



## **CONGRESS AND THE MARINE CORPS**



## **CASEWORKER HANDBOOK 113TH CONGRESS 2013 EDITION**

## TABLE OF CONTENTS

OVERVIEW.....	3
RESTRICTIONS ON THE RELEASE OF INFORMATION.....	4
PERSONNEL POLICIES.....	5
Recruiting .....	6
The Marine Corps Reserve .....	9
Joining the Marine Corps Reserve .....	9
Service.....	<b>Error! Bookmark not defined.</b>
Assignments .....	14
Reenlistment and Retention .....	15
Separation and Retirement.....	19
Records and Review Boards .....	22
Official Military Personnel Files.....	26
Corrections to Military Records .....	28
AWARDS, MEDALS AND UNIFORMS .....	30
LEGAL MATTERS AND MILITARY JUSTICE.....	33
FINANCIAL MATTERS.....	38
MEDICAL AND HEALTH CARE .....	42
The COSC Section of MR, M&RA .....	<b>Error! Bookmark not defined.</b>
The HQMC COSC Team.....	<b>Error! Bookmark not defined.</b>
Sexual Assault Prevention & Response (SAPR) Program .....	<b>Error! Bookmark not defined.</b>
EMERGENCY SITUATIONS .....	47
EDUCATION BENEFITS.....	54
FAMILY PROGRAMS .....	57

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CASUALTY AFFAIRS.....	59
Notification Process .....	<b>Error! Bookmark not defined.</b>
Funerals .....	61
Survivor Benefits .....	63
COMMUNITY OUTREACH.....	69
Doing Business with the Marine Corps .....	69
Photographs .....	70
Flags.....	72
<a href="#">Marine Corps Installations</a>	
Other Historical Information and Publications .....	74
Marine Corps Participation in Community Events .....	75
<a href="#">Marine Corps Music and Ceremony Units</a>	
APPENDIX A: Web Resources.....	87
Recruiting and Enlistment Processing	88
Recruit Training (Boot Camp)	89
Casualty Matters and Military Burials	89
Medical and Health Care	89
Department of Defense, Wounded Warrior Care and Transition Policy	89
Military Records	90
APPENDIX B: Regulations .....	91
APPENDIX C: List of Forms .....	93
<a href="#">APPENDIX D: TERMS AND ACRONYMS</a> .....	94

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## OVERVIEW

### **The Marine Corps Office of Legislative Affairs**

The Office of Legislative Affairs (OLA) provides liaison between the Marine Corps and Congress. Our Congressional Correspondence Section, located in the Pentagon, processes your constituent inquiries. Our House and Senate Liaison Offices are available to discuss your needs in person. Letters may be delivered to the House or Senate Liaison Offices for courier delivery to the Pentagon.

#### Please address constituent inquiries to:

Marine Corps Office of Legislative Affairs  
ATTN: Congressional Correspondence Section (OLAC)  
3000 Marine Corps Pentagon (Room 4C553)  
Washington, DC 20350-3000  
Phone: (703) 614-1738  
Fax: (703) 614-4172 (available 24 hours)

- All constituent requests should include a copy of the Privacy Act Statement.

#### Contact information for our Capitol Hill offices are below:

##### **House**

Room B-324  
Rayburn Building  
Washington, DC 20515  
(202) 225-7124

##### **Senate**

Room SR-182  
Russell Building  
Washington, DC 20510  
(202) 224-4681

#### Please visit our Web site for more information:

<http://www.marines.mil/unit/hqmc/cmclegalasst/Pages/home.aspx>

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## **1. RESTRICTIONS ON THE RELEASE OF INFORMATION**

### **Privacy Act and Freedom of Information Act**

Please address all questions concerning the Privacy Act and the Freedom of Information Act:

Commandant of the Marine Corps (ARSF)  
Headquarters Marine Corps  
3000 Marine Corps Pentagon  
Washington DC 20350-3000

Privacy Act (phone): (703) 614-3689  
Privacy Act (e-mail): [smbhqmcprivacyact@usmc.mil](mailto:smbhqmcprivacyact@usmc.mil)  
Web: <http://www.marines.mil/unit/hqmc/pa/Pages/Default.aspx>  
Fax: (703) 614-6287

FOIA (phone): (703) 614-4008  
FOIA (e-mail): [smb.hqmc.foia@usmc.mil](mailto:smb.hqmc.foia@usmc.mil)  
Web: [www.marines.mil/unit/hqmc/foia/pages/default.aspx](http://www.marines.mil/unit/hqmc/foia/pages/default.aspx)  
Fax: (703) 614-6287

### **Releasable Information**

The release of personal information to a Member of Congress on behalf of a constituent depends on the person requesting the information.

- If the request is prompted by a written request for assistance **by the individual to whom the record pertains**, the requested information may be disclosed to the requesting Congressional office.
  - However, if the request originated **by a person other than the individual to whom the record pertains**, the law requires the individual's written consent before disclosure (unless disclosure is permitted under the Freedom of Information Act). Congressional offices must obtain the individual's written consent.
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## 2. PERSONNEL

### Locating a Marine

To locate a separated or retired Marine contact the Marine Corps Separation & Retirement Branch (MMSR-6) at (800) 336-4649, via email: [smb.manpower.mmsr6@usmc.mil](mailto:smb.manpower.mmsr6@usmc.mil) or write them at

Separations & Retirement Branch (MMSR-6)  
Headquarters Marine Corps  
3280 Russell Road  
Quantico, VA 22134

To locate an active Marine please Contact the Marine Corps World Wide Locator at phone number: (800) 268-3710 (option #1) or write to them at

Personnel Management Division Support Branch (MMSB-17)  
Headquarters Marine Corps  
2008 Elliot Road  
Quantico, VA 22134-5030

To locate Marines, a Social Security Number may be required. Base locators are also available at all major USMC commands.

### Unit Rosters

Unit rosters may be requested in writing at one of the following addresses. Exact organization and time period information are required. Rosters from the late 1700s to 1966 are available at the USMC History Division phone number:

Marine Corps History Division (HDR)  
Marine Corps University  
3078 Upshur Avenue  
Quantico, VA 22134

- Rosters between 1967 and the present lists are available at the Personnel Management Division Support Branch (MMSB-20):
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Personnel Management Division Support Branch (MMSB-20)  
Headquarters Marine Corps  
2008 Elliot Road  
Quantico, VA 22134-5030

### **Joining the Marine Corps**

Those interested in joining the Marine Corps can call 1-800-MARINES (627-4637) or visit the Web site, [www.marines.com](http://www.marines.com) for a local recruiter.

Basic Enlistment Policies. Basic enlistment policies are as follows:

- *Age:* 17-28 Inclusive
  - *Citizenship:* All applicants must be a U.S. Citizen or lawful admitted permanent resident alien and possess an I-551 commonly called a ‘Green Card’.
  - *Dependents:* Sole parents or anyone applicant with custody of a child under 18 is not eligible for enlistment.
  - *Drugs and Alcohol:* All applicants are screened for drugs and alcohol. Any applicant who tests positive is not eligible for enlistment.
  - *Conduct and Behavior:* All applicants are screened for police involvement and any association with aberrant activities. This includes Tattoos, Gang affiliation, and any convictions for any sexual related offenses. All applicants undergo a security investigation at time of enlistment.
  - *Physical Aptitude:* All applicants must meet the DoD prescribed physical standards. This includes height, weight, medical history, eyesight etc..
  - *Terms of enlistment:* All regular enlistments are for 4 or 5 years depending on the incentive program that they enlist for. All reserve enlistments are for 4 X 4, 5 X 3, or 6 X 2 years depending on the reserve incentive that they enlisted for.
  - *Regular Incentive Programs:* All regulars can enlist for an incentive as outlined in reference (b). This includes Enlistment Incentive Programs (EIP) which are job skill options, and Enlistment Bonus Programs (EBP) that offer monetary incentives to enlist into a particular field. Applicants must meet the qualifications to voluntarily enlist into one of forty-four options.
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- *Reserve Incentive Programs:* All reserve applicants either enlist into the Reserve Enlistment Option Program (ROEP) for 4, 5 or 6 years of SMCR, or the Initial Incremental Active Duty for Training for 6 years of SMCR.
- *Other qualifications:* All applicants who meet prescribed standards are acceptable for enlistment or reenlistment. No applicant will be refused enlistment because of race, color, religion, national origin, gender, or sexual orientation if the applicant is otherwise qualified per Marine Corps regulations.
- *Recruit Training:* Once a person enlists in the Marine Corps, they attend 13 weeks of Recruit Training (“Boot Camp”) at Parris Island, South Carolina, or San Diego, California. Women recruit training is only conducted at Parris Island. After graduation from Recruit Training, Marines attend Infantry training at either Camp Lejeune or Camp Pendleton. They are assigned to attend training in one of over 220 Military Occupational Specialties (MOS) such as infantry, aircraft mechanic, or communications.

Enlistment Waivers. Marine applicants who have been convicted of a crime or have been diagnosed with certain medical or mental health conditions may be eligible for a waiver. Obtaining such waiver generally requires demonstration that the individual has overcome the previous problem and is suitable for service as a Marine. Should the behavioral, disciplinary or health problems addressed in the waiver reoccur after enlistment, the existence of a waiver may result in an expedited administrative separation (ADSEP).

Delayed Entry Program (DEP). The Delayed Entry Program allows applicants to enlist in the Regular Marine Corps or Selected Marine Corps Reserve (SMCR) and delay their departure for recruit training. Any no-prior service applicant is eligible to participate in DEP program. An individual with delayed entry status is a member of the Marine Corps Reserve. Before the start of recruit training, these individuals, commonly referred to as “Poolees”, are in the Ready Reserve category “L” and have no reserve participation requirements. Their recruiters remain in regular contact and invite them to participate in special activities. The activities are designed to provide advance orientation on Marine Corps operations, customs, and procedures.

