MARTIAL PROGRESS REPORT	paid by local commander 12278.6
(NAVPERS 3047)	payment may not be transferred, waived,
purpose	or assigned 12278.8
submission:	tax exemption
neuropsychiatric evaluation	DEATH GRATUITY (PERSONAL AFFAIRS) 11200
number of copies	adjudication and payment authorities 11200.3
	field commands11200.3a
COURTS-MARTIAL:	Headquarters U. S. Marine Corps 11200.3b
entry in SRB	veletalis Aditminstration, evenes assesses 11200, oc
entry on unit diary:	amount to be paid11200.2b
Regular Establishment	audiority:
140-0-1-0	8 delegation 11200,2
supplementary record of conviction by,	statutory11200.1
entries on 1511	
CREDIT RATING:	death of a survivor
furnishing of information prohibited 7200.8	
CRITICAL CONDITION:	child 11200.2f
message report	-
notification of next of kin	
	eligible beneficiaries
D	entitlement
	procedures in making field determinations
DATE OF DETACHMENT: accountable officers	and payments
accountable officers	
7 P S T P S	a cialul forus

DEATH GRATUITY (PERSONAL AFFAIRS)	Continued	DELAY EN ROUTE:	
procedures in making field determinations a	and	in conjunction with TAD	5102
paymentsContinued		method of accounting for	5100
doubtful cases1	.1200.4c	on permanent change of station orders	5102
nonactive duty deaths		DEPENDENCY AND INDEMNITY COMPEN-	
qualifications1		SATION 1120	1. 1230
records not available		additional payments	12305.2
DEATH(S) (See also CASUALTIES)		compensation;	
care of remains of deceased personnel	12200	children	12305.6
checklist for death in CONUS	12151	parents	12305.7
disposition of remains of deceased per-		widows, amount of	19305 9
sonnel	12201	widows, with child or children	12305.5
entries on unit diary:		correspondence concerning	12305.0
Regular Establishment	16081.6	definition:	12000.0
Reserve Establishment		child1	2305 6
escorts of deceased personnel		parent	9305 7
instructions for	12207	widow	12305 4
orders for	1 22 08	Servicemen's and Veterans' Survivor	Z2000a
request for person to act as	12206	Benefits Act	12305 1
from accidental injuries	12054		12000.1
from disease	12054	DEPENDENTS:	
from other causes	12054	hospital and medical care for dependents	
group burials when remains not indi-		of deceased personnel	12287
vidually identifiable in multiple death		shipment of household goods of deceased	
cases	12211	personnel	12283
inspection of remains and casket	12202	support of	7201
message report	12154	transportation of, cases of deceased	
notification of next of kin	12153	Marines 11203	, 122 84
personal effects of deceased personnel	12210	travel record 15122	. 1 5165
report required in cases of		Uniformed Services Identification and	
deserters		privilege card, cases of deceased	
former Marines		personnel	12286
inactive Marines 12157.1,	12157.2	DEPENDENTS ASSISTANCE:	
Marine reservists	12159	basic allowance for quarters	11050
persons deemed to have been on		Uniformed Services Identification and	11030
active duty		Privilege Card	11051
return of properly prepared remains	12202	DEPENDENT TRAVEL RECORD (NAVMC	11001
DECORATIONS, MEDALS AND AWARDS;		118.(21)-SD) 15165	15199
awards from other branches of the Armed	0050		15122.2
Forces	8053	purpose	
certificate of commendation and letter of		2	40122.I
appreciation	8051	DESERTERS/DESERTION:	
Combat Air Crew Insignia, stars awarded		allotments, stoppage	7050.6
for	8055	conduct mark upon declaration of deser-	
Combat Award Recommendation cards	8150	tion	7050.8
deceased personnel	12285	entry in SRB upon declaration of 7050.8,	15116.2
correspondence concerning	12285,3	entry on unit dairy:	
delayed presentations	12285.2	Regular Establishment 16081.7, 1607	7.12, 13
recommendations	12285.1	Reserve Establishment	16280,6
definition	8000	escaped prisoners	7052.2
Distinguished Unit Emblem (Army)	8053,2	mark of desertion, removal of 7053,	15116.2
foreign awards	8054	notice of absentee wanted by the Armed	
French Fourragere	8054.2	Forces	7050.7
issue, initial and replacement	8151.1	procedure when personnel of other serv-	
by the field	8151.3	ices come into custody of USMC	7054
by Headquarters Marine Corps	8151.2	procedure when USMC personnel return to	
items not issued	8151.4	custody of USMC	7051
Meritorious Mast	8052	return to organization from which ab-	
reference material	8050	sented	7051.1
responsibility for recommendation and		return to organization other than from	
presentation	8002	which absented	7051.2
DELAY:	0454 ==	delivered to an organization pursuant to	
address while in delay status	9151.7	directive issued by HQMC	7051.3
upon transfer to count as leave	9151.7	service record books, disposition	7050 9

DESIGNATIONS:	when directed by Secretary of the Navy. 13270
as assistant Marine Corps postal clerk,	women 13261.2
revocation of	entries on unit diary:
as Marine Corps postal clerk, revocation	Regular Establishment 16081.2
of	Reserve Establishment 16280,2
assistant Marine Corps postal clerks 10103	interview upon
assistant Marine Corps postal clerks in	leave accrued, settlement upon 13308, 15119
charge	NSLI and Insurance under Insurance Act
Marine Corps postal clerks 10102	of 1951
naval aviation pilots	notification of naturalized personnel being
DICTIONARY OF OCCUPATIONAL TITLES, 3001.1	separated under other than honorable
DIED OF WOUNDS RECEIVED IN ACTION, 12052,1b	conditions13325
DISABILITY RETIREMENT:	notification to parents, spouses, or guard-
leave awaiting 9058	ians of enlisted persons who are to
DISASTERS:	be discharged prior to the expiration
disposition of remains of deceased per-	of their enlistment, entry in SRB 15115.3v
sonnel	officers;
reports of casualties required 12154,7	discharge certificates and related docu-
DISBURSING OFFICER:	ments, preparation of
deputy, assignment of 4065	effective time
DISCHARGE:	recommendations
	types 13201
aliens	involuntary, of regular male officer
certificate (s):	enlistment or reenlistment upon
delivery 13313	limited duty
preparation	misconduct, as a result of
delivery of baggage and personal effects	professionally not qualified 13052.3
upon 13323	severance pay
enlisted personnel:	twice failing selection 13052.1
adjudged by sentence of court-martial 13268	unsatisfactory performance of duty,
at duty stations within the United States.	less than 20 years service 13052.5
categories for	of reservists while on inactive duty, entry
at sea	in SRB
bad conduct	physical examinations, treatment and pro-
dishonorable13256	ceedings
effective time of	punitive, entry in SRB
for convenience of the government 13261	reenlistment, warning to individuals not
women	eligible for
for own convenience from active duty 13262	214) 13314, 15072
for physical disability 13260	reserve enlisted personnel (inactive
for reason of:	duty):
dependency or hardship	authority
expiration of enlistment	classified IV-F and I-Y 13350.1i, 13359
fulfillment of service obligation	discharge certificate
	for enlistment in another Reserve com-
misconduct	ponent of the Armed Forces
unfitness	for enlistment in the regular Army.
unsuitability	Navy, Air Force, or Coast Guard 13354
general	for failure to complete basic military
government property, disposition upon 13306	training
honorable13252	for fulfillment of obligated service 13351
release from active duty:	for lack of interest
for convenience of government	
	for own request
for own convenience	for own request
	for own request
for own convenience	for own request
for own convenience	for own request
for own convenience	for own request
for own convenience	for own request
for own convenience	for own request
for own convenience	for own request
for own convenience	for own request

11

DISCHARGEContinued		confinement, entry on unit diary	16287
reserve officers:		courts-martial, entry on unit diary	16288
involuntary	13152	desertion, entry on unit diary of	16280.6
retention in service to liquidate indebted-		explanation of UCMJ to reservists	7004.7
ness	13304	in hands civil authorities, entry on unit	1004.7
	300, 9302		16285
uniform, wearing of after discharge	13317	diarynonjudicial punishment	
DISCIPLINE, LAW AND LEGAL MATTERS:		unauthorized absence, entry on unit	16288
Regular Establishment:			16284
certification of officers under Articles		diary DISLOCATION ALLOWANCE	5018
26 and 27, UCMJ	4067		9010
civil authorities:		second PCS in same fiscal year, instruc-	5019
delivery of Marines	7003	tions for requesting findings	2019
report of serious offenses	7003.6		10150
enlisted personnel awaiting or under-		remains, person to designate	12152
going trial, retention of	7005	DISPOSITION OF REMAINS OF DECEASED	10001
entry in SRB:	1000	PERSONNEL	12201
	15115.3n	DISTRIBUTION:	4000 1
	15115.3z	definition	4002.1
	15115.3a	disbandment or reduction in strength	4002.3
entry on unit diary:	10110,02	replacement systems	4100
confinement	16088	system	4002.2
courts-martial	16089	terms:	4004.0
desertion		actual strength	4001,2
in hands civil authorities	16085	authorized strength	4001.1
nonjudicial punishment	•	manning level	4001.4
indebtedness	16089 7200	table of organization	4001,3
investigation(s):	1200		
involving worn, lost, damaged or		E	
stolen property	7103	EMERGENCY DATA:	
motor vehicle accidents	7102	record of	
offenses	7101	enlisted	15118
of women personnel suspected of of-	,101	officer	15116
fenses	7101.3	sources of, when records are not readily	19100
investigations and courts of inquiry,	,101,0	available	10160 4
regulations governing	7100	to be recorded for notification purposes	12160,4
notification:	7100	upon transfer	10160 9
next of kin of individuals in UA status		EMERGENCY LEAVE	12160.3 9151.3
for 10 days	7050.5	definition	9101.3
parents, spouses, or guardians of en-	1000.0	humanitarian transfer, special instruc-	9101
listed persons to be tried on seri-		tion for 92	00 4150
ous charges or who are to be dis-		involving travel outside the continental	vo, 4100
charged prior to expiration of		United States	9057
enlistment	7006	transportation authorized	9251
	15115.3v	EMPLOYMENT:	9201
Offenses and Punishment (NAVMC 118	-0110,01	civilian	9350
(12)-PD) entry in SRB	15116	off-duty	9350
officers' punishment, report of	7151	postal and assistant postal clerks, Marine	3500
officers, trial of	7150	Corps, limitations of	10109
paternity of illegitimate children	7202	preference benefits for, case of Marine	
Record of Conviction by Court-Martial		widows	12329
(page 13) and Supplementary Record		ENDORSEMENTS:	
of Conviction by Court-Martial (page		instructions for officers returning to	
13a)	15117	CONUS from overseas duty	50 1 7
request for restoration or waiver of		travel orders 50	
restoration, entry in SRB	15115.3x	ENLISTED DISCHARGE CERTIFICATES	,
support of dependents	7201	(DD FORM 256-MC THROUGH DD	
UCMJ instruction	7001	FORM 260 MC)	15074
unauthorized absence, entry on unit		custody	15074.1
diary (regular establishment)	10004		
	10084	CHACLA ***********************************	
unit punishment book	16084 7002	delivery	
unit punishment book	7002	preparation	