Officer Programs. To become a commissioned officer, one must possess a four-year college degree. There are a number of programs that lead to a commission as a second lieutenant in the Marine Corps:

- *Officer Candidate Class (OCC).* Candidates who have already graduated college attend Officer Candidate School (OCS) in Quantico, Virginia for 10 weeks.
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- *Platoon Leaders Class (PLC)*. College students attend either two 6-week or one 10-week session at Officer Candidate School, Quantico. Upon college graduation, they are commissioned as second lieutenants.
- *Naval Reserve Officers Training Corps (NROTC)*. This program's selectees are appointed midshipmen in the U.S. Naval reserve and receive a four-year subsidized college education. Upon successful completion of the established course, accepted Marine Corps option students are appointed to commissioned grade in the Marine Corps.
- *Enlisted Commissioning Program (ECP)*. Allows enlisted Marines with college degrees to become officers by completing a 10 week session of Officer Candidate School.
- *Marine Corps Enlisted Commissioning Education Program (MECEP)*. Marines selected for this program attend a 10 week session of OCS. Upon successful completion of OCS, Marines are ordered to one of over 60 colleges and universities with an NROTC unit to pursue a baccalaureate degree. Upon successful completion of OCS and receipt of a baccalaureate degree, the MECEP student is commissioned a Reserve Marine Corps officer, and agrees to serve at least 4 years active duty.

Service Academies. The Marine Corps commissions more than 200 Midshipmen from the Naval Academy each year. Army and Air Force cadets may also request commissions as officers in the Marine Corps. You can learn more about the military service academies by contacting them directly:

**U.S. Military Academy**

ATTN: Public Affairs Office  
Taylor Hall, Bldg 600  
West Point, NY 10996-1788  
Phone: (845) 938-2006  
Web: <http://www.usma.edu/>

**U.S. Naval Academy**

ATTN: Public Affairs Officer  
121 Blake Road  
Annapolis, MD 21402-5000  
Phone: (410) 293-2291 / 2292  
Web: <http://www.usna.edu/>

**U.S. Air Force Academy**

ATTN: Public Affairs Officer  
2304 Cadet Drive, Suite 3100  
U.S. Air Force Academy, CO 80840-5016  
Phone: (719) 333-2990  
Web: <http://www.usafa.af.mil>

**U.S. Coast Guard Academy\***

ATTN: Public Affairs Officer  
15 Mohegan Avenue  
New London, CT 06320-4195  
Phone: (860) 444-8270  
Web: <http://www.cga.edu/>

**U.S. Merchant Marine Academy\*\***

ATTN: Public Affairs Officer  
300 Steamboat Rd  
Kings Point, NY 11024  
Phone: (516) 773-5000

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Web: <http://www.usmma.edu/>

\* During peacetime, the Coast Guard operates under the Department of Homeland Security. The President may transfer the Coast Guard to the Department of the Navy in times of war or national emergency.

\*\* The Merchant Marine Academy is operated by the Department of Transportation's Maritime Administration (MARAD).

### **The Marine Corps Reserve**

Reserve duty exists to allow Marines to follow other careers while also remaining proficient in their skills as Marines. Reserve duty Marines, depending on which part of the Reserve Component they belong, must fulfill a certain amount of training during the year to include Annual Training (usually about 12-14 days long) and weekend drills (normally one weekend per month for members of the Selected Marine Corps Reserve [SMCR]).

The mission of the Reserve Component of the Total Force is "to provide trained and qualified units and individuals to be available for active duty in time of war, national emergency, and at such other times as national security may require." The Reserve Component complements the structure and capabilities of the Regular Marine Corps. It is charged with providing the means for rapid expansion of the Corps during national emergency and allows sustainment by adding capability, flexibility, and depth. The SMCR is comprised of 31,188 Marines, including 1,844 officers and 29,344 enlisted members.

Active duty is defined as full-time duty in the active military service of the United States. It is a general term applied to all active military service with either the Active or Reserve Component. The Commandant of the Marine Corps can issue Active-Duty Orders to a reservist ordering him/her to active duty under 10 USC 10211, 12301(d), and 12310, to fill an Active Reserve (AR) billet.

The Reserve Component consists of three elements: The Ready Reserve, the Standby Reserve, and the Retired Reserve.

1. *The Ready Reserve* is comprised of members organized in units, or as individuals; both of which are subject to recall to active duty to augment the active forces in time of war or national emergency. The Ready Reserve consists of the Selected Marine Corps Reserve (SMCR) and the Individual Ready Reserve (IRR).
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2. *The Standby Reserve* consists of those reservists not in the Ready or Retired Reserve who are subject to recall to active duty in time of war or national emergency declared by Congress. The Standby Reserve consists of the Active Status List (ASL) and the Inactive Status List (ISL).

3. *The Retired Reserve* consists of various types of retired Marines.

Joining the Marine Corps Reserve. Enlistment in the Marine Forces Reserve occurs through a process similar to that for enlistment in the regular active Marine Corps. Recruits must take the ASVAB, pass a comprehensive physical exam, and be sworn in. They may enter through a billet in the Delayed Entry Program (DEP). Reserve Recruits attend recruit training along with active duty recruits, claiming the title United States Marine upon successful completion of the training. They then have a mandatory leave of 10 days (up to 24 if they volunteer for and are assigned to recruiter's assistance) before further training at the School of Infantry (SOI) and their designated Military Occupational Specialty (MOS). Only after completing the training program(s) does a Reserve Marine's enlistment begin to differ from that of an active duty Marine.

There is a program called the Select Reserve Incentive Program (SRIP), which provides enlistment bonuses for Reservists enlisting for needed MOSs. Half is payable upon completion of training and the other half is spread out over the term of enlistment. SRIP updates are promulgated annually by MARADMIN which details the specific MOSs and bonuses available

Reserve Duty. Reserve Marines enlist for eight-year terms. There are three options on how these terms may be served, one of which is designated upon enlistment.

- “6x2” Under this option the Reservist spends 6 years in active drill and fulfills the remaining two in [Individual Ready Reserve \(IRR\)](#). This is the only option which makes Reservists eligible for the benefits of the [Montgomery GI Bill](#), and is also the most common.
- “5x3” Under this option the Reservist spends 5 years in active drill and fulfills the remaining three in Individual Ready Reserve (IRR).
- “4x4” Under this option the Reservist spends 4 years in active drill and fulfills the remaining four in Individual Ready Reserve (IRR).

The requirements for obtaining an officer's commission in the Reserve Component are the same as those in the Active Component. Veteran Marines wishing to do this go through a Marine Corps Prior Service Recruiter. The mission of the Prior Service Recruiter is to join members from the Individual Ready Reserve to SMCR units close to their home.

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Reserve Benefits—The Active Reserve Program. The Active Reserve Program consists of Marines who serve in full-time active duty billets that provide support for the integration of the Total Force. This program allows qualified Marines an opportunity to achieve a 20 year active duty retirement. Marines in this program are managed under the same provisions that govern Active Component Marines. By law, the AR Program's authorized end-strength is 2,261 Marines, consisting of 351 officers and 1,910 enlisted Marines. Service policy regarding the Active Reserve Program is contained in MCO 1001.52J. AR Marines receive the same benefits as Active Component Marines.

Selected Reservists. Reserve Marines participating in a drill status in the Selected Marine Corps Reserves including Individual Mobilization Augmentees are eligible for the following benefits:

- Commissary privileges (up to 24 visits a year)
- Exchange privileges
- Medical coverage when injury or illness occur during participation or related travel
- Dental care while on active duty for training
- Pay and allowances for drills and annual training
- Space Available (Space A) flying privileges
- Service Member's Group Life Insurance (SGLI)
- Earn points toward retirement pay at age 60
- Reserve I.D. Cards
- Promotion and advancement opportunities
- Morale, Welfare and Recreation (MWR) privileges
- Family Member's Group Life Insurance (FSGLI)
- TRICARE Reserve Select
- TRICARE Dental Programs
- Montgomery GI Bill - Selected Reserve / Post 9/11 GI Bill
- Reserve Educational Assistance Program (REAP)

Individual Ready Reserve (IRR). Marines serving in the Individual Ready Reserve (IRR) in a non-pay drill status are eligible for the following benefits:

- Commissary privileges (up to 12 visits a year if Annual Training or Additional Duty Training is performed)
  - Exchange privileges
  - Medical coverage for injury or illness occurring while in a duty status or during related travel
  - Pay and allowances for annual training and additional duty training
  - Space Available (Space A) flying privileges
-

- Service Member's Group Life Insurance (Mobilization Training Units (MTU) members only)
- Earn points toward retirement pay at age 60
- Reserve I.D. Cards
- Promotion and advancement opportunities
- Morale, Welfare and Recreation (MWR) privileges
- Family Member's Group Life Insurance (FSGLI)
- TRICARE Dental Programs
- Reserve Educational Assistance Program (REAP)

Standby Reserve-Active Status List (ASL). Standby Reserve Marines on the Active Status List (ASL) are eligible for the following benefits:

- Reserve participation in a non-pay status;
- Space Available (Space A) flying privileges;
- Retirement points credit;
- Reserve I.D. Cards; and
- Promotion and advancement opportunities.

Standby Reserve-Inactive Status List (ISL). Standby Reserve Marines on the Inactive Status List (ISL) are eligible for the following benefits:

- Reserve I.D. Cards; and
- Reserve status.

Retired Reservists Awaiting Pay at Age 60. Marines who have received notification of eligibility for retired pay at age 60, but are not yet 60 years of age are eligible for the following benefits:

- Commissary privileges (unlimited)
  - Exchange privileges
  - Space Available (Space A) flying privileges within the continental United States on DoD aircraft
  - Retention of rank as a member of the Reserve Component
  - Survivor Benefit Plan (Reserve Component)
  - Reserve I.D. Cards
  - Morale, Welfare and Recreation (MWR) privileges
  - Uniform privileges
  - Reserve Component Survivor Benefit Plan (RCSBP)
-

Reserve Marines Receiving Retirement Pay. Reserve Marines currently receiving retirement pay are eligible for the following benefits:

- Medical care on a space available basis;
- Commissary privileges;
- Exchange privileges;
- Retirement pay based on rank, longevity and established retirement points;
- Space Available (Space A) flying privileges;
- Retention of rank as a member of the Reserve Component;
- Retired I.D. Cards;
- Morale, Welfare and Recreation (MWR) privileges;
- Survivor Benefit Plan (Reserve Component).

The Reserve Component-Survivor Benefit Plan (RC-SBP). The Reserve Component-Survivor Benefit Plan (RC-SBP) is a voluntary program. This is a voluntary, cost program offering retired reservists an opportunity to ensure a survivor's annuity for their dependents and eligibility for a Uniformed Services Identification and Privilege Card (DD Form 1173).