Thu 10	
ENLISTED PERSONNEL Continued	ENTERTAINERS:
basic allowance for subsistence	assignment of
classification	ESCAPED PRISCHERS:
commuted rations 14056-14058	procedures in cases of
grades	returned to custody
notification of next of kin of individual UA	ESCORT:
for 10 days 7050.5	delivery of personal effects of deceased
notification of parents, spouses, or guard-	personnel by 12210.1
ians of enlisted persons to be tried on	instructions
serious charges or to be discharged	orders
prior to expiration of enlistment 7006	request for person (military or civilian to
precedence	act as 12206
recall	EXCESS LEAVE:
shore patrol allowances	definition
treasurer for NCO and enlisted clubs, ap-	EXCHANGE, THEATER AND COMMISSARY
pointment of	PRIVILEGES:
ENLISTED SCREENING BOARDS 6057, 6251.2	for dependents of deceased Marines 12288
ENLISTMENT:	EXTENSION OF ENLISTMENT (NAVMC
agreement to extend for serving proba-	321a-PD)
tion	canceled:
authority to effect	action required
enlistments and reenlistments in	disposition
USMCR	entry in SRB:
initial or recruit enlistments in USMCR. 2151.3	page 315069.1e
recruit enlistments in USMC 2151.2	page 1115069.1e
cancellation, voiding or validating 13324	effective date15069.1a
contract and record (NAVMC 118(2)-PD 15105	physical examination15069.1d
definitions of terms	sworn to
detailed instructions for effecting 2151.5	
	use
effective date of, defined 2150.3	use
effective date of, defined 2150.3	use 15069
effective date of, defined	use
extensions of enlistment and retentions, 2150.3	use
effective date of, defined	use 15069 EXTENSIONS OF LEAVE: 9150 authority to grant or cancel 9150 F FACSIMILE STAMP: 5006 travel orders 5006 FINGERPRINTS: 15064.8 FISCAL OFFICERS: assignment of officers as 4064
effective date of, defined	use 15069 EXTENSIONS OF LEAVE: 9150 authority to grant or cancel 9150 F FACSIMILE STAMP: signatures 5006 travel orders 5006 FINGERPRINTS: 15064.8 FISCAL OFFICERS: 4064 assignment of officers as 4064 FITNESS REPORTS 15068
effective date of, defined	use 15069 EXTENSIONS OF LEAVE: 9150 authority to grant or cancel 9150 F FACSIMILE STAMP: signatures 5006 travel orders 5006 FINGERPRINTS: 15064.8 identification 15064.8 FISCAL OFFICERS: 4064 assignment of officers as 4064 FITNESS REPORTS 15068 forwarding of 15068,11
effective date of, defined	use 15069 EXTENSIONS OF LEAVE: 9150 authority to grant or cancel 9150 F FACSIMILE STAMP: 5006 signatures 5006 travel orders 5006 FINGERPRINTS: 15064.8 identification 15064.8 FISCAL OFFICERS: 4064 assignment of officers as 4064 FITNESS REPORTS 15068 forwarding of 15068,11 instructions for completing
effective date of, defined	use 15069 EXTENSIONS OF LEAVE: 9150 authority to grant or cancel 9150 F FACSIMILE STAMP: 5006 signatures 5006 travel orders 5006 FINGERPRINTS: 15064.8 identification 15064.8 FISCAL OFFICERS: 4064 assignment of officers as 4064 FITNESS REPORTS 15068 forwarding of 15068.11 instructions for completing enlisted enlisted 15068.8
effective date of, defined	use 15069 EXTENSIONS OF LEAVE: 9150 authority to grant or cancel 9150 F F FACSIMILE STAMP: 5006 signatures 5006 travel orders 5006 FINGERPRINTS: 15064.8 identification 15064.8 FISCAL OFFICERS: 4064 Assignment of officers as 4064 FITNESS REPORTS 15068 forwarding of 15068.11 instructions for completing 15068.8 general 15068.5
effective date of, defined 2150.3 extension of 15069 extensions of enlistment and retentions, involuntary 2207.3 entry in SRB 15115.3aa extensions of enlistment, voluntary: 2206.5 cancellation of agreement for 2206.4 for service beyond 20/30 years 2206.3 length 2206.2 number 2206.3 for general service 2151.6 fraudulent, entry in SRB 15115.3o grade upon 2151.7 health records, preparation of 2152.2 initial, defined 2150.2 physical examinations 2154 place of 2151.8 records 2152 recruit defined 2150.1	use 15069 EXTENSIONS OF LEAVE: 9150 authority to grant or cancel 9150 F F FACSIMILE STAMP: 5006 travel orders 5006 FINGERPRINTS: 15064.8 identification 15064.8 FISCAL OF FICERS: 4064 assignment of officers as 4064 FITNESS REPORTS 15068 forwarding of 15068.11 instructions for completing 15068.8 general 15068.5 officer 15068.7
effective date of, defined	use 15069 EXTENSIONS OF LEAVE: 9150 authority to grant or cancel 9150 F FACSIMILE STAMP: signatures 5006 travel orders 5006 FINGERPRINTS: 15064.8 identification 15064.8 FISCAL OFFICERS: 4064 assignment of officers as 4064 FITNESS REPORTS 15068.11 instructions for completing 15068.11 enlisted 15068.8 general 15068.5 officer 15068.7 officer's and NCO'S of the MC Reserve,
effective date of, defined	use 15069 EXTENSIONS OF LEAVE: 9150 authority to grant or cancel 9150 F FACSIMILE STAMP: signatures 5006 travel orders 5006 FINGERPRINTS: identification 15064.8 FISCAL OFFICERS: assignment of officers as 4064 FITNESS REPORTS 15068.11 instructions for completing enlisted 15068.11 instructions for completing 15068.8 15068.8 general 15068.7 15068.7 officer's and NCO'S of the MC Reserve, not on extended active duty 15068.10
effective date of, defined 2150.3 extension of 15069 extensions of enlistment and retentions, involuntary 2207.3 entry in SRB 15115,3aa extensions of enlistment, voluntary: 2206.5 cancellation of agreement for 2206.4 for service beyond 20/30 years 2206.3 length 2206.2 number 2206.3 for general service 2151.6 fraudulent, entry in SRB 15115,3o grade upon 2151.7 health records, preparation of 2152.2 initial, defined 2150.2 physical examinations 2154 place of 2151.8 records 2152.1 records 2150.1 reenlistment (See REENLISTMENT.) 2200 specialists in USMCR 2153 voiding 13324	use 15069 EXTENSIONS OF LEAVE: 9150 authority to grant or cancel 9150 F FACSIMILE STAMP: signatures 5006 travel orders 5006 FINGERPRINTS: identification 15064.8 FISCAL OFFICERS: assignment of officers as 4064 FITNESS REPORTS 15068 forwarding of 15068.11 instructions for completing 15068.11 enlisted 15068.3 officer 15068.7 officer's and NCO'S of the MC Reserve, 15068.10 not on extended active duty 15068.10 personnel participating in competition-
effective date of, defined	15069
effective date of, defined	15069
effective date of, defined	USE 15069
effective date of, defined	15069

13

FITNESS REPORTS Continued		assignability	
reporting seniors		beneficiaries, change of	12301
review by higher authority		claims, procedure for filing	12302
types of reports	15068.2	correspondence concerning	12303.6
FLAG:	10007	eligibilityentry in SRB	
memorialFLEET MARINE CORPS RESERVE:	12277	jurisdiction by VA	
application for transfer to	13405	eptions of payments	
assignment of class	4010	other electives	
eligibility for transfer to	13404	responsibility	
release from active duty and transfer to	13406	sources of information on insurance	11100.4
FLIGHT OFFICERS, NAVAL	4022	taxation and claims	12303.4
FLIGHT QUALIFICATION RECORD (NAVMC		GRADUATION LEAVE:	
118(8AV)-PD)	15113	definition	9106
preparation		GRAVES:	1005
purpose		headstone or marker and memorial plot GRAVES REGISTRATION:	12276
when prepared	15113 .2	care of the remains of deceased personnel	1220
FLIGHT TRAINING:		GROUP BURIALS	1221
assignment of officers to	4058	notification of next of kin of circum-	10011
FLOWERS:	10004	stances	, 12211.2 19911 (
for funeralsFOREIGN AWARDS	12204 8054	reports required 12211.1	
French Fourragere	8054.2	resulting from disaster of major accident.	12211.3
FOREIGN NATIONALS IN A CASUALTY	000112	GROUP TRAVEL	515
STATUS	12158		
FORMAL REPORT OF DESERTERS OR AB-			
SENTEES (NAVMC 10044-PD)	15071	Н	
disposition		л	
preparation	15071.2	HEADQUARTERS SELECTION AND REVIEW	
purposeFORMER OFFICERS OF THE ARMED	15071.1	BOARDS 605	7, 6251.1
SERVICES:		HEADSTONE OR MARKER AND MEMORIAL	
appointment to commissioned grade in		PLOT	12276
USMCR	2103	application	
FRAUDULENT ENLISTMENT:		local address, active duty personnel	15054 15054 9
entry in SRB	15115 .3 0	place from which ordered to active duty,	10004.2
FUNERALS:		entry in SRB 1	5115.3cc
arrangements for, in national cemeteries.		present address, nonactive duty personnel.	15054.3
flowers	12204	regular personnel	15054 . 1a
military honors	12209	reserve personnel	15054.1b
uniforms and accouterments for burial purposes	12203	special provisions upon reenlistment	15054.1
MIT TO 200044444114144041114444444444444444444	12200	HOSPITAL AND MEDICAL CAREdependents, in case of death of sponsor:	12287
		care in civilian facilities	12287.
G		daily charge for hospitalization	
G		eligibility for	
		medical services authorized	12287
GENEVA CONVENTIONS IDENTIFICATION		HOSPITALIZED PERSONNEL: entries on unit diary (Regular Establish-	
CARD (DD FORM 528)	15065	ment)	
disposition	15065.5	report of release of	
issuance:	150050	transfer of	
active duty personnel		while on leave, notification required	
protected personnel		HOSTESS HOUSE:	
purpose		assignment of personnel to duty HOUSEHOLD EFFECTS:	400
GOOD CONDUCT MEDAL PERIOD:	100001	shipment in cases of deceased Marines, 112	NG 1000
entry in SRB	15116.3	HUMANITARIAN TRANSFER	
GOVERNMENT LIFE INSURANCE (USGLI)	11000.2,	while on emergency leave, instructions for	410
• •	10000	techecting	00.0

I	INDUCTION:
IDENTIFICATION CARDS	record
alterations and unauthorized use 15064.11	IN HANDS CIVIL AUTHORITIES:
issuance	entry in SRB15115.3a
postal clerk 10100,2	INJURIES OR ILLNESS FROM OTHER
recovery of old ID card 15064.7	CAUSES12054.2g
Red Cross personnel11150.2k	INJURIES OR ILLNESS SELF-INFLICTED 12054.2f
responsibility for 15064.6	INJURY:
active duty personnel15064.6a	entries on unit diary:
reserve personnel15064.6c	Regular Establishment 16087
retired personnel15064.6b	Reserve Establishment 16286
uniformed services identification and priv-	INSIGNIA:
ilege card 11051, 12286	aviation and parachutist:
application for, upon death of sponsor 12286.2	aircrew 4019
reissue of, upon death of sponsor 12286.1	naval aviation observer
IDENTIFICATION TAGS	naval aviation pilots
issuance	parachutist
preparation	civilian dress:
wearing15066.1d	Gold Star Lapel Button 8103
ILL FROM INCURABLE DISEASE 12053.11	Honorable Discharge Button and Pin 8100 Retired Lapel Button 8101
IMMUNIZATION	INSPECTION:
INACTIVE DUTY:	monthly inspection and audit of postal
assignment and transfer of personnel on 4009	funds 10054.6
INCAPACITATED 12053.1h, 12054.2j	mailrooms
INCAPACITATED PERSONNEL:	Marine Corps post offices 10054
message report	INSTRUCTIONS:
notification of next of kin 12153	for officers returning to CONUS from
INDEBTEDNESS:	overseas duty
complaints of	Uniform Code of Military Justice, in 7001
entry in OQR	INSURANCE:
entry in SRB	liaison with commercial insurance com-
retention in service to liquidate	panies in case of deceased Marines 12325
Regular Establishment:	National Service Life Insurance 11100.1, 12304 entry in SRB
audit upon receipt by joining command 16030.7	Servicemen's Group Life Insurance (SGLI) 11100.5.
definition	15092
filing	United States Government Life Insurance 11100.2,
format 16027	12303
forwarding upon transfer 16030.6	entry in SRB15115.3g
instructions for reporting changes 16082	INTERNED:
preparation	entry on unit diary (Regular Establishment). 16091
preparation instructions for completing	INVESTIGATIONS
items 16082	and courts of inquiry, regulations regard-
processing changes	for personnel security clearance
purpose	
use-maintenance-forwarding	in case of missing, death or injury 12160.2 involving worn, lost, damaged or stolen
Reserve Establishment:	property
definition	motor vehicle accidents 7102
filing 16230,2	offenses7101
format 16227	women personnel suspected of offenses 7101.3
forwarding upon transfer 16230.6	
instructions for reporting changes. 16281, 16282	K
preparation16229	KILLED IN ACTION12052.1a
preparation instructions for completing	KILLED IN ACTION
items 16281, 16282	Ĺ
processing changes	
purpose	LEAVE:
skeleton	accrued: definition
when prepared 16228	definition
andit higheren ***********************************	semement about sebatation 19900, 19119