When a reservist completes twenty qualifying years of service and is eligible to retire, he or she is issued a Notification of Eligibility (NOE) for retirement pay at age 60. The NOE is a package explaining RC-SBP and the necessary application forms. These packages are sent certified mail-return receipt requested and the reservist has 90 days from the date of receipt to return the RC-SBP election. Reservists may elect one of three options:

Option A: If the Reservist attains age 60 and begins drawing retired pay, the Reservist will have the option to make an SBP election. Provisions of the SBP can be found in Marine Corps Order P1741.11C. Spouse concurrence is required for any SBP election other than maximum coverage.

Option B: Reservists may elect to provide an annuity to survivors that become effective on the 60th anniversary of the Reservist's birth if death occurs before that date. The survivor's annuity will be 55 percent of the Reservist's full retirement pay, or a lesser amount as designated by the reservist with spouse concurrence. The cost of the RCSBP is deducted from the Reservist's retirement pay.

Option C: Reservists may elect to provide an immediate annuity for survivors beginning on the day after the date of death until age 60. The annuity payable is 55 percent of the base amount (an amount chosen by the reservist between the minimum of \$300.00 and the maximum of full gross retired pay). Additionally, when the reservist starts to

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receive retirement pay, the cost of participation in the RC-SBP will be deducted from that pay.

## Assignments

Permanent Duty Station Changes. In general, Marines serve 36 months at a permanent duty station before reassignment. Consistent with the needs of the Marine Corps, an attempt will be made to satisfy Permanent Change of Station Orders (PCSO) requests of qualified Marines. Reassignments are subject to existing vacancies at requested locations, time on duty requirements at current duty stations and End of Active Service (EAS) dates. If a Marine's EAS does not allow for a transfer, the Marine must agree to extend or reenlist.

Humanitarian and Hardship Reassignments. Marine Corps authorities are aware of the hardships that confront Marine families and of the additional burden created by long absences of service members from their families.

Emergency leave frequently provides sufficient time to alleviate such hardships; however, when a Marine requires more time than leave can provide and has a reasonable chance of resolving the hardship if reassigned, a humanitarian reassignment may be requested from the Marine's command. Eligibility for humanitarian reassignment is determined on a situational basis. The following factors will be considered:

- A severe hardship exists, not normally encountered and resolved by other members of the Marine Corps
  - The hardship occurred or has been excessively aggravated since the Marine has been serving on active duty
  - The problem affects the Marine's immediate family to include a spouse, child, stepchild, parent (including Mother/Father-in-law); sibling, stepparent or other person acting in loco parentis for a period of 5 years before the member became 21 years of age, or any legitimate dependent of the Marine
  - There are no other family members or relatives nearby capable of providing necessary assistance
  - The Marine has made every reasonable effort to alleviate the hardship and it cannot be alleviated through leave (including emergency leave if the member is overseas), correspondence, power of attorney, or by other professional means
  - The Marine's presence is required for specific reasons other than for morale purposes alone
  - The hardship is resolvable within a short time frame, normally within four months.
-

Circumstances that normally warrant special consideration include the recent death of a Marine's spouse or child, or a recent divorce, when the Marine has been awarded custody of the children and requires time to arrange for their permanent care. The Marine must be able to certify dependent care per *Marine Corps Order 1740.13, Family Care Plans*.

Humanitarian Reassignment requests based solely on the following reasons are not considered sufficient to allow a Humanitarian Reassignment and are generally not approved:

- The death of a parent where other family members are surviving
- The threatened separation or threatened divorce action or normal anxiety or depression due to military assignment
- A normal pregnancy, threatened miscarriage, breech birth, cesarean section or RH incompatibility
- Financial or business reasons (including the operation of family business);
- Indebtedness
- Being a single parent (raising children is not a temporary situation, consequently a hardship discharge should be considered)
- Personal convenience
- To attend to or assist grandparents (other than loco-parentis), or other persons not identified as immediate family
- Children in school (except for those requiring special education)
- Part-time employment of Marine, or employment of spouse; and/or physical or mental condition

The Marine should seek assistance in submitting his or her request for a Humanitarian Reassignment from his or her command's administrative section. If on leave (away from the Marine's regular duty station), the Marine should go to the nearest Marine facility; such as an active duty unit, reserve unit or a Military Entrance Processing Station (MEPS), where assistance will be provided. The Marine may be attached to that unit temporarily while his or her Humanitarian Reassignment request is pending.

When a death or serious illness occurs within a Marine's family, regardless of whether the Marine is stationed overseas, in the United States (CONUS), or at sea aboard a ship, the local Red Cross Representative should be notified immediately. The Red Cross Representative will telephone or fax the emergency information to the command directly or to the appropriate Naval Communications Command who in turn will forward the information to the Marine's command.

### **Reenlistment and Retention**

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The opportunity to reenlist in the Marine Corps for another term of three or four years is one of the most memorable and gratifying times in a Marine's career.

Marines on their initial enlistment are referred to as "First Term Marines." Any Marine with at least one reenlistment in the Marine Corps is termed a "Career Marine." First Term Marines compete for the opportunity to reenlist into the "Career Force" through the First Term Alignment Plan (FTAP). The FTAP controls the flow of Marines into the Career Force according to Military Occupational Specialty (MOS).

This ensures that the Marine Corps is composed of an appropriate number of Marines in each MOS. The FTAP also helps to maintain timely and consistent promotion flows. Without the FTAP, MOS balance could not be maintained. Overpopulated MOSs would suffer promotion stagnation, and underpopulated MOSs mission readiness would suffer.

To encourage Marines in underpopulated MOSs to reenlist, the Marine Corps offers a Selective Reenlistment Bonus (SRB). The SRB is a cash incentive targeting those Marines in hard to fill MOSs.

In conjunction with reenlistment requests, First Term Marines may request lateral moves into underpopulated MOSs. For approval of such a request, a Marine must be qualified for the new MOS and his or her current MOS must be deemed overpopulated. Occasionally Marines may not be authorized reenlistment in their MOS because of overpopulation; in these cases Marines will receive involuntary lateral moves. Lateral moves allow good Marines the opportunity to remain in the Marine Corps to serve their Country and maintain a stable, capable force.

Career Marines do not compete for reenlistment, but must maintain established retention standards based on the "Whole Marine Concept." Career Marines are required to exhibit high standards of leadership, professional competence and personal behavior; possess moral character and personal integrity; meet medical and dental standards; pass a complete physical fitness test and remain within the prescribed height and weight standards. Past and present performance, and the recommendation of the Marine's current commander determine how well these standards have been met.

Service Limitations. To reenlist, a Marine must meet retention standards and time-in-service limitations. These are also known as Enlisted Career Force Controls.

Corporal	8 years
Sergeant	10 years
Staff Sergeant	20 years
Gunnery Sergeant	22 years

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First Sergeant and Master Sergeant	27 years
Sergeant Major and Master Gunnery Sergeant	30 years

The Retention Branch of Headquarters Marine Corps provides counselors for career counseling. Marines may contact the counselors to arrange a performance evaluation or to receive advice on methods to improve their performance and competitiveness for promotion.

If a Marine requesting reenlistment has a less than desirable performance record, his or her record will be reviewed by a number of different officers and Senior Staff Non-Commissioned Officers before a final decision is made. A request from the Marine's commanding officer for reconsideration of the final decision may be considered.

Marines who reach 18 years of active service will be in a "sanctuary" status and allowed to continue on active duty until they reach 20 years, provided they are not administratively separated, punitively separated, or separated for disability.

If a Marine is denied further service and is involuntarily separated prior to retirement, the Marine Corps will grant him separation pay. Marines separated because they reach their service limitations or have been twice passed over for promotion are authorized full separation pay, if not selected for continuation for a period long enough to qualify for retirement. Marines separated for not meeting retention standards will only be authorized half separation pay.

Reenlistment Codes. When a Marine is discharged, a reenlistment/reentry (RE) code is assigned. RE codes are administrative tools used by the military services to rate and categorize military personnel according to their eligibility to reenlist or reenter the Service. Except for administrative errors in assigning reenlistment codes, the code assigned may not be changed except by the Secretary of the Navy. The Board for Correction of Naval Records (BCNR) is the appropriate forum to petition for changes to reenlistment codes. The following list explains the meaning of each RE code to Marine personnel:

<u>CODE</u>	<u>MEANING</u>
RE-1A	Recommended and eligible
RE-1B	Recommended and eligible, but denied retention due to Enlisted Career Force Controls
RE-2A	Transferred to Fleet Marine Corps Reserve (FMCR) before reaching maximum service limitation for grade
RE-2B	Retired
RE-2C	Transferred to FMCR at maximum service limitation for grade
RE-3A	Failure to meet general technical score prerequisite Assigned when single disqualifying factor only

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RE-3B	Assigned when there is a military or civil record of in-service drug involvement
RE-3C	When directed by CMC or when not eligible and disqualifying factor is not covered by any other code
RE-3F	Failure to complete recruit training
RE-3H	Hardship discharge
RE-3O	Refused orders assigned without sufficient obligated service remaining
RE-3P	Failure to meet physical medical standards (Includes pseudofolliculitis and weight standards)
RE-4	Not recommended for reenlistment

Prior Military Service. Individuals interested in reenlistment in the Marine Corps after prior service in the armed forces must submit a formal request for reenlistment at a recruiting office. The application for reenlistment should include the Marine's Report of Separation from Active Duty (DD 214).

Eligibility for reenlistment into the Marine Corps is then determined based on the Basic Enlistment Eligibility Requirements (BEERS), Reentry Codes and prior military service records. Applicants satisfying all BEERS, with a favorable RE code and prior military service record, can be admitted into the Marine Corps as soon as pre-reenlistment physicals and other required processing for broken service reenlistments are complete.

Applications received with less than favorable records may be rejected immediately by recruiting authorities or forwarded to the higher authority for consideration of necessary RE code, civil, drug and alcohol, or similar waivers. If the Commanding Officer of the recruiting command determines that, notwithstanding the character of the last discharge, the applicant is in all respects fully qualified, his or her application and a recommendation from the Commanding Officer of the recruiting command will be forwarded to the Commandant of the Marine Corps' administrative processing for a decision on the applicant's suitability for reentry in the Marine Corps.

If an application is rejected, the former service member may appeal to the Board for Correction of Naval Records (BCNR) for potential RE code change consideration. RE codes believed to be erroneously assigned can be reviewed to ensure administrative accuracy. Requests for RE code review or upgrade should be forwarded in letter format with a Request for RE Code Correction/Upgrade copy of the Marine's Report of Separation from Active Duty (DD 214) and his last evaluation to:

Commandant of the Marine Corps

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Performance Evaluation Review (MMER)  
2008 Elliot Road  
Quantico, VA 22134-5030

Marines desiring an RE code upgrade from one that was correctly assigned, but less favorable than believed to be deserved, may petition the BCNR with a DD Form 149 (see appendix A). Headquarters, Marine Corps will review such requests. Marines with denied requests must attach a copy of the denial record to their DD 149.

### **Separation and Retirement**

Types of Discharges. A Marine is officially discharged upon execution of Form DD-214. A discharge is defined as separation from military service, whether voluntary, involuntary, or retirement.

The two discharge categories from enlisted Marine Corps service are Administrative and Punitive. Punitive discharges are awarded by court martial. The levels of discharge, or “Character of Service” that may be entered on the Serviceman’s Form DD-214 (Block 13a) include the following:

#### Administrative

1. Honorable
2. General (Under Honorable Conditions)
3. Under Other Than Honorable Conditions (OTH)

#### Punitive (Only awarded by a Court-Martial)

1. Bad Conduct Discharge (BCD)
2. Dishonorable Discharge (DD)

Administrative Discharges. Normal separation at the end of enlistment or obligated service is defined as an administrative discharge. The Marine Corps also may unilaterally terminate a member’s enlistment contract by means of administrative discharge. The Marine being discharged is afforded various rights depending upon the reason for processing. A written notification of these rights will be provided. In turn, the Marine must elect to exercise or waive his or her rights in writing. These rights may include representation by legal counsel and a formal hearing, called an Administrative Discharge Board. Once a discharge has been legally awarded, only the Secretary of the Navy, through the Naval Discharge Review Board (NDRB) or the Board for Correction of Naval Records (BCNR) has the authority to change or upgrade the type of discharge awarded. The reason for processing administrative discharges may include:

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Convenience of the Government

Parenthood hardship

Designated physical or mental conditions, and pregnancy/childbirth

Misconduct

Drug and alcohol abuse

Minor disciplinary infractions

Commission of a serious offense

Pattern of misconduct

Civilian conviction

Other Than Honorable (OTH) Discharges. “Other Than Honorable” discharges are awarded in cases of misconduct or when a Marine requests such a discharge instead of facing a trial by court martial. It is the government’s option to accept such a request.

Hardship Discharges. Marines with hardships that meet the following criteria may be considered for hardship discharges. However, no service member has the right to a hardship discharge. The decision to grant a hardship discharge is purely a discretionary decision. Administrative personnel offices will assist Marines with their requests.

The hardship faced must meet the following criteria:

- A severe hardship exists that is not normally encountered and resolved by other Marines.
  - The hardship affects the Marine’s immediate family as defined to be a spouse, child, stepchild, parent (including Mother/Father- in-law), sibling or other person including a step-parent acting in loco-parentis for a period of five years before the Marine became 21 years of age, or any bona fide dependent of the Marine.
  - The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within a leave period (including emergency leave if overseas) or a period of temporary duty humanitarian reassignment.
  - The hardship has occurred or has been severely aggravated since the Marine entered the service.
  - The Marine and his or her family have made every reasonable effort to alleviate the hardship.
  - There are no other family members or relatives nearby who are capable of providing the necessary assistance.
  - The discharge or release of the Marine will assist in the elimination of or material alleviation of the hardship.
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Special consideration will normally be warranted in the following circumstances:

- The death of, or divorce from, a spouse where the Marine is left as sole parent of minor children and other arrangements cannot be made for their continued care. Under these circumstances, the Marine must be on orders to sea duty or be in a deployable status and have a final divorce decree with permanent physical custody of the children in order for discharge consideration.
- The long term physical or mental illness of the spouse requiring the Marine's presence (determination of whether the spouse's mental illness is severe enough to warrant a hardship discharge is at the discretion of the appropriate Special Courts-Martial Convening Authority [SPCMCA])
- The disability or death of a parent that requires the Marine's separation from the Marine Corps for the financial and physical support of members of the family. Consideration must first be given to Social Security, Disability payments or other federal and state assistance programs, and any other income and/or assets of the Marine and/or other family members.

Hardship discharge requests based solely on the following circumstances are generally not sufficient to warrant approval:

- The Marine's physical or mental health
- Providing moral support to immediate family members whose life expectancy is less than six months, according to a licensed physician (in such cases, a humanitarian reassignment would be appropriate)
- Financial or business reasons, including the operation of a family business unless the business is the sole income of the family and there are no other family members capable of operating it
- Indebtedness
- Custody battles in divorce proceedings
- Personal convenience

Administrative personnel offices can assist Marines in submitting requests for Hardship Discharges and providing all necessary information. If on leave (away from the member's regular duty station), the Marine should go to the nearest Marine Corps Activity, such as a Reserve Center or MEP station, where assistance will be provided.

Eligibility for Retirement. Service members who complete 20 years or more of active duty service are eligible to retire and receive retirement benefits upon separation from active duty. Marines who complete the required service for a Reserve Retirement become eligible for

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retirement benefits upon reaching retirement age. Retirement benefits generally include the following:

- Retirement/Retainer pay
- Death and Burial Benefits
- Retiree Health Care & Dependent Health Care
- Disability Care
- Life Insurance
- GI Bill Educational benefits
- Survivor Benefit Plan
- Space-A Flights
- Access to Commissary, Exchange and other on-base facilities and services
- Social Security Benefits

The amount of pay is subject to specific determination based on the length of service, date of entry and other factors. Retirement pay may be supplemented based on any disabilities that are documented. In some cases a member may receive a medical retirement with less than the requisite service.

Before retirement, members are offered training and seminars to guide them through the retirement process and transition.

### **Identification Cards**

Military ID. A United States Uniformed Services Privilege and Identification Card (also known as U.S. military ID, Geneva Conventions Identification Card) is an identity document issued by the Department of Defense to identify a person as a member of the Armed Forces or the dependent of a member of the Armed Forces.

- The card grants access to military bases, exclusive stores (such as AAFES and NEX outlets and commissaries), Morale Welfare and Recreation (MWR) facilities, and federal military installations. It provides proof of eligibility for medical care delivered either directly within the military health system or outside through TRICARE. The identification card is called a Common Access Card (CAC) because it is also a smart card that is used with specialized card readers for automatic building access control systems, communications encryption, and computer access.

Types of Military ID Cards. The types of military ID cards used today are the CAC for active duty and Reserve members, the Department of Defense (DD) Form 2 for retirees, and DD Form 1173

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for dependents. Until the CAC was phased in starting in late 2003, the DD Form 2 in branch-specific variants served as active duty members' ID. Prior to the October 1993 revision, the DD Form 2 form number was appended with one of five variant codes denoting branch of service (A, AF, N, MC, or CG), and the typewriter-filled blank form variants were overprinted with branch names and logos. Current DD Forms 2 and 1173 are identical for all branches; the DEERS ID workstation prints branch-unique names and logos onto the blank form along with the holder's personal information at the time of issue. Current DD Forms 2 and 1173 variants differ only in the color in which the blank form is printed, indicating the holder's status. DD Forms 2 and 1173 are easily confused as they are similar in appearance and purpose, however they are two distinct forms.

Dependents. The Department of Defense defines military dependents as lawful spouses, children, and qualifying parents and parents-in-law. Qualifying widows and widowers, and qualifying former spouses are also considered dependents. Children are considered dependents only if they fall into the following categories:

1. If the child is unmarried, under 21 years of age, and is:
    - A legitimate child
    - An adopted child
    - A stepchild
    - An illegitimate child of record of a female Marine
    - An illegitimate child of male Marine, whose paternity has been judicially determined, or;
    - An illegitimate child of a male Marine, whose paternity has not been judicially determined, or illegitimate child of a spouse who resides in the home of the sponsor and dependency has been established
  2. If the child is unmarried, 21 years of age or older, and dependent on the sponsor for over 50 percent of his or her support (or was at the time of the sponsor's death)
  3. A child that is incapable of self-support because of mental or physical incapacity that existed while a dependent and before his or her 21st birthday
  4. A child that is incapable of self-support because of mental or physical incapacitation that existed while a dependent and enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education, prior to reaching the age of 23
  5. A qualifying ward
  6. A pre-adoptive child who has been placed in the Marine's home by a state recognized agency
  7. A child under 10 years of age who resides with a guardian, divorced parent, or other person not eligible for medical care or other privileges;
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8. Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

Eligible Dependents of Active Duty Marines. The following individuals are eligible for an Active Duty Dependent ID Card (DD Form 1173):

- Dependents of active duty Marines or Marines entitled to retired pay, including former (discharged) Marines, who are 60 years of age or older, and who are in receipt of retired pay for non-Regular service under 10 USC;
- Dependents of Marines who were eligible for retired pay but separated due to misconduct involving dependent abuse, including those Marines in a dual status;
- Dependents of active duty Marines (over 30 days) not entitled to retired pay who were separated from active duty under a court-martial sentence resulting from a dependent abuse offense and administratively separated from active duty if the basis for separation includes a dependent-abuse offense when separated on or after 30 November 1993, and when dependents are eligible for transitional privileges under Public Law 103-160;
- An unremarried former spouse of a Marine or former Marine where the former spouse must have been married to the Marine for a period of at least 20 years, during which the Marine must have performed at least 20 years of service creditable for retired pay (20/20/20); (See Public Laws 97-252 and 98-525.)