LEAVEContinued		time lost, computation of	15111
address:	0 5016	transportation authorized	9251
while en route to new duty station 5010		travel time in conjunction with unused, settlement for	9250
while in delay statusadvance	9151.7 9151.2	guides for making	9300
definition	9103	involving travel	9 301 9 30 2
as delay upon transfer	9151.7	utilization	9001
attached personnel, report of	9153	visits outside the United States	
authority to grant or cancel	9150	visits to the United States	9151.10
authorization forms	9204.1	LEAVE RECORD (NAVMC 118(16)-PD)	15119,
awaiting appellate review	9151,6	, , , , , , , , , , , , , , , , , , , ,	15159
awaiting disability retirement	9058	closing	15119.9
awaiting separation	9151.9	computation	15119.2
certificate on leave authorization	9202	disposition	15119,12
circuitous travel	5004	entries:	
compensation for upon separation or re-		credit and debit 15119.4	
tirement	13006	under columns of	15119.8
computation	9051	home awaiting results of Physical Eval-	
day of departure	9053	uation Board Proceedings	
day of return	9054 9108–00	loss or destruction	
delay en route:	00-9100	purpose	15119,3
method of accounting for	5100	transfer audit and certification	15110 11
on permanent change of station orders	5102	LIAISON FOR DEPENDENTS WITH LOCAL	10119,11
emergency	9151.3	WELFARE AGENCIES.	12333
definition	9107	LIAISON WITH COMMERCIAL INSURANCE	12000
humanitarian transfer, special instruc-		COMPANIES	12325
tions for 413	50, 9302	LIBERTY:	
involving travel outside the continental		authority to grant or cancel	9150
United States	9057	definition of	9101
transportation authorized	9251	guides and limitations for granting	9152
entitlement	9050	liberty requests/out of bounds pass, form	
entries on unit diary	16090	to be used for	9206
excess, definition of	9104	overnight	9152.2
excused as unavoidablegeneral limitations	9 05 9 915 1 .1	passes	9205
graduation, definition of	9106	issuance	9205.2 9206
guides and limitations for granting	9151	preparation	9205.4
in conjunction with TAD 5102		special	9203,4
instructions to be given personnel request-	, 020.,0	regulations:	0201
ing leave	9204.2	instructions to be included in local orders	9201
interrupted by:	•	publication in local orders	9200
hospitalization	9055	travel limits	9152.7
temporary additional duty and temporary		weekend	9152.3
duty	9056	48-hour	9152.4
limitation	9052	72-hour	9152.5
permissive orders for emergency leave		96-hour	9152.6
from overseas to CONUS	5153	LIMITED ASSIGNMENT OF OFFICERS	4059
rationsrecord:	14059	revocation of	13156
enlisted	15119	appointment to commissioned grade 20	57 0050
officer	15159	LOCAL ADDRESS	15054
recording instructions	16090	11 CM 11 11 11 11 11 11 11 11 11 11 11 11 11	10004
reenlistment	9151.4	M	
definition	9108		
reporting instructions	15119	MAIL (See also POSTAL AFFAIRS.)	10002
regulations:		official	10005
instructions to be included in local orders	9201	preparation 1000	5, 10006
publication of in local orders	9200	privilege 1000	
responsibility	9153	personal, handling of	10007
for return from	9202	privileges for prisoners	10009
settlements	9300	MAILBAGS	
guides for making	9301	MAIL HANDLING ORDER	10003
involving travel	9302	MAIL ORDERLIES	10151
sickdefinition	9151,5	dutiescollection and delivery of ordinary mail.	10153
definition	9105	confection and delivery of ordinary mail.	10193.1

MAIL ORDERLIES Continued	onliared neuronal.
duties Continued	enlisted personnel: additional MOSs:
delivery of registered, certified and in-	assigning
sured mail 1015	3.2 changing
use of mailbags 1015	
responsibilities	
MAIL ORDERLY SERVICE	
MARINE AVIATION CADETS:	changing
appointment to commissioned grade of	voiding 3103
	manual, description of
MARINE AVIATION CADET PROGRAM:	officers: additional MOSs:
appointment to commissioned grade in USMCR	additional Moss: 12 assigning, changing, voiding
	12 authority
MARINE CORPS PERSONNEL MANUAL	primary MOSs:
INTRODUCTION	
MARK OF DESERTION:	changing
entry in SRB upon declaration of desertion	initial assignment
removal of 7053, 15116	3053 special instruction for assigning MOSs. 3051.3
MEDICAL:	MILITARY PERSONNEL FILES HQMC 15000
examination on extension of enlist-	enlisted 15002
ment15069_	officer
Waiver of PhysicalDisqualification (stand-	NEL 4109
ard form 88, Report of Medical Exam- ination) and (standard form 89, Report	MISSING12054.2d
of Medical History)	entry on unit diary (Regular Establishment). 16091
MEDICAL CARE:	MISSING IN ACTION12052.1c
dependents, in case of death of sponsor 122	entry on unit diary (Regular Establishment). 16091 MISSING PERSONNEL:
MEMBER OF ANOTHER SERVICE AND/OR A FOREIGN NATIONAL IN A	administrative instructions for personnel
CASUALTY STATUS 121	in missing status (not IIA) 10100
foreign nationals in U.S 12158	
U.S. Army, Air Force, or Coast Guard 12158	.2 dependents of Marines in active service. 12160.1b
U.S. Navy 12158	MONEY OFFICE
MEMORIAL FLAG	77 MONEY ORDERS: daily audit of
military honors at	LOUIDII ADDDD ADDINAS
MERITORIOUS MAST 80	MONTHLY INSPECTION AND AUDIT OF
entry in SRB 15114.	1f POSTAL FUNDS
MERITORIOUS NCO PROGRAM:	MONTHLY PERSONNEL ROSTER:
appointment to commissioned grade in USMCR, requirement for	auditing and correcting
MERITORIOUS PROMOTION	
MESSAGE:	disposition 16129
report of critical, serious, or incapacitated	purpose
personnel:	MOTOR VEHICLE: accident investigations
located outside CONUS	operator's permit, entry in SRB15115.3h
located within CONUS whose next of kin are outside CONUS	MOVEMENT OF TROOPS:
reports of death or missing	paggage identification markings incident to
reports of multiple deaths, remains not	movement
individually identifiable 122	by commercial carrier
MESSMEN, ASSIGNMENT OF 41	by government air
MILITARY HONORS:	conduct of personnel traveling by public
at funerals and/or memorial serv-	conveyance, instructions for 5301
ices 1220 MILITARY OCCUPATIONAL SPECIALTY	and the state of t
(MOS):	ment
conversion of MOSs	personnel to be detailed in charge
	- : -

MOVEMENT OF TROOPS Continued	dependents 11150_3
preparation for movement overseas by ves-	dependents of deceased naval person-
sel 5	5252 nel 11150.3j, 1233
receipt of personal effects and baggage re-	naval personnel11150.3
turned to U.S. from a theater of op-	patients in naval hospitals 11150.3
erations5	5257 relatives 11150.3
responsibilities of officers issuing orders	assistance for dependents of deceased and
	missing personnel
	financial assistance:
countersigning	6007 eligibility for11150.3
	policy concerning11150.3
N	type rendered 11150.3
NAME:	liaison 11150.3n
changing of on official records 1505	io.3 medical care, policy regarding11150.3
	050 mission
NATIONAL CEMETERY:	organization11150.3
burial in 12	205
list of 1220	NEXT OF KIN12055.1
NATIONAL SERVICE LIFE INSURANCE	condolence calls and condolence letters 1215
(NSLI) 12	notification of casualties
assignability 1230	of circumstances necessitating group
beneficiaries 1110	00 7 DUF[31
	$_{\text{OG}_{1}}$ outside CONDS
designated1230	04.2 within CONUS
	1205
conversion of term insurance to permanent	abbreviation of terms
plan 1110	authorized use of abbreviations
correspondence concerning 1230	
eligibility 1110	NONJUDICIAL PUNISHMENT:
entry in SRB15115	5 2 entry on unit diary;
five-year level premium insurance 1110	
jurisdiction by VA 1230	
options of payments 11100.1, 1230	04.4 NONPUNITIVE REDUCTIONS
policies surrendered for cash 1110	ADMED CODCES OF BODY (544)
premiums, waiver of 1110	
reinstatement 1110	disposition 15000
responsibility for 1110	00.3 preparation 15070.
NAVAL AVIATION CADETS:	purpose 15070.
appointment to commissioned grade of	NOTICE OF ORLICATED SERVICE MANAGE
	10000\
NAVAL AVIATION PILOTS 4017, 4	DUPDOSA
	when prepared 15073.
NAVAL EXAMINING BOARD (MARINE	NOTICE OF RETURN ARCENTED IND
	SERTER (NAVIMC 10962)
	when prenared
NAVAL HOME 113	50.8
NAVAL PENSION:	NOTIFICATION:
application for 113	50.6 casualties requiring reports or notifica-
NAVAL RESERVE OFFICER TRAINING	tions 12150
CORPS:	action required 12150.1
College	of casualty to next of kin and other inter-
appointment to commissioned grade in	ested persons 12153
	2105 outside CONUS 12153.2
- AB~	2051 within CONUS 12153.1
appointment about Branzanzanzanzanzanzanzanzanzanzanzanzanza	of next of kin of casualty status, respon-
	051.1 sibility for 12001
NAVY ENLISTED SCIENTIFIC EDUCATION	of next of kin of circumstances necessitat-
11100	2056 ing group burial 12211
appointment of graduates to commissioned	of next of kin of individual UA for 10 days 7050,5
8	056.1 to parents, spouses, or guardians of en-
	listed personnel to be tried on serious
NAVY RELIEF SOCIETY 11150.3, 1	
applicants for assistance, policy concern-	prior to expiration of enlistment 7006
ing 1315	50.2c entry in SPR 15115.2v

NOTIFICATION OF HOME ADDRESS AT THE	OFFICERS:
TIME OF LATEST ENTRY INTO AC-	•
TIVE SERVICE (DD FORM 53) 15062	agent
disposition 15062.6	0.000.0157.000.000.000.000.000
preparation:	certification under Articles 26 and 27
by whom 15062.4	UCMJ
for whom 15062.2	classification (See CLASSIFICATION OF
purpose 15062.1	MILITARY PERSONNEL.)
0	deputy disbursing
OFFENSES:	discharge (See DISCHARGE.)
investigations of	fitness reports (See FITNESS REPORTS.)
OFFENSES AND PUNISHMENT (NAVMC 118	grades
(12)-PD)	military occupational specialty 3050, 3054
entries 15116.2	personnel files HQMC 15001
desertion15116.2a	photographs15053
mark of15116.2a	postal
removal of mark of15116.2a	Precedence 1102
good conduct medal period 15116.3	procurement (See PROCUREMENT.)
commencement	promotion (See PROMOTION.)
upon award of	punishment, report of
upon termination of 15116.3c, 15116.3d	qualification records (See OFFICERQUAL-
nonjudicial punishment15116.2a	IFICATION RECORD.)
unauthorized absence	recall
purpose	recruiting
OFFICER CANDIDATE COURSE:	retirement (See RETIREMENT.)
eligibility for assignment to	returning to CONUS from overseas duty.
graduates appointed to commissioned grade in USMCR	instructions for
in USMCR	separation (See SEPARATION.)
Administrative Remarks (NAVMC 118(11)-	shore patrol allowances (See SHORE PA-
. PD)	TROL ALLOWANCES.)
Appointment Acceptance and Record	treasurer for messes, clubs, etc
(NAVMC 763-PD)	trial of
assembly 15150.3	UA for 7 days, report of 7050.10
certificate of clearance for handling clas-	OFFICERS ADMINISTRATIVE EXAMINA-
sified matter and request for investi-	TION
gation for personnel security clear-	entry in OQR 15157.2i
ance	OFFICERS MESS TREASURER
Chronological Record of Duty Assignments	OFFICIAL CORRESPONDENCE 1153 OFFICIAL MAIL 10005
(NAVMC 123(2)-PD)	preparation
Combat History-Expeditions-Awards Rec-	privilege 10005, 10005
ord (NAVMC 118(9)-PD)	OPERATIONS:
cover	participation in special, entry in SRB 15115-31
custody and maintenance	ORDERS:
(21)-SD)	absentee 5158
detailed instructions for completing 15152	active duty in Reserve program
disposition when officer evacuated from	active duty for training 5156.5
combat zone 15151.2	assignment to duty involving:
entries, procedures for recording 15150.3a	demolition of explosives and disposal of
forwarding	special weapons
leave record	flying 4015.4
lost or missing	parachute jumping
Military and Civilian Occupational Special-	escorts of deceased personnel, authority to
ties and Education (NAVMC 118(8)-PD) 15161	issue
Miscellaneous Information (NAVMC 123(1)-	extended active duty
PD)	***************************************
pilot flight qualification record	PCS
purpose	permissive
record of emergency data	repeated travel 5152.4
temporary, when required	retirement
OFFICER QUALIFICATIONS AND REQUIRE-	special 5200
MENTS FOR NAVAL AVIATION OB-	
SERVER/TECHNICAL OBSERVER 4068	