An unremarried former spouse as described above, except that the period of overlap of marriage and the Marine's creditable service is at least 15 years but less than 20 years (20/20/15)[Benefits for former spouses in this category are summarized below]:

- If the marriage terminated prior to 1 April 1985, entitlement to medical care has no time limitation provided the former spouse is otherwise eligible.
  - If the marriage terminated on or after 1 April 1985, and before 29 September 1988, the unremarried former spouse is no longer eligible for an ID card. The law authorized an ID card for this category of former spouse for two years from the date of divorce or 31 December 1988, whichever is later. This time has now expired.
  - If the marriage terminated on or after 29 September 1988, medical care shall exist for one year provided the former spouse is otherwise eligible.
  - An unremarried former spouse described above except that the period of overlap of marriage and the Marine's creditable service was at least 10 years, and the former spouse is in receipt of an annuity as a result of the Marine being separated from the service due to misconduct involving dependent abuse (10/20/10);
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- Surviving dependents of a Marine who died while on active duty or under orders that specified a period of more than 30 days, or Marines who died while in a retired-with-pay status;
- Surviving dependents of a Reserve Marine who died from an injury or illness incurred or aggravated while on active duty for a period of 30 days or less, on active duty for training, or on inactive duty training or while traveling to or from the place at which the inactive duty training occurred (Public Law 99-145);
- Surviving dependents of (1) a Reserve Marine who had earned 20 qualifying years for retirement and received his or her notice of eligibility for retired pay at age 60, but had not transferred to the Retired Reserves, (2) a Retired Reserve Marine eligible for retired pay at age 60, and (3) a former Marine who had met time-in-service requirements, and who died before reaching age 60, but after October 1, 1978 (Public Law 95-397) [The ID card may be issued only on, or after, the date on which the Marine would have been 60 years old had he or she survived.];
- Dependents of an honorably discharged veteran rated by the VA as 100 percent disabled from a Uniformed Service-connected injury or disease and certified by the VA as entitled to commissary and exchange privileges;
- Dependents and survivors of Medal of Honor recipients;
- Involuntarily separated Marines, not for cause, on active duty or full-time National Guard duty prior to or on 30 September 1990, and involuntarily separated from active duty on or after 1 October 1990, through 30 September 1999 (until 1 October 1999), or on active duty after 29 November 1993, and then separated through 30 September 1999 (until 1 October 1999), and their dependents, including dependents acquired after the Marine's separation (Individuals entering active duty after 1 October 1990 and separating through 29 November 1993, were not eligible for Transition Assistance Management Program (TAMP) benefits) (Public Law 101-510); and
- Voluntarily separated Marines who are eligible and approved for payment of a Special Separation Benefit (SSB) or the Voluntary Separation Incentive (VSI), have been on active duty for more than 6 years, have served at least 5 years of continuous active duty immediately preceding the date of separation, and the date of separation is on or before 30 September 1999 and their dependents, including those dependents acquired after the Marine's separation (Public Laws 102-190 and 102-484).

Eligible Dependents of Reserve Marines. The following individuals are eligible for a Reserve Dependent ID Card (DD Form 1173-1):

- Dependents of Reserve Marines not on active duty in excess of 30 days, in the categories of spouse, child, stepchild, ward and dependent child 21 years of age or older if incapacitated or a student;
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- Dependents of Reserve retirees entitled to retired pay at age 60, who have not yet reached age 60 in the categories of spouse, child, ward and dependent child 21 years of age or older if incapacitated or a student;
- Unremarried surviving spouses of Reserve retirees entitled to retired pay at age 60, who die prior to reaching age 60 [Eligible dependents in the categories of child, stepchild, ward and dependent child 21 years of age or older if incapacitated or a student shall also be issued a DD Form 1173-1. The surviving dependents of Reserve retirees shall be issued the DD Form 1173 instead of the DD Form 1173-1, on the anniversary of the sponsor's sixtieth birthday.]; and
- Marines of the Selected Reserve are eligible for Selected Reserve Transition Program benefits, who are involuntarily separated from the Selective Reserves due to discharge to civilian status, on or after 23 October 1992, to on or before 30 September 1999, and their dependents (Public Law 102-484)

Dependents are eligible for benefits regardless of whether dependency status was acquired before or after the Marines separation. Those individuals shall be issued an over stamped DD Form 1173-1 showing the expiration date for each benefit on the reverse of the card.

### **Records and Review Boards**

#### Official Military Personnel Files.

Obtaining records for anyone who served in the Marine Corps. All records of military service can be obtained through the National Archives and Records Administration at <http://www.archives.gov/index.html>

Obtaining a Veteran's Service Record and DD-214. Military veterans and the next of kin of deceased former military members may use an online military personnel records system to request documents at <http://www.archives.gov/veterans/evetrecs/index.html>.

Releasable information under the Freedom of Information Act. Some information contained in a veteran's service record may be releasable under the Freedom of Information Act. A list of releasable information is available at: <http://www.archives.gov/st-louis/military-personnel/foia-info.html>. Send written requests to the following address:

National Personnel Records Center  
Military Personnel Records  
1 Archives Drive

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St. Louis, MO 63138  
Phone: (314) 801-0800

Medical Records. The National Personnel Records Center, Military Personnel Records (NPRC-MPR) is the repository of millions of military personnel, health, and medical records of discharged and deceased veterans of all services during the 20th century. NPRC (MPR) also stores medical treatment records of retirees from all services, as well as records for dependent and other persons treated at naval medical facilities. Information from the records is made available upon written request (with signature and date) to the extent allowed by law. For more information please visit their web site at [http://www.archives.gov/facilities/mo/st\\_louis/military\\_personnel\\_records.html](http://www.archives.gov/facilities/mo/st_louis/military_personnel_records.html).

Review Boards—Naval Discharge Review Board. Per federal law, the Naval Discharge Review Board reviews and determines whether a service member's discharge was granted in a proper manner and was fair and equitable considering the regulation in effect at the time of the discharge. If the Board determines that character of a Marine's discharge is improper, the Board will direct a correction. The Board is not authorized to:

- Increase the severity of, or revoke any discharge or dismissal
- Reinstate or recall a Marine to active duty
- Change the reason for a discharge to one for medical reasons
- Award monetary benefits
- Change a reenlistment (RE) code

The Board cannot change the type and reason for discharge to allow reentry or reinstatement of Marines into any branch of service. The DD Form 293 is the appropriate means to apply for a discharge upgrade. The constituent must sign, date, and mail the form to the following address:

Secretary of the Navy  
Council of Review Boards  
Attn: Naval Discharge Review Board  
720 Kennon Street SE, STE 309  
Washington Navy Yard, DC 20374-5023

More details are available at:

Website: <http://www.donhq.navy.mil/corb/>  
E-mail: [NDRB\\_INBOX@nmci-isf.com](mailto:NDRB_INBOX@nmci-isf.com)  
Phone: (202) 685-6600

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### Corrections to Military Records

In 1946, Congress created the Board for Correction of Naval Records to provide a method for correction of errors or removal of injustices from the records of current and former Navy and Marine Corps service members without the necessity for private legislation. The legislative basis for the board is contained in 10 U.S.C 1552.

Any Marine, past or present, who believes they have suffered an injustice or that an error exists in their service record may request a review by the Board for Correction of Naval Records. There are a number of reasons why a constituent would make such a request. The most common include:

- Upgraded Discharge
- Promotions
- Retired Pay
- Household Goods
- Pay Date Change
- Bonus
- Education Programs

DD Form 149. The DD Form 149 is the appropriate means for the correction of a military record. The constituent must sign, date, and mail the form to the following address:

Board for Correction of Naval Records  
701 S. Courthouse Road  
Bldg 12, Suite BE140  
Arlington, VA 22204-2490

Phone: (703) 604-6884 or (703) 604-6885  
Hours of Operation: 6:30 a.m. to 3:00 p.m. EST  
Fax: (703) 604-3437  
Web: <http://www.donhq.navy.mil/bcncr/bcncr.htm>

Checking on payments. To check on payments after Board for Correction of Military Records has approved an appeal, the constituent may call the Defense Finance and Accounting Service inquiry line at (317) 212-6167 between the hours of 8:30 a.m. and 3:30 p.m. (Eastern Standard Time).

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Protesting incorrect payments. To protest incorrect payments, the constituent must provide written documentation explaining the protest and a hand-written signature to the following address:

DFAS-IN  
Dept. 3300 ATTN: COR/Claims  
8899 East 56th Street  
Indianapolis, IN 46249-3300

Appealing fitness reports and re-enlistment codes. A Marine who desires to challenge a fitness report or re-enlistment code must appeal to the Performance Evaluation Review Board. This board is the initial action agency for fitness report appeals that are submitted to the Board for the Correction of Naval Records (BCNR). The PERB meets on a weekly basis to adjudicate fitness report appeals in accordance with Marine Corps Order 1610.11C (the germane regulation for appealing fitness reports).

Requests to change re-enlistment codes must be submitted in writing, along with a copy of the DD Form 214 (Certificate of Release or Discharge from Active Duty). Because Marines receive their re-enlistment codes based on an evaluation of their service while on active duty, changes to re-enlistment codes because of events after separation or the passage of time are not routine.

The contact information is as follows:

Performance Evaluation Review Branch (MMER)  
Headquarters Marine Corps  
2008 Elliot Road  
Quantico, VA 22134-5030  
Phone: (703) 784-9204 or (703) 784-9205  
Web: [www.manpower.usmc.mil](http://www.manpower.usmc.mil)

### **3. AWARDS, MEDALS AND UNIFORMS**

#### **Military Awards**

Federal law does not impose a time limit for submission of personal awards recommendations. However, personal award recommendations should be submitted at the earliest possible opportunity after an act to ensure that the award, if approved, is awarded in a timely manner.

The Marine Corps will not reconsider a decision on an award that was made by proper officials at the appropriate time. This includes decisions not to award a personal decoration or a specific level of recognition to a Marine, as well as not reconsidering or reversing a decision because a person disagrees with the level of recognition that was given. Recommendations formally submitted through the proper channels that have not been acted upon or responded to in reasonable time may be resubmitted. This can only be done if conclusive evidence proves that the initial recommendation was lost or not acted upon properly. A copy of the original recommendation is normally required, and the identity and position of the person initiating the original recommendation must be provided.

Constituents wishing to obtain foreign decorations and awards should be notified that the issue of such awards is the responsibility of the presenting nation. Authorized recipients may purchase foreign awards from commercial sources or contact the presenting nation's local embassy.

Campaign medals for Afghanistan and Iraq. On April 7, 2005, the Secretary of Defense announced the creation of two new campaign medals for Afghanistan and Iraq. *Executive Order 13363* established the Afghanistan and Iraq campaign medals to recognize members, who made specific sacrifices and significant contributions in these areas of operation. Specific information on the medal can be found at <http://www.defenselink.mil/releases/release.aspx?releaseid=8371>.

Korean Defense Service Medal. See the News Release entitled: "DoD Announces Korean Defense Service Medal" at the following web page, <http://www.defense.gov/releases/release.aspx?releaseid=7063>

Each military department will prescribe appropriate regulations for administrative processing, awarding and wearing of the Korean Defense Service Medal (KDSM) and ribbon for their service members, to include application procedures for veterans, retirees, and next-of-kin.