ORDERS Continued		wasawujata nat wasajujna 14153 3 14150 1
_		reservists not receiving 14151.1, 14152.1, 14152.2, 14176.1, 14200.1
temporary active duty	5156.3	reservists receiving a pension who do not
temporary flight	4018.3	elect to receive pay 14151.3, 14152.4
to proceed home awaiting results physical evaluation board	5150	reservists receiving a pension who elect to
OUT OF BOUNDS PASS:	5159	receive pay 14151.2, 14152.3
liberty requests out of bounds pass	9206	PER DIEM:
OVERNIGHT LIBERTY	9152.2	authorization in connection with TEMADD 5152.4
		PERMANENT CHANGE OF STATION OR-
P		DERS 5150
		approval for dependents
		content
PARACHUTE JUMPING:		format
assignment to	4012	group travel
PASSES:		_
liberty	9205	PERMISSIVE ORDERS:
out of bounds	9206	emergency leave to CONUS from overseas 5153
special for liberty in foreign countries PASSPORTS	9207	explained
PATERNITY OF ILLEGITIMATE CHILDREN	5015 7202	PERSONAL AFFAIRS:
PATTERN ASSIGNMENT FOR OFFICERS	4052	annuities for survivors
PAY:	4002	basic allowance for quarters
entry base date entry on unit diary (Regu-		claims for unpaid pay and allowances 11202
lar Establishment)	1611 0	death and disability of reservists
incentive upon suspension from flying	4016.4	death gratuity
information of attached personnel, entries		dependency and indemnity compensation 11201
on unit diary (Regular Establishment)	16112	dependents' assistance 11050, 11051
retired, regular officers	13008	National Service Life Insurance 11100.1
sample formats to support entries on unit		officer, organizational:
diary:	10111	assignment
Regular EstablishmentReserve Establishment	16111 16326	designation
	10340	functions 11000.3
PAY ACCOUNTS:	13009	liaison with outside agencies
PAY AND ALLOWANCES:	10000	pensions for widows and children of de- ceased veterans
allowances (See basic allowance for sub-		ceased veterans
sistence.)		personal property claims
commuted rations 1405	6, 14058	program
arrears of pay of deceased personnel	12281	purpose 11000.1
claims for, unpaid	11202	responsibility 11000.3
missing personnel, entitlement to	12280	Retired Serviceman's Family Protection
pay:	14100 0	Plan
election of pension or	14100,2	Social Security benefits
reservists receiving a pension who do not elect to receive	14159.4	sources of information 11000.4
reservists receiving a pension who elect		civilian organizations 11000.5
to receive		transportation of dependents and shipment
shore patrol allowances 5157, 141		of household effects, cases of deceased Marines
PAY RECORD ORDERS:		Marines
use of	16102	ilege Card:
PENSIONS:		for dependents 11051
administered by Veterans' Administration	11102	for Red Cross personnel 11050,2k
application	11102.6	United States Government Life Insurance
deadline for application		(USGLI)
election of or pay		welfare organizations
election restrictions		American National Red Cross 11150.2
member receiving 14176.2,		Navy Relief Society
naval pension, application for		welfare reports
qualifications		PERSONAL EFFECTS
exceptions		forwarding at government expense 12282.
~*************************************		

PERSONAL EFFECTSContinued	shipment of:
deceased personnelContinued	household effects11301.1e
motor vehicles:	personal baggage upon transfer11301.1d
inside CONUS 12282.4	privately-owned motor vehicles 11301.1f
outside CONUS 12282.3	PERSONAL MAIL:
delivery of 12210.1	handling of 10007
delivery of personal effects by escort 12210.1	PERSONNEL ACCOUNTING:
disposition of personal effects of Navy per-	machine prepared reports 16400
sonnel 12210.2	codes used (See CODES USED IN MA-
shipment of personal effects of deceased	CHINE PREPARED REPORTS.)
personnel	general instructions 16400.1, 16400.2
disposition of effects preparatory to move-	Regular Establishment:
ment of troops or individuals 5257	Individual Record Card (NAVMC 10447a-
disposition of in case of absentees and de-	PD)
serters 7050.3, 7050.4	monthly personnel roster
identification markings incident to move-	
ment of troops or individuals 5256	
inventory of in case of absentees and de-	unit diary 16050
serters	PERSONNEL ACCOUNTING (RESERVE ES-
receipt of personal effects and baggage re-	TABLISHMENT):
turned to the U.S. from a theater of	auditing personnel roster and gain and loss
operations	statements 16300
PERSONAL EFFECTS AND BAGGAGE 11301	basic principles
centers11301.1c	Individual Record Card (NAVMC 976-PD). 16281
deceased personnel, disposition of 12282	Individual Record Card (NAVMC 976-PD
definitions	and 976a-PD)
government property11301.2c	Individual Record Card (NAVMC 10421-PD) 16282
heirs11301.2d	Individual Record Card (NAVMC 10421-PD
next of kin11301.2d	and 10421a-PD)
personal baggage11301.2a	objective
personal effects	operation
proper recipient	unit diary
theater of operations11301.2e	uses
delivery upon discharge	PERSONNEL FILES, HQMC
disposition of	enlisted
bloodstained clothing11301.3e effects and baggage of deceased and miss-	officer
	PERSONNEL PROCEDURES CHECKOFF
ing personnel11301.4d effects and baggage of incapacitated and	LIST 17001
hospitalized personnel	appointment
government property 11301.3b, 11301.3f	classification
lost, abandoned or unclaimed effects and	death
baggage11301.4a,	desertion
11301.4c	discharge 17001.6
money11301.3c	dismissal 17001.7
obscene matter11301.3e	enlistment
perishable items11301.3d	extension of
property in quarters 11301.3f	preenlistment requirement17001.8a
treasury checks11301.3g	induction17001.10
undisposable effects of deceased and	joining17001.11
missing personnel 11301.4b, 11301.4d	leave17001.12
in theater of operations outside U.S11301.4d	promotion17001.13
inventory:	reclassification17001.14
boards	reduction
distribution of forms11301.3h	reenlistment17001.16
effects of hospitalized and incapacitated	release from active duty17001.17
personnel	resignation17001.18
forms	retirement
property in quarters	reverts to enlisted status from commis-
next of kin not readily located	sioned or warrant grade17001.20
records	transfer
recovery of, from commercial carriers 11301.6	transfer to the Fleet Marine Corps Re-
responsibility	serve17001.22

ERSONNEL PROCEDURES CHECKOFF		Extension of Enlistment (NAVMC 321a-	
LIST Continued		,	15069
			15068
unauthorized absence:		Flight Qualification Record (NAVMC 118	
absence less than 60 days, apprehended,			15113
surrenders, or delivered to Marine	1 07	Formal Report of Deserters or Absentees	
Corps authority1700	1.21		15071
deserter surrenders or apprehended	1 00	Geneva Conventions Identification Card	
after excess 60 days1700	1.20		15065
in excess of 24 hours	1.20	Headquarters U. S. Marine Corps military	15000
in excess of 30 days or declaration of	1.94		15000
desertion	1.047		15002
surrender at organization assigned prior to absence1700	1 96		15001
surrender to assigned organization1700		_	15054
surreilder to assigned organization	ו20	· · · · · · · · · · ·	15064
PERSONNEL RECORD FORMS, CURRENT			15066
7770 - 81088444888444444444444444444	7004	Leave Record (NAVMC 118 (16)-PD). 15119,	19198
Service School Transcript (letter form) or		Military and Civilian Occupational Special-	
Application for the Evaluation of Edu-		ties and Education (NAVMC 118 (8)- PD)	15161
cational Experiences during Military	F000	Miscellaneous Information (NAVMC 123	19101
Service (DD Form 295) 1	50 90	(1)-PD)	15154
PERSONNEL RECORDS:		name	15050
Additional Information as to Promotion		Notice of Absentee Wanted by the Armed	10000
Status on Transfer (NAVMC 118(5)-		Forces (DD Form 553)	15070
=	5110	Notice of Obligated Service (NAVMC	10010
Administrative Remarks (NAVMC 118(11)-		10220)	15073
PD) 15115, 1	5157	Notice of Return Absentee/Deserter	
agreement to extend enlistment for purpose		(NAVMC 10263)	15070
	.5085	Notification of Home Address at Time of	
Appointment Acceptance and Record		Latest Entry Into Active Service (DD	
· · · · · · · · · · · · · · · · · · ·	5163	Form 53)	15062
Armed Forces of the United States Report		Offenses and Punishment (NAVMC 118	
of Transfer or Discharge (DD Form	E 250	(12)-PD)	15116
<u> </u>	15072	officer qualification record	15150
Armed Forces Security Questionnaire (DD		photographs	15053
,	15061	Pilot Flight Qualification Record (NAVMC	
Certificate of Appointment (DD Form 216-	15000	118 (8Av)-PD (Rev. 9-55)	1515
MC)	15067	Police Record Check (DD form 369)	15053
sified matter and request for investi-	•	Promotion and Reduction (NAVMC 118	
gation for personnel security clear-		(5)-PD)	1510
	15164	Record of Conviction by Court-martial	
	15091	(page 13) and Supplementary Record	
Chronological Record of Duty Assignments		of Conviction by Court-martial	1511
	15155	(page 13a)	1511'
Combat History-Expeditions-Awards Rec-		Record of Emergency Data (NAVMC Form	1511
ord (NAVMC 118(9)-PD) 15162,	15114	10526-PD)	, 1011
Consent, Declaration of Parent or Legal		(NAVMC 118 (5)-PD)	1510
	15058	Record of Induction (DD Form 47) 1	
Court-Martial Progress Report (NAVPERS		Record of Military Status of Registrant	0
• / • • • • • • • • • • • • • • •	1508 3	(DD Form 44)	1508
Dependent Travel Record (NAVMC 118(21)-	15100	Record of Service (NAVMC 118 (3)-PD)	1510
SD)	15122	Requests for Restoration (NAVPERS 3048);	
Enlisted Discharge Certificates (DD Form	15084	Waiver of Restoration (NAVPERS	
256 through DD Form 260MC)	15074	3049)	1508
Enlistment Contract and Record (NAVMC		Reserve Officer/Staff NCO Qualification	

118(2) PD.)

Summary (NAVMC 10476-DR).....

15105

		DI ACE OF TRANSFERD.	
PERSONNEL RECORDSContinued		PLACE OF TRANSFER:	2210
Reserve Retirement Credit Report (NAVMC	15050	reenlistment	2210
798-DR) and (NAVMC 798a-DR)	15076	PLATOON LEADERS CLASS (GROUND AND	
Sea and Air Travel (NAVMC 118 (17)-PD).	15120	AVIATION)	2110
Security Termination Statement (OPNAV		POLICE RECORD CHECK (DD Form 369)	15050
Form 5511-14)	15082	POLICE RECORD CHECK (DD FORM 369)	15052
service number	15051	POSTAL AFFAIRS:	
service record book	15100	administration of facilities	10002
Social Security Account Numbers	15081	assistant postal clerks, Marine Corps,	1000
Standby Reserve Control (DD Form 889)		designation of	10103
and Standby Reserve Notice and		change of address cards	10008
Report (SSS Form 91)	15079	daily money order audit	
Statement of Understanding Upon Enlist-		designation of Marine Corps postal clerks	10004*0
ment in USMCR and Assignment to the		and assistant Marine Corps postal	
6 Months Training Program as a Com-			10100
ponent Class Reserve Status Code "K"		clerks in chargedetail to duty and relief from duty of	10102
Reservist (NAVMC 10480-PD)	15078	-	10100
Statement of Understanding of Military	20070	assistant Marine Corps postal clerks.	10106
Obligation (NAVMC 10479-PD)	15077	discontinuance of Marine Corps post office	10050
Time Lost; Allotments; Weapons Firing	20011	or unit	10053
Record (NAVMC 118 (6)-PD)	15111	employment limitations of postal clerks,	3.03.00
unit punishment book	15086	assistant postal clerks, Marine Corps	10109
Waiver of Physical Disqualification (Stand-	19000	inspection of mailrooms	10155
ard Form 88. Report of Medical Exam-		losses, claims and complaints	10004
ination) and Standard Form 89, Report		mail directory service	10010
of Medical History)	15063	mail handling order	10003
PERSONNEL REQUEST:	19063	mail orderlies	10151
enlisted personnel:		duties	10153
<u> </u>	4150	collection and delivery of ordinary	
humanitarian transfers	4150	mail	10153.1
married enlisted women	4153 4151	delivery of registered, certified and	
transfer at own expense while hospital-	4191	insured mail	
	4152	responsibilities	10152
ized Proposition of	4132	service	10150
PERSON TO DESIGNATE DISPOSITION OF	10150	use of mailbags	10153.4
THE REMAINS	12152	mail privileges for prisoners	10009
controversial cases	12152.3	mailrooms	10154
legal problems		Marine Corps post offices	10050
right to direct	12152.2	establishment	10051.1
PHOTOSTATS:		inspection and audits	10054
acceptance by VA as documentary proof	12300.2	monthly inspection and audit of postal	
PHYSICAL DISABILITY:		funds	10054.6
retirement	13450	official mail 1000	5.10006
separation	13450	personal mail, handling of	10007
PHYSICAL DISABILITY PROCEEDINGS:		policies, liaison and regulations	10001
separation, voluntary, prior to completion		postal clerks and assistant postal clerks,	
of, final action on	13451	Marine Corps	10100
PHYSICAL EVALUATION BOARD PRO-		classification	10100.3
CEEDINGS:		identification cards, issue	10100.2
disposition of Marine Corps personnel		qualifications	10101
awaiting final action	13452	quarterly statistical report	10055
PHYSICAL EXAMINATIONS:		responsibility	10000
for enlistment, reenlistment and ex-		revocation of designation as postal clerk or	
tension	2154	assistant postal clerk, Marine Corps.	10105
for separation or retirement, of officers	13004	security of post offices or units	
waiver	2154.2	service record book entries relative to	
of physical disqualification (Standard		designation or revocation of postal	
Form 88, Report of Medical Exam-		and assistant postal clerks	10107
ination) and (Standard Form 89, Re-		sources of information	10001.4
port of Medical History)	15063	temporary absence of postal clerk, Marine	2000111
PHYSICAL STATUS OR CONDITION, TERMS	10000	Corps	10108
FOR DESCRIBING	12053	temporary suspension of operation by Ma-	10100
abbreviations of terms		rine Corps post offices	10052
authorized use of terms 12050.1a		unit of a Marine Corps post office, estab-	10092
PITOT FLIGHT OHALLFICATION RECORD		lishment of	10051.2

POSTAL CLERKS, IDENTIFICATION CARDS.		members of PLC program in USMCR	2110
(See also POSTAL AFFAIRS.)	10100	of specialist officer USMCR	2104
POSTAL CLERKS, MARINE CORPS. (See		Second Lieutenant (temporary)	2106
also POSTAL AFFAIRS.)	10100	warrant officer and chief warrant officer	
POSTAL FACILITIES. (See POST OFFICES		(permanent and temporary) in USMCR	2107
AND POSTAL AFFAIRS.)		career advisory program	22 01
POSTAL FUNDS, (See POST OFFICES AND		definitions of recruiting terms	2150
POSTAL AFFAIRS.)		enlistment:	
POSTAL OFFICER:		and reenlistment in USMCR	2151.4
assignment to duty as	10002	extension and retentions of, involuntary	
responsibilities	10002	for duration of war or national emer-	
POSTHUMOUS PROMOTIONS	6256.4	gency	2207.3
POST OFFICES:		for enlisted personnel on ship at sea	2207.3
audit	10054	for enlisted personnel undergoing	
daily money order audit	10054.5	medical treatment	2207.3
discontinuance of Marine Corps post office	10050	for enlisted personnel undergoing or	00050
or unit	10053	awaiting trial	2207.3
establishment of	10051.1	extension of, voluntary	2206
in foreign countries, operation of	10056 10054	cancellation of agreement	2206.5
inspection of	10054	effective date	2206.4
Marine Corps	10000	length	2206.2
monthly inspection and audit of postal	10054 6	number	2206.3
funds	10094.0	for general service	2151.6 2151.7
quarterly statistical report of postal	10055	grade upon	2101.1
	10051.3	inductees discharged for enlistment in	00 NF E
securitytemporary suspension of operation	10051	USMCinstructions for effecting	2205,5
unit of a Marine Corps post office	10052	physical examination for	2151,5 2154
PREFERENCE OF DUTY STATION AND	10001	waivers of	2154.2
DUTY	4151	place of	2151.8
PRISONERS:	1101	records	2152
mail privileges for	10009	recruit in USMC	2150.1
of war		recruit or initial in USMCR	2151.3
PRIVILEGES:		specialist in USMCR	2153
for dependents of deceased Marines; com-		terms defined	2150
missary, exchange, theater	12288	health records	2152.2
PROCEED TIME:		mobilization	2211
cancellation of orders during	5013	Naval Academy, selection of enlisted	
commuted rations	14057	Marines to attend	2050.2
entitlement to	5101	Naval Reserve Officers Training Corps	
method of accounting	5100	(regular)	2051
PROCUREMENTMILITARY PERSONNEL		permanent appointment to warrant offi-	
appointment to commission grade:		cer	2059
enlisted and former enlisted	2102	procurement of women regular officers	2061
for limited duty	2057	reenlistments	2200
former Marine Corps officers	2055	authority to effect in	2201
former Naval Aviation and Marine Avia-		USMC	2201.1
tion cadets	2053	USMCR	2201.2
for temporary limited duty	2058	broken	2200.2
former officers of the armed services in	21.00	character of prior service for	2205.3
USMCR	2103	for governed governed	2200.2
graduates of:	0100	for general service	2202
aviation officer candidate program		grade upon	2203
basic class			2202.2
civilian college		immediate	
	2054	marital and dependency status for	9005.0
Naval Academy	2054 2050.1	marital and dependency status for USMC	2205.2
Naval Academy Navy Enlisted Scientific Education	2054 2050.1	marital and dependency status for USMCperiods of	2204
Naval Academy Navy Enlisted Scientific Education Program	2054 2050.1 2056	marital and dependency status for USMC periods of USMC	2204 2204,1
Naval Academy Navy Enlisted Scientific Education Program NROTC (regular)	2054 2050.1 2056 2051	marital and dependency status for USMC periods of USMC USMC	2204 2204.1 2204.2
Naval Academy Navy Enlisted Scientific Education Program NROTC (regular) officer candidate course in USMCR	2054 2050.1 2056 2051 2108	marital and dependency status for USMC periods of USMC USMCR physical examination for	2204,1 2204,2 2204,2 2154
Naval Academy Navy Enlisted Scientific Education Program NROTC (regular) officer candidate course in USMCR WOTC in USMCR	2054 2050.1 2056 2051 2108	marital and dependency status for USMC periods of USMC USMCR physical examination for	2204,1 2204,2 2204,2 2154,2
Naval Academy Navy Enlisted Scientific Education Program NROTC (regular) officer candidate course in USMCR WOTC in USMCR in USMCR from meritorious NCO pro-	2054 2050.1 2056 2051 2108 2111	marital and dependency status for USMC periods of USMC USMCR physical examination for waivers of security restrictions on	2204,1 2204,2 2204,2 2154,2 2205,4
Naval Academy Navy Enlisted Scientific Education Program NROTC (regular) officer candidate course in USMCR WOTC in USMCR in USMCR from meritorious NCO program	2054 2050.1 2056 2051 2108 2111 2113	marital and dependency status for USMC periods of USMC USMCR physical examination for waivers of security restrictions on standards and qualifications for	2204 2204.1 2204.2 2154 2154.2 2205.4 2205
Naval Academy Navy Enlisted Scientific Education Program NROTC (regular) officer candidate course in USMCR WOTC in USMCR in USMCR from meritorious NCO pro-	2054 2050.1 2056 2051 2108 2111 2113	marital and dependency status for USMC periods of USMC USMCR physical examination for waivers of security restrictions on	2204 2204,1 2204,2 2154 2154,2

PROCUREMENTMILITARY PERSONNEL Continued		report of officers not eligible for consideration for promotion	6104
requirements for appointment to com- missioned grade in USMCR	2100	Secretary of the Navy Instructions	6200 6201
sources of procurement of reserve offi-	2101	commissioned officers on active duty. regular warrant officers	6201.2
temporary appointment to warrant offi-	2060	reserve: commissioned	6202.1
PROGRESS REPORTS	12153.3	warrant	6202.2
PROMOTION:	12100.0	special provisions	6155
enlisted:		Reserve Officer/Staff NCO Qualification Summary (NAVMC 10476-DR)	15087
authority	6250	PROMOTION AND REDUCTION:	10001
boards	6251	definitions	6001
cer Selection and Review	6251.1	active list of Marine Corps	6000 . 1
local screening	6251.2	running mate	6000.3
certificate of appointment	15067 6254	unrestricted officer	6000.4
effecting of	6255	warrant officer	6000.5
eligibility and qualifications	6252	entries on NAVMC 118 (5)-PD	
prepromotion examinations	6 25 3	PROPERTY:	,, 0200
Promotion and Reduction (NAVMC 118(5)-PD)	15108	Government:	
record and examination	15109	disposition of in case of absentees and	7050.2
special provisions for	6256	inventory of in case of absentees and	1000.2
officer:		deserters	7050.2
authority:		investigations involving worn, lost,	5 1.00
regular commissioned	6000	damaged or stolen property	7103
male	600 2 6003	claims	11300
womenregular warrant	6004	authority, statutory	
reserve:		forms	11300,2
commissioned	6005	sources of information and regula-	11300.2
warrant	6006	submitted by Army, Navy, Air Force	
Boards:		personnel	
Naval Examining Board (Marine Corps)	6056	types property not allowablepersonal effects and baggage 11301	
Retention (continuation) Boards	6055	PUBLIC INFORMATION:	1 12202
selection	6050	release of pertaining to casualties	12160.6
male commissioned officers on active duty	6051	PULHES: service record book entry	5104.3
regular commissioned officers		PUNISHMENT:	320 1,0
(women)	6052	book, maintenance of	7002
regular warrant officers	6053	officers' punishment, report of	7151 7150
reserve:		officers, trial ofunit punishment book	15086
commissioned	6054	PUNITIVE:	
warrantdefinition of terms	6202 .2 6001	discharge, entry in SRB1	
effecting of:		reduction	6301
commissioned officers:	2150	. 0	
regular (male)regular (women)		'Q'' ALLOTMENTS (See BASIC ALLOW-	
reserve		ANCE FOR QUARTERS (BAQ).)	
warrant officers:		QUARTERLY STATISTICAL REPORT:	
regular reserve		of postal business	10055
eligibility requirements:	010-1	_	
male officers on active duty	6100	R	
regular:	01.00	RATIONS:	14050
warrant officerswomen		for enlisted members subsisted in other	14056
reserve		than a general mess	14058