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The mailing addresses and telephone numbers for each of the military departments Awards and Decorations Office are:

Military Awards Branch (MMMA)  
Headquarters Marine Corps  
2008 Elliot Road  
Quantico, VA 22134-5030  
Telephone: (703) 784-9206

### **Obtaining Replacement Medals**

When making inquiries regarding a Veteran Marine's awards, it is essential to provide the social security number, service number, period of service, and date of birth. Inquiries concerning the status of existing awards should be made to the House or Senate Liaison Office. Constituents wishing to obtain replacement medals can write to:

National Personnel Records Center  
Liaison Office Room 350  
1 Archives Drive  
St. Louis, Missouri 63138

Website: <http://www.archives.gov/veterans/replace-medals.html>

Generally, there is no charge for medal or award replacements. The length of time to receive a response or your medals and awards varies depending upon the branch of service sending the medals.

### **Marine Corps Uniforms and Uniform Regulations**

Former members of the armed forces who served honorably during a war and whose most recent service was terminated under honorable conditions may wear the uniform of the highest grade held during their service for military funerals, memorial services, weddings, inaugurations, patriotic parades or ceremonies in which any active or reserve U.S. military unit is taking part and during travel related to these occasions.

Prohibitions on the wearing of uniforms. The wearing of uniforms is prohibited under any of the following circumstances for active, reserve, retired or separated military personnel (DoD Instruction 1334.01 of October 26, 2005):

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- At any meeting or demonstration which is a function of, or sponsored by an organization, association, movement, group or combination of persons which the Attorney General of the U.S. has designated, pursuant to Executive Order 10450 as amended, as totalitarian, fascist, communist, subversive, or as having adopted a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the U.S. by unconstitutional means.
  - During or in connection with political activities, private employment, or commercial interest that imply official sponsorship of the activity or interest.
  - Except when authorized by the approval authorities in subparagraph 4.1.1., when participating in activities such as unofficial public speeches, interviews, picket lines, marches, rallies or any public demonstration, which may imply Service sanction of the cause for which the demonstration or activity is conducted. When wearing of the uniform would discredit the armed forces, or when specifically prohibited by Marine Corps Orders.
  - Medal of Honor holders may wear the uniform at their pleasure except under the circumstances set above.
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## **4. LEGAL MATTERS AND MILITARY JUSTICE**

### **Military Justice**

A military criminal case is initiated when a Marine is alleged to have committed an offense punishable under the Uniform Code of Military Justice (UCMJ). Normally the Marine's immediate commanding officer investigates and evaluates the allegations. If it is determined that there is sufficient evidence to support the allegations of misconduct and disciplinary action is warranted, the commanding officer may award the Marine nonjudicial punishment, or refer the case to a court-martial.

Other types of investigations may occur that are not criminal in nature. These include investigations of safety or mishaps or other events where the military must ascertain the specific circumstances and causes associated with the event. Questioning or interviews conducted in these investigations may not be used in subsequent criminal proceedings. When the convening authority believes the matter involves criminal behavior, the appropriate criminal investigation will be initiated.

Marines who are injured or killed while engaging in questionable behavior or activities may be subject to a "Line of Duty/Misconduct" investigation. The purpose of this investigation is to determine if the military or member should be responsible for medical treatment. A finding that the individual's misconduct caused the injury or death can also impact the benefits to surviving dependents.

### **Legal Counsel**

Marines will not normally be afforded the opportunity to consult with military defense counsel until charges have been preferred or placed in pretrial confinement. When a Marine is subject to interrogation by an investigative agency, the Marine may seek legal counsel. Additionally, a Marine may seek legal counsel prior to his/her decision to accept nonjudicial punishment.

### **Pretrial Confinement**

The commanding officer, at his discretion and when circumstances warrant, may place a Marine in a form of pretrial restraint to include pretrial confinement. Pretrial restraint should only be utilized when the probability exists that the Marine may go UA (unauthorized absence) to avoid being present at trial or if a threat exists that the Marine may engage in further serious criminal misconduct. Time spent in pretrial restraint will be credited to the Marine's sentence if the Marine is subsequently convicted of an offense and confinement is adjudged.

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### **Nonjudicial Punishment (NJP)**

Nonjudicial punishment is an administrative disciplinary proceeding used by the accused's commanding officer or officer in charge to dispose of alleged offenses. It is not a trial, and determination of misconduct on the part of the accused is not a conviction by a court. The results of the proceeding may be used in determining character of service at separation, administrative boards, or courts-martial. The formal rules of evidence used by Courts-Martial do not apply. The accused does not have the right to legal counsel; however, his or her own personal representative (who may or may not be a lawyer) may accompany him or her. Nonjudicial punishment is also referred to as "Article 15", "Office Hours," or "Captains's Mast."

A Marine has the right to refuse nonjudicial punishment and request court-martial, unless attached to or embarked on a vessel. The request for a court-martial must be made prior to the findings and sentencing portion of nonjudicial punishment by the commanding officer or officer in charge.

Punishment assigned from an NJP hearing may include a combination of the following, based on the rank of the accused and the seniority of the awarding officer:

- Forfeiture of one-half of one month's pay per month for up to two months.
- Correctional custody for not more than 30 days, or restriction to specified limits for not more than 60 days.
- Reduction to the next inferior pay grade.
- Admonition or reprimand.
- Extra duties for not more than 45 consecutive days.
- Confinement on diminished rations for not more than three consecutive days if the accused is paygrade E-3 or below and attached to or embarked on a vessel.

Appeals must be made in writing within five calendar days of the date a punishment is awarded. In the Marine Corps, NJP appeals are made to the immediate senior of the commanding officer in the operational chain of command. Review is limited to the question of whether the punishment was unjust (not supported by fact or law) or disproportionate (too severe) for the offense. Appeals of NJP will not delay service of the punishment unless no action is taken on the appeal within five days and the accused requests that punishment involving restraint or extra duties be stayed.

### **Summary Court-Martial (SCM)**

This court may impose the least severe sentences of the three types of courts-martial. A SCM is composed of one commissioned officer on active duty. The function of the SCM is to promptly

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adjudicate minor offenses under a simple procedure. The SCM shall thoroughly and impartially inquire into both sides of the matter and shall ensure that the interests of both the Government and the accused are safeguarded and that justice is done.

The SCM may only try enlisted personnel who consent to be tried by SCM. There is no civilian equivalent to the SCM. The accused at a SCM does not have the right to counsel. If the accused has civilian counsel provided by the accused, that counsel shall be permitted to represent the accused at the SCM if such appearance will not unreasonably delay the proceedings and if military exigencies do not preclude it.

The maximum punishment that can be adjudged at a SCM is:

*E-4 and below:*

- Confinement for one month;
- 45 days hard labor without confinement; or
- 60 days restriction; and
- Forfeiture of 2/3 pay per month for one month; and
- Reduction to the lowest paygrade (E-1).

*E-5 and above:*

- Restriction to specified limits for not more than 60 days;
- Forfeiture of 2/3 pay per month for one month; and
- Reduction to the next inferior paygrade.

The record of the proceedings from a SCM is forwarded to the convening authority (usually the commanding officer of the accused) for initial review and then forwarded to a judge advocate for secondary review under Article 64(a), UCMJ. If corrective action is recommended, the record is forwarded to the officer exercising general court-martial convening authority over the accused. The accused may request, by sworn petition, review of a final conviction by summary court-martial to the Judge Advocate General.

### **Special Court-Martial (SPCM)**

This is the intermediate level of the military court-martial system. An accused at a SPCM may elect to be tried by a panel of at least three military members (enlisted accused may request that one third of the members be enlisted) or by military judge alone. Trial counsel (prosecutor) represents the Government and the accused is assigned a certified judge advocate as defense counsel. If the accused is found guilty, the court is responsible to award an appropriate sentence. A transcript of the proceedings is made by a detailed court reporter.

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The maximum punishment that can be adjudged at a SPCM is:

- Forfeiture of two-thirds pay per month for 12 months;
- Confinement for 12 months;
- Hard labor without confinement for three months (enlisted only);
- Restriction to specified limits for up to 60 days;
- Reduction to the lowest paygrade (E-1) or any intermediate pay grade (enlisted only);  
and
- A Bad Conduct Discharge (BCD).

### **General Court-Martial (GCM)**

This is the highest trial court in the military judicial system and is reserved for very serious offenses. No charge or specification may be referred to a GCM for trial until a thorough and impartial investigation of all the matters set forth therein has been made pursuant to Article 32, UCMJ. The accused may waive the pretrial investigation. Upon conclusion of the pretrial investigation, the investigating officer prepares a report to advise the commander whether the charges are in proper form, whether reasonable grounds exist to believe that the accused committed the alleged offenses, and to offer a recommendation on the appropriate disposition of the charges. If the charges are forwarded to a GCM convening authority, a Staff Judge Advocate (SJA) will examine the pretrial investigation record and make a recommendation to the GCM convening authority who decides whether or not to convene the GCM.

The personnel at a GCM include a specially-designated military judge, defense counsel, and trial counsel (prosecutor). An accused at a GCM may elect to be tried by a panel of at least five military members (an enlisted accused may request that at least one-third of these members be enlisted) or by military judge alone. A detailed court reporter makes a transcript of the proceedings.

The maximum punishment that can be adjudged at a GCM is:

- Forfeiture of all pay and allowances;
- Confinement for the maximum period of time specified in the Manual for Courts-Martial for the offense(s) charged;
- Reduction to the lowest paygrade (E-1); and
- A dishonorable discharge.

### **Review of Special and General Courts-Martial**

If the accused is found guilty, he or she may submit matters of clemency to the convening authority. After consideration, the convening authority may approve or disapprove the

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findings, the sentence, or any part thereof. Cases with approved sentences that include a punitive discharge or confinement for one year or longer must be forwarded to the Navy-Marine Corps Court of Criminal Appeals for review. If an accused is dissatisfied with the decision of this court, he may petition the Court of Criminal Appeals for the Armed Forces and, in limited circumstances, the U.S. Supreme Court. Reviews are designed to determine whether the rights of the accused were protected, whether proper procedures were followed, whether the evidence supports the findings, and whether the sentence imposed was within the authority of the court and appropriate under the circumstances.