RATIONS Continued		for general service	2202
commutedContinued		grade upon	2203
proceed time	14057	home of record, entry on early reenlist-	
leave	14059	ment	115,3cc
RECALL	2250	immediate	2200.2
RECORD OF CONVICTION BY COURT-		inductees discharged for enlistment in	
MARTIAL (PAGE 13):		USMC	2205.5
correction	15117	marital and dependency status	2205.2
preparation	15117.4	NAP (enlisted personnel) desiring to con-	
purpose	15117.1	tinue in flight status	4114.2
when prepared		periods of	2204
RECORD OF EMERGENCY DATA (NAVMC		physical examination	2154
FORM 10526-PD) 15113	8, 15160	waivers of	2154.2
disposition		place of transfer	2210
preparation		records	2209
purpose		security restrictions	2205.4
when prepared	15118.2	standards and qualifications for	2205
RECORD OF EXAMINATION FOR PROMO-		warning to individuals not eligible	13320
TION (NAVMC 118(5)-PD)	15109	REENLISTMENT BONUS:	10020
entries required	15109.5	recoupment	14001
purpose		REENLISTMENT LEAVE	9151.4
RECORD OF INDUCTION (DD FORM 47)	15105.3	definition	9108
disposition 15105.3b, 1		RELEASE FROM ACTIVE DUTY FOR CON-	3100
instructions for completing 15105.3, 1	5105.3a	VENIENCE OF GOVERNMENT	13261
purpose	15105.3	women	13261.3
RECORD OF MILITARY STATUS OF REGI-		RELEASE FROM ACTIVE DUTY FOR OWN	TODOTAG
STRANT (DD FORM 44)	15080	CONVENIENCE	13262
notification		RELEASE FROM ACTIVE DUTY FOR REA-	
preparation	15080.2	SON OF DEPENDENCY OR HARDSHIP	13263
submission	15080.1	REMAINS:	
RECORD OF SERVICE (NAVMC 118 (3)-PD)	15106	burial in national cemeteries	12205
conduct and proficiency marks		care of	12200
assignment and authentication of1	.5106 .2 b	disposition of	12201
guides for assigning:	15100 5	escorts:	-2241
conduct marks	15106 G	instructions for	12207
proficiency marks	19100*0	orders for	12208
entries: general instructions	15106.9	request for person (military or civilian)	
special instructions		to act as	12206
purpose		group burials, remains not identi-	
when prepared		fiable	12211
RECORDS:	1010091	inspection	12202
control of	1005	person to designate disposition	12152
officer qualification record	15150	controversal cases	12152.3
service record book	15100	legal problems	
RECOUPMENT OF REENLISTMENT BONUS	14001	right to directreturn of properly prepared remains	12152.2
RECRUITING OFFICER	2150.4	transportation of, to national cemetery	12202
REDUCTION:		REPEATED TRAVEL ORDERS	12205.5
enlisted personnel	6007	REPLACEMENT SYSTEMS FOR ENLISTED	5154
effective date	6303	PERSONNEL	4100
incompetence	6302	•	4100
nonpunitive	6300	REPORTS:	
punitive	6301	casualties requiring reports or notifica-	
Promotion and Reduction (NAVMC 118 (5)-		tion, action required	12150
PD)	15108	casualty	12001
REDUCTION ORDER	6304	casualty assistance calls	
REEMPLOYMENT RIGHTS OF MEMBERS		casualty reporting by other than combat	part D,
OF THE ARMED FORCES	11350.9	committed organizations	chap. 12
REENLISTMENT:		casualty reports by combat committed or-	10
authority to effect	2201	ganizations	12100
beyond 20/30 years active service	2205.6	critical condition, message report	12155
bomis, entry in SRB	15105.1	death 1200 deserters	1, 1215 4
broken	2200.2	disaster resulting in many casualties	
character of prior service	2205.3	and the resulting in many castatues	12194.7
continuous,	2200.2		

DEDODES - 1		and has done and the state of	
REPORTS Continued		and for duty status for the purpose of	
deathContinued		entitlement to survivor benefits	12157.3
former Marines	12157.3	persons who have been officially declared	
inactive Marines 12157.1.	12157.2	deserters	12157.4
·			
Marine reservists	12159	REQUEST FOR INVESTIGATION FOR PER-	
persons deemed to have been on active		SONNEL SECURITY CLEARANCE	
duty	12157.3	(OPNAV 5520-1)	15164
disability of reservists	11250	disposition of copies	15164.4
disaster caused casualties	12154.7	purpose	15164 4
failure of enlisted personnel to meet phy-		removal from official records	15164.5
sical requirements for NAP	4114.5	REQUESTS:	19104*9
<u>.</u>			
fitness reports	15068	special, entry in SRB	15115 . 3d
foreign national in a casualty status	12158	REQUISITION FOR ENLISTED PERSONNEL	4101
incapacitated personnel, message report of	12155	REQUESTS FOR RESTORATION (NAVPERS	
machine prepared	16400	3048) WAIVER OF RESTORATION	
member of another service in casualty		(NAVPERS 3049)	15084
Status	12158	purpose	15094 1
missing personnel	12154	submission	15004.0
multiple death cases, remains not individ-	12101	RESERVE:	19004*%
	10011	appointment to commissioned grade (See	
ually identifiable	12211	_ ,	
of advance notice of arrivals	4004.1	APPOINTMENT.)	
of composite scores of enlisted personnel.	6254. 3	assignment and transfer of personnel on	
of conscientious objectors	4117.2	inactive duty	4009
of enlisted personnel assigned to duty in-		assignment of officers as officers in charge	
volving flying as crew and/or noncrew		of Marine Corps-managed reserve	
members	4015.4	training centers	4069
of enlisted personnel unsuitable in the per-	1010.1	assignment to extended active duty, entry	1000
	4100 0	on unit diary (Regular Establish-	
sonnel procurement service	4103.2		10000 10
of Field Flight Performance Board	4017.5	ment	10011.10
of hospitalized personnel	402 0	assignment to and transfer between re-	
of missing and/or unaccounted-for depend-		serve categories, entries in:	
ents of Marines in active service	12154.8	officer qualification record	5157.2e
of officer and enlisted personnel assigned		service record book1	5115.3a
duty involving parachute jumping	4012	associate duty and repeated training duty	
of officer and enlisted personnel assigned	1012	without pay, entries on unit diary (Re-	
_	4011		1.0000
to duties involving SCUBA equipment.	4011	serve Establishment)	16289
of officers incapacitated who are on a	2024 41	certificates required when on active	
promotion list	6201 . 1b	duty 1415	1, 14152
of Reserve officers not eligible for con-		certificates required when on inactive duty	
sideration for promotion	6 1 04	training and active duty for training	14152
of reservists 1125	0.12154	certification of officers under Articles 26	
of 2nd Lt's incapacitated who are eligible		and 27, UCMJ	4067
for promotion	6201.1b	death and disability of reservists	11250
progress of personnel in casualty status		discharge (See DISCHARGE.)	11200
quarterly statistical report of postal busi-	1210010	effective date of new election	14150 0
ness	10055	chective date of new election	14100.3
	10000	election of pension or pay 14150.2,	14175.1
remains not individually identifiable, mul-		expiration of obligated service, entry in	
tiple death cases	12211	SRB1	5115 . 3m
serious condition, message report of	12155	fleet and volunteer:	
suspension from flying	4016.1	members receiving a pension 14176.2.	14200.2
termination of assignment to duty involving		not receiving a pension14152,	14200.1
flying (naval aviation observers/tech-		general considerations of reserve person-	
nical observers)	4018.2	nel excluding personnel on extended	
REPORTS OF DEATH OF INACTIVE MA-	101082	active duty in time of war or national	
		active daty in thise of war of Hational	
RINES, PERSONS DEEMED TO HAVE		emergency	14150
BEEN ON ACTIVE DUTY, FORMER		limited assignment of officers, mandatory	
MARINES AND DECLARED DE-		annual participation	4059
SERTERS	12157	entries:	
inactive Marines receiving retainer or re-		officer qualification record	15157.2f
tired pay	12157.1	service record book	15115.3t
inactive Marine reservists not receiving		modification of certificates 14150.4,	14175 9
retainer or retired pay			
	12157.2	organized reservists:	
Marine reservists	12157.2 12159	organized reservists: not receiving pensions	14150 1

RESERVEContinued			14200.2
promotion (See PROMOTION.)		modification of certificates	14201
Record of Military Status of Registrant (DD		RETIRED LAPEL BUTTON	8101
Form 44)	15080		
release from active duty (See SEPARA-		RETIRED LIST:	
TION.)		of regular enlisted personnel	13403
Reserve Officer/Staff NCO Qualification		DW/IID IID DAW	
Summary (NAVMC 10476-DR)	15087	RETIRED PAY:	10100
retirement (See RETIREMENT.)		computation of for reserve personnel	13163
retirement credit report	15076	RETIRED PERSONNEL:	15055
transfer to another service	13153	Address of RESERVE RETIRED RESERVE	15055 13160
Understanding of Enlistment in USMCR,	45050		13168
Status Code 'K'	15078 15077	status in	19100
understanding of military obligation	19047		
RESERVE OFFICER/STAFF NCO QUALIFI-		RETIRED SERVICEMAN'S FAMILY PRO-	_
CATION SUMMARY (NAVMC 10476-	15087	TECTION PLAN	11204
DR)	15087.2	annuities:	4450.5
	15087.1	modification of election	11204.7
RESERVE RETIREMENT CREDIT REPORT	10001.1	multiple options	11204.5
		payment	
(NAVMC 798-DR) and (NAVMC 798a-	15076	revocation of election	11204.7
DR)distribution of	15076.6	types	11204.4 11204.8
preparation of:		declinations	11204.0
responsibility	15076 9	deductions: effective date	11904 12
substantiating records and reports re-	10010.2	termination	
quired	15076.7	dependents:	11201010
when prepared	15076.5	designation	11204.10
purpose		eligible beneficiaries	
RESERVE TRAINING CENTERS:		evidence regarding age and dependency	
assignment of officers as officers in charge		effect on income tax withholding	
of	4069	election deadlines	11204.3
RESERVISTS:		election forms, submission	11204.6
amenability to UCMJ	7004	explanation	11204.1
amenability elements in assignment or-		purpose	11204.1
ders	7004.6	reduced retired pay	11204.1
discretion of order writing authority to	5004 F	refund of reduction	11204.15
make subject to code	7004.5	responsibility of commanders	11204.9
jurisdiction and continuation	7004.2 7004.3		
inactive duty training categoriestraining categories wherein members are	1004.3	RETIREMENT:	
subject to the code	7004.4	address, current, of personnel retired for	•
death and disability of	11250	disability	1 3453
discharged while on inactive duty, entry in	11200	civil readjustment program	
SRB	15115.3i	entries on unit diary:	
RESIGNATION:		Regular Establishment	16081.3
Chief Warrant and Warrant Officers	13101	Reserve Establishment	
entries on unit diary:		leave accrued, settlement upon 930	
Regular Establishment	16081.4		15119
	16280.4	NSLI and insurance under Insurance Act of	
regular officers, male	13050	1951	00, 13318
reserve officers	13151	physical disability, for	13450
women officers	13075	leave awaiting	
RESTRICTIVE ASSIGNMENTS OF ENLISTED		physical examinations, treatment and pro-	
PERSONNEL	4107	ceedings for	13305
RETENTION (CONTINUATION) BOARDS	6055	regular enlisted personnel:	
RETENTION IN SERVICE TO LIQUIDATE IN-	1000	after 30 years active service	
DEBTEDNESS	13304	of members of the Fleet Marine Corps	
RETENTIONS, INVOLUNTARY (See EXTEN-		Reserve	
SION OF ENLISTMENT.)		procedure for effecting voluntary re-	
RETIRED AND FLEET MARINE CORPS RE-		tirement after 30 years active duty	13401
SERVE PERSONNEL:		retired list on	13403
certificates required when on active duty		regular officers:	13010
members not receiving a pengion	1/200 1	address, current	13010

RETIREMENT Continued		with pay based on active service
regular officersContinued		with pay based on 20 years satisfactory
Chief Warrant and Warrant Officers:		federal service at age 60
deferment for disability upon involun-	13107	reserve officers (women):
tary retirement	13104	for age and service
involuntary	13104	retired grade
for agetermination of appointment	13102	
upon termination of temporary appoint-	10102	retired reserve
ment in a higher grade	13106	voluntary, definition
voluntary	13103	women officers:
effective date	13003	involuntary
involuntary:		voluntary
Brigadier generals	13057	RETRAINING ASSIGNMENTS OF ENLISTED
Colonels	13058	PERSONNEL 4108
Colonels and lieutenant colonels not		REVOCATION OF COMMISSIONS OF REGU-
selected for continuation	13062	LAR OFFICERS 13053
Colonels and lieutenant colonels not		•
selected for continuation under pub-		S
lic law 86-155	13062.1	•
Lieutenant colonels	13059	SCHOLARSHIPS
Major generals	13056	educational opportunities and scholarships
Majors, unrestricted male commissioned officers for	13060	for children of deceased Marines 12330
	13063	SCUBA EQUIPMENT:
officers designated limited duty	13061	assignment of officers and enlisted per-
orders	13005	sonnel to 4011
pay accounts	13009	
pay retired	13008	SEA AND AIR TRAVEL (NAVMC118(17)-PD) 15120
physical examinations	13004	entries 15120.2-15120.4
Report of Transfer or Discharge (DD		purpose 15120.1
Form 214)	1. 15072	SEA AND FOREIGN SERVICE:
reserve enusted personnel:	1, 100,2	assignment:
address, current of retired	13170	enlisted personnel
for physical disability	13166	officers
procedures	13167	warrant officers4062
retired pay, computation of	13163	
retired reserve, status in	13168	SECURITY:
status of former members	13169	classification test materials
time not creditable toward years of sat-		
isfactory service	13164	security termination statement
total commissioned service for purpose	10055	(OPNAV FORM 5511-14) 15082
of	13055	execution
voluntarywithout pay	13054	purpose
with pay based on active service	13165 13161 2	·
with pay based on 20 years satisfactory	10101.2	SELECTION BOARDS: for promotion of officers
federal service at age 60	13162	SELECTIVE SERVICE:
reserve officers:		registration number, entry in SRB 15115.3y
address, current of retired	13170	SEPARATION. (See also DISCHARGE AND
after twice failing of selection for pro-		RETIREMENT.)
motion (male officers)	13155	aliens, separation
exceptions to mandatory	13159	civil readjustment program
for physical disability	13166	disposition of Marine Corps personnel
for unsatisfactory participation	13158	awaiting final action of a physical eval-
proceduresretired pay, computation of	13167	uation board proceedings
retired pay, computation of	13163 13168	effective time of
status of former members	13169	enlisted personnel:
time not creditable toward years of sat-	10400	government property disposition of 13306
isfactory service	13164	interview
upon revocation of limited assignment		leave accrued, settlement upon 9300, 13308, 13306, 15119
status	13156	leave while awaiting
without pay	13165	

	app
SEP ARATION Continued	entry in SRB:
enlisted PersonnelContinued	expiration of obligation
NSLI and insurance under Insurance Act	limited
of 1951	Record of (NAVMC 118 (3)-PD)
of the government	SERVICEMEN'S AND VETERAN'S SUR-
release from active duty for reason of	VIVOR BENEFITS ACT 12305
dependency or hardship	(See DEPENDENCY AND INDEMNITY
voiding enlistment	COMPENSATION.)
in a foreign country	SERVICEMEN'S GROUP LIFE INSURANCE
notification of naturalized personnel being	(SGLI)
separated other than under honorable	Forms
conditions	SERVICE RECORD BOOK:
officer:	entries:
chief warrant and warrant officer:	Additional Information as to Promotion
appointment, temporary, termination	Status on Transfer (NAVMC 118(5)-
of in higher grades	PD)
deferment for disability upon involun-	articles of UCMJ explained
tary separation	assignment to and transfer between re-
involuntary	serve categories
regular:	citizenship-noncitizen
discharge certificates and related	Code of Conduct
documents, preparation of	Combat History-Expeditions-Awards
not requiring discharge certificates 13202	Record (NAVMC 118(9)-PD) 15114.4, 15114.5
officers commissioned under Title 10	confidential clearance 15115.3bb
U.S.C. Section 6909 (NROTC) sepa-	Dependents Travel Record (NAVMC 118
ration and retention of	(21)-SD)
resignations	Enlistment Contract and Record (NAVMC 118(2)-PD)
total commissioned service for pur-	extension of enlistment
pose of eligibility for	expiration of obligated service 15115.3m
reserve:	Flight Qualification Record (NAVMC 118
after twice failing of selection for	(8Av)-PD)
promotion	raudulent enlistment
exceptions to mandatory	general instructions for 15100.2c
for age and service	government life insurance
for unsatisfactory participation	guaranteed aviation training 15115,3s
status of former members	indebtedness
upon revocation of limited assign-	involuntary extension or retention 15115,3aa
ment status	Leave Record (NAVMC 118(16)-PD 15119
women:	limited service
discharges and terminations, involun-	mandatory annual participation, failure
tary 13076	to satisfactorily complete 15115,3t
for age and service	meritorious mast 15114.1f
resignations	motor vehicle operator's permit 15115.3h
Report of Transfer or Discharge (DD	National Service Life Insurance 15115.3g
Form 214)	not eligible for duty in combat area 15115,3f
entry in SRB 15115,3u	notification to parents, spouses, or guardians of enlisted persons to be
retention in service to liquidate indebted-	guardians of enlisted persons to be tried on serious charges or who are
ness	to be discharged prior to the expira-
travel upon 13303	tion of their enlistment
uniform, wearing of after discharge	Offenses and Punishment (NAVMC 118
voluntary, prior to completion of final	(12)-PD)
action on physical disability proceed-	Organized Marine Corps Reserve
ings	Medal15115,3dd, 15157,2h
message report of	participation in special operations 15115.3i
notification of next of kin 12153	place from which ordered to active
SERVICE:	duty
beyond 20/30 years 2205.6	promotion and reduction
, , ,	TOTION

	SICK LEAVE 9151.5
SERVICE RECORD BOOKContinued	definition
entriesContinued	SIGNATURES:
qualification as aircraft crewmember. 15115,3r	facsimile stamp
	travel orders
Record of Conviction by Courts Martial	
(page 13) and supplementary record	forms: 15081
of conviction by courts-martial (page	
13a)	forwarding 15081,2e
Record of Emergency Data (NAVMC	preparation
Form 10526-PD) 15118	types 15081.2
Record of Examination for Promotion	procedures for establishing and record-
(NAVMC 118(5)-PD) 15109.2-15109.5	ing 15081.4, 15081.5g
Record of Induction (DD Form 47) 15105.3a,	purpose
15105.3c	SOCIAL SECURITY ADMINISTRATION:
record of issue of organizational cloth-	benefits for survivors of deceased per-
ing, stewards clothing, trunk lock-	sonnel 12306
ers 15115.31	application
Record of Service (NAVMC 118 (3)-	credit for military service
PD) 15106,3, 15106,4	eligibility
reenlistment bonus	legal assistance required
request for restoration or waiver of	proofs required for
	quarters of coverage
1	
request for separation despite physical	Social Security benefits
CHORDITICA ************************************	SOCIAL SECURITY BENEFITS, (See also
reservists discharged while on active	SOCIAL SECURITY ADMINISTRA-
duty	TION.)
Sea and Air Travel (NAVMC 118 (17)-	application for payments
PD)	card, Social Security
Selective Service registration number. 15115.3y	coverage
service school failure 15115.3b	number, Social Security
special requests 15115,3d	quarters of coverage
statement of noneligibility for VA bene-	sources of information
fits	tax payments by pay roll deductions 11101.5
Time Lost, Allotments, Weapons Firing	wage credits 11101.2
	SPECIAL ORDERS
	contents
SERVICE SCHOOL TRANSCRIPT (LETTER	
FORM) OR APPLICATION FOR THE	preparation
EVALUATION OF EDUCATIONAL	
EXPERIENCES DURING MILITARY	use 5200.1
SERVICE (DD FORM 295) 15090	SPECIALIST OFFICERS:
SERVICE SCHOOLS:	appointment to commissioned grade in
completed, entry on unit diary 16093	USMCR
failure of, entry in SRB	127
SERVICING THE RECORDS17000	SPECIAL WEAPONS:
personnel procedures checkoff list 17001	disposal of
SETTLEMENTS FOR LEAVE	STAFF SPECIALIZATION
SHIPMENT OF HOUSEHOLD GOODS OF	STANDBY RESERVE CONTROL (DD FORM
DECEASED PERSONNEL 12283	889) AND STANDBY RESERVE
application for shipment and/or author-	NOTICE AND REPORT (SSS
ized temporary storage of household	FORM 91) 15079
goods 12283,3	action by commanders and/or directors 15079.6
shipment at government expense	preparation
storage	purpose
SHORE PATROL ALLOWANCES	selective service notifications
	Petertiae Petatre inititications *********** 190.13*4
accounting data	STATE INCOME TAX:
	deceased Marines, in case of
for	STATEMENT OF UNDERSTANDING OF MIL-
amounts payable	ITARY OBLIGATION (NAVMC 10479-
hire of automobiles	· · · · · · · · · · · · · · · · · · ·
receipts 14103	PD)
	preparation
	purpose

STATEMENT OF UNDERSTANDING UPON ENLISTMENT IN USMCR AND AS- SIGNMENT TO THE "SIX-MONTH		TEMPORARY ADDITIONAL DUTY AND TEMPORARY DUTY WHILE ON LEAVE	
TRAINING PROGRAM" AS A COM- PONENT CLASS RESERVE STATUS		TEMPORARY ADDITIONAL DUTY ORDERS. assignment of priority for travel by gov-	5152
CODE "K" RESERVESTATOS	•	ernment aircraft	5055,1
10480-DR)	15078	directed	
SUBSISTENCE:	10010	endorsements	5010.3
authorization consideration of basic allow-		entitlements affected by travel terms	5055.7
ance	14051	group travel	5152.2
basic allowance	14050	guide for selection of mode of travel	5055.5
SUCCESSIVE ASSIGNMENTS OF EN-		leave in conjunction with	5102
LISTED PERSONNEL	4113	modes of transportation	5055
SUPPLEMENTAL BASIC ALLOWANCE FOR		modification	5011
SUBSISTENCE	14054	per diem, authorization	5152.4
SUPPLEMENTARY RECORD OF CONVIC-		permissive	5152.4
TION BY COURT-MARTIAL (PAGE		repeated travel orders	5 154
13A)	15117	terms used in, discussion of	5055
preparation	15117.3	travel on	
purpose	15117.1	travel time for aircraft travel	5055.3
SUPPORT OF DEPENDENTS:		types	5152.4
complaints	7201	use of a combination of modes of travel	5055.4
SURVIVOR BENEFITS:		use of commercial transportation	5055.2
casualties:		use of government aircraft	5055 .1
arrears of pay	12281	use of privately-owned vehicle when ad- vantageous to the government	ENEE &
death gratuity	12278	THEATER, COMMISSARY AND EXCHANGE	5055.6
dependency and indemnity compensation.	12305	PRIVILEGES:	
forwarding of personal effects of de-		for dependents of deceased Marines	12288
ceased personnel	12282	TIME LOST.	15111
shipment of household goods of deceased		TIME LOST; ALLOTMENTS: WEAPONS	10111
personnel	12283	FIRING RECORD(NAVMC118(6)-PD).	15111
transportation of dependents of deceased	10004	allotments, entries	
personal affairs:	12284	purpose	15111.1
annuities for survivors	11004	time lost:	
claims for unpaid pay and allowances	11204 11202	absences:	
	=	prior to 24 July 1956	15111.3b
death gratuity	11200	on or after 24 July 1956	15111.3b
dependency and indemnity compensation,	11201	which are time lost	15111.3b
Retired Serviceman's Family Protec-	11004	computations:	
tion Plan	11204	toe par purposas	15111.3c
shipment of household effects of de-			15111.3c
ceased Marines	11203		15111.3d
transportation of dependents of deceased	11000	weapons firing record; miscellaneous:	15111.3a
Marines	112 03	marksmanship	15111.5
т		entries	
TAGS:		TOUR OF DUTY FOR ENLISTED PERSON-	
·		NEL	4111
identification	1506€	FOUR OF DUTY FOR OFFICERS	4054
		TOUR OF DUTY FOR WARRANT OFFI-	
Federal Income Tax, in case of deceased		CERS	4063
Marines	12326	TRAINING:	
Marines Marines	1000-	aviation guaranteed, entry in SRB 1	15 1 15 , 3s
Marines FECHNICAL OBSERVER:	12327	TRANSFER:	
qualifications for officers	4068	at own expense	4152
TEMPORARY ADDITIONAL DUTY:	4000	enlisted personnel:	
leave in conjunction with	9151.8	assigned to Reserve and Recruitment	
	V	Districts	4103