### **Unauthorized Absence (UA) and Desertion**

Military personnel absent from their unit without authorization are encouraged to turn themselves in to the nearest active duty unit, reserve unit, or MEP station immediately. Unauthorized Absence (UA) is a serious offense, punishable under the UCMJ.

On the 31st day of being UA, a Marine's status is heightened to that of a deserter and all law enforcement agencies will be notified.

Upon apprehension or when a Marine voluntarily turns himself in to proper military or civilian authorities, he or she will be held until notification reaches the Deserter Information Point and appropriate actions are made to return the Marine to his or her parent unit.

If civil charges are pending, the Commandant of the Marine Corps will authorize the civilian authorities to retain the Marine until satisfactory completion of any assigned punishment. The Marine's unit will be notified, but his or her status as a deserter will remain until the military assumes control of the absentee.

All congressional inquiries on behalf of a Marine who is in a UA or deserter status will be deferred until the Marine has turned himself in to civilian or military authorities.

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## 5. FINANCIAL MATTERS

### **Military Pay and Allowances**

Military pay is made up of Basic Pay plus specific allowances that are determined by factors related to status, location and duty assignment. Only the Basic Pay portion of Military Pay is taxable.

Basic Pay. Military Pay rates and information is available online at the Defense Finance and Accounting Service's website:

<http://www.dfas.mil/militarymembers/payentitlements/militarypaytables.html>

Once at that page, please scroll down to "Pay Rates." Select the year for the pay tables desired.

Basic Allowance for Housing (BAH) is paid to members when housing is not provided by the government. A portion of the BAH is indexed to the cost of housing in geographic areas and will vary depending on the duty assignment.

Basic Allowance for Subsistence (BAS) is a portion of pay that is provided to members when messing is not available.

Family Separation Allowance (FSA) is paid in association with deployment or temporary duty assignments when certain time thresholds are exceeded.

Combat Zone Tax Exclusion is a benefit wherein the Basic Pay earned while the member is stationed in a Combat Zone is subject to reduced taxation.

Clothing and Uniform Allowance represents several categories of allowances paid at initial entry into the service, on an annual basis for uniform replacement, for special uniform purchases based on assignment or type of duty or change in grade, or for other purposes.

### **Involuntary Allotment for Judgment of Indebtedness**

Marines are held responsible to pay off all "just financial obligations" in a proper and timely manner. A "just financial obligation" is a legal obligation acknowledged by the Marine in which there is no reasonable dispute of the facts of law. The Servicemembers Civil Relief Act (50 U.S.C. 501) protects Marines from debts incurred prior to enlistment, by authorizing a maximum interest rate of six percent until such debts are relieved. Any judgment on the financial obligations of Marines must conform to orders of this Act. A "proper and timely

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manner" is deemed a manner that, under the circumstances, does not reflect discredit upon the Marine Corps.

The Marine Corps generally remains uninvolved in financial situations, though irresponsibility, neglect, dishonesty, or evasiveness will not be tolerated. The Marine Corps will not arbitrate disputed cases, admit or deny validity of complaints, or confirm the liability of its Marines. The Marine Corps has no legal authority to require Marines to pay financial obligations, nor can the Marine Corps divert any part of a Marine's pay unless a formal judgment by a court directs such action (5 U.S.C. 5520a, subsection K). A Marine's pay may also be garnished for child support and alimony under 42 U.S.C. 659.

### **Divorce, Alimony, and Child Support**

Each Marine is expected to provide adequate and continued support for family members. The amount of support is generally based on the needs of the family members and the Marine's ability to provide assistance. Marines are expected to comply with court orders and decrees directing the payment of child support and alimony. However, without a writ of garnishment, the Marine Corps has no authority of its own to enforce a court order or decree, or otherwise deduct money from a Marine's pay for dependent support. Such matters are settled in the civil courts.

Federal law authorizes the pay of Federal civilian employees and active, reserve and retired military members, to be subject to garnishment or similar legal process issued by courts of competent jurisdiction or authorized state agencies for the payment of child and/or spousal support. The law is found at 42 USC 659,. The regulations, promulgated by the Office of Personnel Management (OPM), concerning the processing of garnishments are found at 5 C.F.R. Part 581.

Where authorized, by applicable state law, the statute is interpreted as permitting legal process for the collection of accrued arrears of child and spousal support, as well as the enforcement of current obligations. The federal law, 15 USC 1673 (b) (2), limits garnishment and/or wage assignment to 60% (65% where the debt is 12 weeks or more in arrears) of the net pay of the employee. This limit shall be 50% (55% where the arrears of 12 weeks or more exists) of net pay where the employee has a spouse or child dependents other than the petitioners. State limitations prevail where they provide a greater exemption from garnishment than the federal limitations.

A child or spousal support order, in a divorce or separation decree, though binding on the individual concerned, is not directly enforceable against a federal agency since the orders contained in the decree are directed to the individuals concerned and not to their employers.

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The correct action to be taken for enforcement of support obligations under 43 USC 659 is to obtain a valid garnishment order or similar legal process from an appropriate state court or authorized state agency. Such an order must direct the obligor's employer (e.g., the United States or the Department of Defense, etc.) to divert a specified amount of the individual's pay for the satisfaction of such obligations.

Legal process must be served, by certified or registered mail or by personal service, upon the designated agent for service. For all Active, Reserve and Retired Marines, service of process is to be made as follows:

Garnishment Operations-HGA  
P.O. Box 998002  
Cleveland OH 44199-8002

Legal process (e.g., Writ of Garnishment, Execution, Order Assigning Salary, or Notice of Garnishment) must clearly show it is issued to recover child or spousal support and direct DFAS-Cleveland or the employing agency to withhold and remit the ordered amount as stated in the statutes and in the regulations. The legal process must also include the following information:

- Marine's full legal name
- Marine's Social Security Number
- Marine's rank or grade
- Status: Active duty or Retired
- If known, the Marine's current duty station

The definition of "Child Support" and "Alimony" or "Spousal Support" includes attorney fees, interest and court costs, if they are expressly made recoverable as child and/or spousal support under a decree, order, or judgment issued in accordance with applicable law. It should be noted that other marital obligations provided for by separation agreements or court orders (e.g., insurance premiums, lump sum payments, property settlements, interests in retired pay, etc.) are not garnishable under 42 USC 659 and related statutes.

Uniformed Services Former Spouses' Protection Act. Congress passed the Uniformed Services Former Spouses' Protection Act (USFSPA) in 1982 to place former spouses in substantially the same position that they would have been during the military retirement period had the marriage not ended in divorce, dissolution or annulment. For benefits and eligibility questions, former spouses may write or call:

Retired Affairs Section (MMSR-6)

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Headquarters Marine Corps  
3280 Russell Road  
Quantico, VA 22134-5103  
Phone: 1-800-336-4649  
Web: <https://www.manpower.usmc.mil>

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## **6. MEDICAL AND HEALTH CARE**

### **Military Health System**

Military personnel receive medical health care through a variety of sources. A change in member status (active duty, reserve, retired, or separated) impacts the systems under which they and their dependents, if eligible, may receive benefits.

<b>Member Status</b>	<b>Military Health Care Facility</b>	<b>TRICARE</b>	<b>TRICARE Transitional</b>	<b>Veterans Hospitals*</b>	<b>Dependents Services</b>
Active Duty	Y	Y		Y	Y
Reserve (Activated)	Y	Y			
Other Reserve	N	N	Y	Y*	N
Retiree	Y	Y		Y*	Y
Veteran	N	N	N	Y*	N

\*Treatment through a VA Medical Facility may require specific qualifications regarding means to pay, service connected nature of the illness, or determination of a disability. VA Medical Facilities do not provide services to eligible dependents.

TRICARE. TRICARE is a health care insurance system for military dependents and members of the military services that covers care not available through the usual U.S. military medical service or public health service facilities. Depending on the proximity to military treatment facilities, TRICARE may in many cases be the primary source of medical care. Like other health insurance, TRICARE functions like a preferred provider organization (PPO) where civilian providers that are subscribed into the program provide services under the rate structure specified by TRICARE. TRICARE also includes programs that cover military in transition in or out of the service, certain reservists and military retirees.

Military Treatment Facilities. Military treatment facilities, or “MTFs,” include hospitals, clinics, and other healthcare facilities operated by the Department of Defense.

VA Hospitals. The Department of Veterans Affairs operates the nation’s largest integrated health care system in the United States. The VA health care system includes more than 1,500 sites of care, including hospitals, community clinics, community living centers, and various other facilities. For more information, visit [www.va.gov/health](http://www.va.gov/health).

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Reservists leaving active duty. The TRICARE Transitional Health Care program offers coverage to reservists and their family members when the Marine separates from active duty. The coverage time has been extended to 180 days after the sponsor separates from active duty for qualified reservists. The 2005 National Defense Authorization Act authorized TRICARE Reserve Select (TRS), comprehensive health care coverage for reservists that is similar to TRICARE Standard and Extra

### **Behavioral Health**

The Marine Corps provides behavioral health services, which include Combat & Operational Stress Control, Suicide Prevention, Substance Abuse, Sexual Assault Prevention, and the Family Advocacy Program. The most current information on these programs is available at the Marine Corps Behavioral Health Information Network Website (<http://bhin.usmc-mccs.org/>).

Alcohol and Drug Treatment. The Marine Corps recognizes that substance use disorder is preventable and treatable. Therefore, Marines diagnosed as abusers or dependents will be provided remedial education, counseling, treatment and rehabilitation services commensurate with the degree of problems or dependency. Marines will be directed into one of the following substance abuse programs:

- *Early Intervention.* This service will provide drug and alcohol abuse education to explore related risk factors, and assist individuals in recognizing the harmful consequences of inappropriate drug and alcohol use. Service will be delivered in a classroom setting or in one-to-one sessions for a minimum of three hours. Individuals may be referred for an assessment if new problems appear.
  - *Outpatient Services.* This service will provide drug and alcohol education and counseling in regularly scheduled sessions of fewer than nine contact hours per week. The appearance of new problems may require referral to other treatment settings or agencies. Length of stay will vary according to the severity of the individual's illness and response to treatment.
  - *Intensive Outpatient Services (IOP).* This service is designed for Marines who require a more intensive treatment program while still meeting the patient placement criteria for outpatient care. Such service provides essential drug and alcohol education and treatment components while allowing patients to apply their newly acquired skills within "real world" environments. Length of stay will vary according to the severity of the individual's illness and response to treatment, normally nine or more, but less than 20 contact hours per week. The appearance of new problems may require referral to other treatment settings or agencies.
  - *Inpatient Rehabilitation.* This service is for alcohol dependent Marines who meet the required patient placement criteria and for Marines diagnosed drug dependent.
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Length of service varies with the severity of the patient's illness and his or her response to treatment. This service is provided at hospitals with alcohol treatment capabilities. Drug treatment will be provided at Naval Hospitals.