TO ANGERO			
TRANSFERContinued	4110	second PCS in same fiscal year, instruc-	5010
request for	4112	tions for requesting	501 9
to and from organizations afloat	4102	temporary additional duty, entry on unit	16092
to Fleet Marine Corps Reserve and re-	13406	diary (regular establishment)time:	10092
lease from active duty	13406	in conjunction with leave	9250
application for	13403 13404	in execution of orders	5050
eligibility for	16081.3	upon separation	13303
entries on unit diaryto retired list after 30 years active	10091*2	when orders are modified	5052
	13400	when orders are received on leave	5053
dutyto sea or foreign duty	4111.4	TRAVEL OF TROOPS:	0000
to Veterans' Administration facilities	4118	by commercial carrier	5253
entries on unit diary:	4110	by government air	5254
Regular Establishment	16081.1	by government vehicle	5255
Reserve establishment	16280.1	by vessel	5 251
general restrictions on	4007	disposition of effects preparatory to move-	
hospitalized personnel	4020	ment	5257
officers, request for	4057	personnel to be detailed in charge of	5250
of security force personnel, Pacific Ocean	4001	preparation for movement to overseas by	
Area	4021	vessel	5252
reserve officers to another Reserve	13153	receipt of personal effects and baggage re-	
TRANSPORTATION:	10100	turned to U.S. from a theater of oper-	
		ations	5258
authorized for:	5004	TRAVEL ORDERS:	
	9251	abbreviations	
leave	5055	absentee	5158
of dependents of deceased personnel	12284	address while en route 5010.	
household effects	11203	approval by CMC or competent authority	5003.6
	11200	authorized forms	5003
TRAVEL:		message orders	5003,5
absentee orders	5158	telephonic orders	5003,3 5003,2
authorization to perform at no expense		verbal orders	5003.2 5003.1
to the government	5003.7	written orders	5003.1
baggage identification markings incident		cancellation or revocation	5012 5013
to movement	525 6	cancellation during proceed or travel time circuitous travel	5013
between ports	5051	competent travel	5001
circuitous routes	5004	confirmation of messages	5003.4
computation of travel time	5050	countersigning of	5007
conduct of personnel traveling by public		date of detachment	5009
conveyance, instructions for	5301	definition	5001
disposition of effects preparatory to move-	5057	dislocation allowance	5018
ment of troops or individuals	5257	endorsement on	
group	5151	endorsements on message or speedletter	
instructions for officers returning to	5010	orders	5003.4
CONUS from overseas duty	5017 9152.7	forms illustrated	5020
method of accounting for proceed time and	UAUAAI	general information	5000
delay en route		group travel	5151
modes	5055	leave authorization included in	9204
movement orders	5155	method of accounting for proceed time and	
on TEMADD orders		delay en route,	5 1 00
on temporary additional duty orders		modification of	5011
orders to proceed home awaiting results		movement orders	5155
physical evaluation board		orders to proceed home awaiting results	
outside the continental U.S. in connection		physical evaluation board	51 59
with emergency leave		original orders	5008
passports and immunization	5015	originated by other than competent author-	
proceed time, entitlement to	5101	ity	5003.6
regulatory instructions	5000	permanent change of station	5150
reimbursement for		proceed time, entitlement to	5101
reimbursement not authorized	5002	purpose	5002
responsibilities of officers issuing orders		references in orders	5005
involving		repeated	5154
sea and air, entries in SRB	15120	reporting date, determination of	5100

TO LATE OF THE CONTROL		disposition of	11051 7
TRAVEL ORDERSContinued	5006	eligible persons	
signaturesspecial orders	5200	issuance	
travel time when orders are modified	5052	loss or theft	
travel time when orders are received on	0002	preparation	
leave	5053	privileges	
TRAVEL TIME:		refusal to sponsor dependents	
between ports	505 1	responsibility of sponsors	11051,4
by government or commercial aircraft	5050,3	security and accountability	
by privately-owned vehicle	5050.2	special instructions for issuing officer	1 105 1. 3
cancellation of orders during	5013	upon death of sponsor:	
in conjunction with leave	9250	application	
in execution of orders	5050	reissue	12286.1
method of accounting for proceed time and		UNIT DIARY:	
delay en route	5100	Regular Establishment:	16070
via mixed modes	5050.4	accounting status-strength category	16079
when orders are modified	5052 5053	chargeabledefinition	
TREASURER FOR MESSES, CLUBS AND	0000	not chargeable	
HOSTESS HOUSES	4006	sample entries	16079.9
TRIAL:	1000	attached rosters, referencing of on	16103
of officers, report of	7150	attaching entries	16078
Of Officeroy topolic organization		captions	16105
		continuity	16104
U		copies to disbursing officer	16100.1
		commander's authorization	16100.2
UNIFORM CODE OF MILITARY JUSTICE		correction entries	16106
(UCMJ):		definition and purpose 16050.1	
amenability of reservists to UCMJ	7004	distribution after preparation	
amenability elements in assignment or-	7004 C	drop entries	16081
ders	7004,6	upon acceptance of appointment; ter-	
discretion of order-writing authority to	7004.5	mination of appointment; gain and	10001 0
make reservists subject to the code explanation of Articles to reservists	7004.7	loss entries for	16081.8
inactive duty training categories	7004.3	upon desertion	16081.6 16081.7
jurisdiction and continuation	7004.2	upon discharge	16081.2
training categories wherein members are		upon release from active duty	16081.5
subject to the code	7004.4	upon resignation	•
certification of officers under Articles 26		upon retirement	16081.3
and 27	7007	upon retirement and transfer to Fleet	•
instructions	7001	Reserve	16081.3
investigation(s):		upon transfer	16081,1
involving worn, lost, damaged or stolen		entries:	
property	7103	awaiting retirement	16086
motor vehicle accidents	7102	basic allowance for subsistence, per-	
offenses	7101	mission to mess separately granted basic allowance for subsistence, ra-	
of women personnel suspected of offenses	7101.3	tions in kind not available	
investigations and courts of inquiry, regu- lations governing	7100	casualty, injury, or hospitalization	
officers:	1100	confinement,	
punishment report	7151	courts-martial	16089
trial of	7150	foreign language qualification	
UNIFORMS AND ACCOUTERMENTS FOR		individuals location, county/state/	
BURIAL PURPOSES	12203	country	16094
UNIFORMS AND CLOTHING:		in hands civil authorities	16085
disposition of:		leave	
in case of absentees and deserters 7050.	3, 7050.4	missing-missing in action-captured-	
upon discharge	13307	interned	16091
inventory of in case of absentees and de-		nonjudicial punishment	
serters	7050.2	pay information on attached personnel,	. 16112
UNIFORMED SERVICES IDENTIFICATION		restriction on use to substantiate pay	
AND PRIVILEGE CARD	11051	record entries	
application and verification of	11051.2	sample formats to support pay record	
delivery instructions	11051.4	entries	. 16111

UNIT DIARYContinued	upon assignment to active duty 16280.8
Regular Establishment-Continued	upon death
entriesContinued	upon desertion 16280.6
service schools completed	upon discharge
temporary additional duty	upon resignation
unauthorized absence	upon transfer 16280.1
format 16051.1	entries:
gains 16076	associate duty and repeated training
joining entries	duty without pay 16289
assignment to extended active duty16077.10	casualty or injury 16286
facts which must be shown for a 16077.3	confinement
for further assignment or transporta-	courts-martial 16288
tion	in hands civil authorities 16285
for record purposes only 16077.7	sample formats to support pay rec-
normally not made upon receipt of	ord entries 16326
records	unauthorized absence
to reestablish an individual in the unit 16077.8	format
upon change of status while en route:	gains 16276
individual:	joining entries
accounted for 16077.5	making upon receipt of records 16277.4
not accounted for	samples of 16277.6
upon entry for immediate active duty. 16077.9	when made
upon return from desertion 16077,12, 16077,13	losses (drop) 16279
when made	occasions for preparation
losses (drop)	preparation instructions
occasions for preparation	authentication
pay entry base date	body
preparation instructions	completing strength balances section. 16254.8
authentication	composition of remarks
body	copies required
completing the strength balance sec-	distribution 16254.4
tion	correction to unit diary and supporting
composition of remarks	documents
copies required 16054.2	heading
correction to unit diaries and support-	record of events entries
ing documents	submission of supporting documents 16254,10 use of attached rosters to unit diaries 16254,13
flag and/or staff allowance diaries 16054.15	Dreposed by
heading	prepared by
record of events entries	A1115 40 44 400 mm.
sections of reporting unit on detached	(NAVMC 10421-PD)
duty (subunits)	where submitted
special instructions for units in com-	UNIT PUNISHMENT BOOK
bat	form
submission of supporting documents 16054.11	
use of attached rosters to unit diaries. 16054, 14 prepared by	maintenance
	requirement 15086.1
during combat operations	UNPAID PAY AND ALLOWANCES:
reestablishment of information within	claims
the system	UNUSED LEAVE:
reporting of items not shown on IRC (NAVMC 10447-PD) 16083	· — · · — ·
(**************************************	settlements
resubmission	guides for making
• • •	involving travel
where submitted	U.S. NAVAL ACADEMY appointment of graduates to commissioned
attaching entries	grade
	enlisted Marines to attend, selection of 2050.2
drop entries	v
nonjudicial punishment	VETERANS' ADMINISTRATION:
upon acceptance of appointment; ter-	benefits for survivors of deceased per-
mination of appointment; gain and	sonnel:
loss entries for 16280.7	beneficiaries, NSLI and USGLI
	LOVI

VETERANS* ADMINISTRATIONContinued benefits for survivors of deceased per- sonnelContinued	
claims, procedure for filing	12302
dependency and indemnity compensation,	12305
legal assistance required	12300.1
National Service Life Insurance	12304
photostats as proof	12300,2
U. S. Government Life Insurance	12303
compensation claims	11350,7
dependency and indemnity compensa-	
tion 1120	1, 12305
facilities transfer of enlisted personnel to,	
pensions, administered by	11102
statement of noneligibility for benefits 1	
VISITS:	
outside the United States on leave	9151,11
to the United States on leave	9151.10

WAIVER OF PHYSICAL DISQUALIFICATION	
(STANDARD FORM 88, REPORT OF	
MEDICAL EXAMINATION AND	
(STANDARD FORM 89, REPORT OF	
MEDICAL HISTORY)	15063
WAR ORPHANS EDUCATIONAL ASSISTANCE	
ACT OF 1956	12330.4
WEEKEND LIBERTY	9152.3
WELFARE ORGANIZATIONS	11150
American National Red Cross	11150.2
Navy Relief Society	11150.3
WELFARE REPORTS (WEL REP):	
format	11151.2
WELL AND ON DUTY	12053.1
WILLS:	
nontechnical assistance for survivors of	
deceased Marines	12328
WOUNDED IN ACTION	12052.1f
WOUNDED IN ACTIONNOT EVACU-	
ATED	12052.1g