Combat & Operational Stress Control. Combat & Operational Stress Control (COSC) encompasses all policies and programs to prevent, identify, and holistically treat mental injuries caused by combat or other operations.

In November 2005, the Commandant of the Marine Corps set out to ensure that all Marines and family members who bear the invisible wounds of stress receive the best help possible. To do so, the Commandant established the COSC Section in the Personal and Family Readiness Division of Headquarters Marine Corps. The section's mandate was to be a single integrating agency for all matters pertaining to combat and operational stress control in the Marine Corps.

Today, the COSC Section establishes and oversees plans, policies, programs, training, research, and reporting procedures to promote the resiliency of Marines and families to operational stressors, and their recovery from stress injuries. The COSC Section provides resources for Marine leaders, chaplains, mental health professionals, medical providers, service members, veterans, family members, and their advocates.

The COSC Section is actively supported by a large multidisciplinary and multi-agency team of adjunct staff drawn from many departments in Headquarters Marine Corps including, Marine Corps Combat Development Command, operational commands, the Navy Bureau of Medicine and Surgery, the Navy chaplaincy, the Veterans Administration, the National Center for PTSD, and many other educational and research organizations.

Suicide Prevention. Commanders are responsible for implementing a command suicide prevention program in all commands battalion/squadron level or higher. These suicide prevention programs involve a continuum of care with several elements:

1. Awareness education and health promotion in the form of annual suicide awareness and prevention training to promote healthy lifestyles for all personnel.
  2. Leadership training providing leaders at all levels with information and skills to enhance risk identification and early intervention with at-risk personnel.
  3. Crisis intervention and risk management procedures for the referral and evaluation of Marines and Sailors requiring emergency behavioral healthcare and/or Marines and Sailors who have problems that increase risk for suicide such as depression and/or alcohol abuse.
  4. Postvention services providing support to families and units affected by the suicide of a member.
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5. Casualty reporting to higher authority to assist in improving institutional knowledge about suicide through research into risk and protective factors. The purpose of such research is to improve future prevention efforts.
6. Reintegration of Marines and Sailors who were evaluated or treated for stress injury and were found fit for return to duty. Thoughtful reintegration can reduce future suicide risk and encourage other Marines and Sailors to engage helping services when needed. Examples of reintegration include publicly or privately welcoming a Marine or Sailor back to the unit, and restoring pride through reassignment to normal duties or assignment to MOS appropriate duties.
7. Inspection of the completion and recording of the annual suicide awareness and prevention training by Commanding Generals during regularly scheduled inspections

### **Sexual Assault Prevention & Response Program**

Sexual assault is a criminal act. The Marine Corps aims to eliminate incidents of sexual assault through a comprehensive program that centers on awareness & prevention, training & education, reporting, response, victim advocacy and accountability. This program exists while in garrison as well as in the deployed environment. The Marine Corps has a very clear policy on sexual assault. The Marine Corps defines sexual assault as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent; sexual assault can occur without regard to gender, spousal relationship, or age. Consent shall not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a perpetrator uses force, threat of force, coercion or when the victim is asleep, incapacitated, or unconscious.

### Victim Reporting Options

*Restricted Reporting.* Restricted reporting allows a Marine who is a sexual assault victim to disclose details of his or her assault to four specifically identified personnel while maintaining confidentiality and without triggering an investigation. To make a restricted report, the victim MUST notify one of the following personnel: Uniform Victim Advocate (UVA), Sexual Assault Response Coordinator (SARC), Civilian Victim Advocate (VA), or Healthcare Provider. Once a restricted report is filed, a victim can choose at any time to change that report to an unrestricted report.

*Unrestricted Reporting.* A Marine who is sexually assaulted and desires official investigation of his/her allegation should make an unrestricted report. The victim may use normal reporting channels (e.g., chain of command, law enforcement, etc). Details regarding the assault will be limited to only those personnel who have a need to know, including the commander, NCIS, MPs, SARC, VA, chaplain, and healthcare provider.

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Once an unrestricted report is filed, the victim cannot change their report to a restricted report.

Family Advocacy. Family Advocacy is a command program designed to assist families experiencing the trauma of abuse. Counselors are trained in the dynamics of abuse to assist in protecting victims and support families in need of assistance. Services include information on spousal abuse and child abuse, victim advocacy, counseling for individuals, couples and children, and support groups for men and women. These services are free. Additionally, the Marine Corps offers classes on stress management, anger management, child and teen parenting, financial management and building self-esteem to educate individuals in dealing with stressful situations.

*Reporting Domestic Abuse.* The Marine Corps has maintained a policy since 2006 for Domestic Abuse Restricted Reporting. This policy affords victims an option for confidential disclosure of abuse and a way to receive support services. Under this new policy, adult victims of domestic abuse may receive medical treatment and victim advocacy services without requiring notification to law enforcement or unit commanders. To be eligible for restricted reporting, the victim must disclose to one of the following individuals: Victim Advocate, Victim Advocate Supervisor, or Healthcare Provider (depending on your state laws). Disclosure of abuse to anyone other than those listed above may result in command notification and law enforcement investigation. In cases where a victim elects restricted reporting, the confidential communications maybe suspended under certain circumstances, for example; when the victim in writing authorizes disclosure, when there is serious or imminent threat to health or safety, or when child abuse is suspected.

### **Marines with Human Immunodeficiency Virus (HIV)**

Department of the Navy medical, manpower, and personnel policies related to HIV reflect current knowledge of the natural history of HIV infection, the risks to the infected individual incident to military service, the risk of transmission to non-infected personnel, the effect of infected personnel on Marine Corps units, and the safety of military blood supplies. To this end, the following policies have been established:

- Applicants who are HIV positive are not eligible for entry into the Marine Corps.
  - Applicants for active and reserve enlisted service will be tested at Military Entrance Processing Stations (MEPS).
  - Candidates for service as officers (either regular or reserves) will be tested during pre-contract physical examinations.
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- A surveillance program exists for active duty and reserve component members to determine if HIV infection exists. Family members or Marines shall be tested on a voluntary basis.
- Active duty Marines who are HIV positive, but who demonstrate no evidence of immunologic deficiency, neuralgic involvement, decreased capacity to respond to infection, or clinical indication of disease associated with the HIV antibody shall be retained in the Marine Corps.
- HIV positive Marines from reserve components who do not require immediate deployment shall be retained in the Ready Reserve.
- A Marine who is HIV positive on active duty may request voluntary separation within 90 days after initial medical evaluation. Marines who elect separation will not be allowed reentry.

Information obtained from a Marine during an epidemiological assessment interview may not be used against him or her in a court-martial, nonjudicial punishment, involuntary separation (other than for medical reasons), administrative or disciplinary reduction in grade, denial of promotion, an unfavorable entry in a personnel record, a bar to reenlistment, or any other action by the Secretary of the Navy, considered to be an adverse personnel action.

### **Medical and Physical Evaluation Boards**

Wounded, injured, and sick Marines whose return to full duty is questionable are evaluated by medical boards to determine their fitness for further service. These are instances when the Marine's medical diagnosis affects their ability to perform the military duties appropriate to their office, grade, and MOS.

Integrated Disability Evaluation System. The Integrated Disability Evaluation System (IDES) is a joint program of the Department of Defense (DOD) and the Department of Veterans Affairs (VA). The intent of IDES is to determine the fitness of the servicemember and to reduce the amount of time between separation from DOD and receipt of VA benefits and compensation. Servicemembers are referred to IDES by their licensed medical providers.

The VA performs one medical exam that meets the needs of DOD in determining fitness for continued military service and also provides the basis for the VA to rate the Marine's disabilities (if the Marine is determined to be Unfit). The VA-determined disability rating, for the specifically military unfitting condition(s), is used by DOD as the basis for determining eligibility for military separation and retirement benefits.

1. Medical Evaluation Board (100 day goal). The Marine is assigned a Physical Evaluation Board Liaison Officer (PEBLO) from the Medical Boards section of the military treatment facility (MTF),

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who will develop the VA Claim (Part 1 of VA Claim Form 21- 0819). PEBLOs will consult with all medical specialists to determine which medical condition(s) should be included. The Marine will be referred to a VA claims development representative, the Military Service Coordinator (MSC) who counsels them on the VA portion of IDES and assists them in completing parts II-IV of the claim. Additionally, the MSC will schedule all VA medical exams required for the IDES process.

*Exams and Medical Appointments* . Examinations (including laboratory and diagnostic tests) are completed by a combination of military, VA, or authorized civilian medical providers. Results are summarized in a Narrative Summary (NARSUM). The DoD MTF is responsible for the production of the NARSUM and Medical Evaluation Board Report (also referred to as the IDES case file). The PEBLO oversees the final assembly of all components of the case file and delivers to the local MTF convened Medical Evaluation Board (MEB).

*Documents in IDES case file.* Typical medical evidence includes the following:

- A narrative summary (NARSUM)
- History and treatment of the specific injury or illness
- Laboratory results
- All referrals to doctors and sick call (health record)
- Type and frequency of medication
- Results of physical exam completed within past six months
- Typical Non-Medical Evidence:
  - Non-medical Assessment from the member's unit commander (impact of medical condition(s) on normal military duties)
  - Line of duty (misconduct) investigations
  - Personnel Casualty Report (PCR)

*Medical Evaluation Board Determination.* The MEB consists of two to three medical officers appointed by the local MTF Commander. They review the IDES case file to determine appropriate diagnosis and ability to return to full, unrestricted duty. If the Marine is expected to recover and return to full duty, the MEB may recommend placing them on Temporary Limited Duty (TLD) for a specific time frame, after which the Marine must return to full duty. Otherwise, the Marine will be referred to the Physical Evaluation Board (PEB) phase.

## 2. Physical Evaluation Board (120 day goal)

*Physical Evaluation Board (Informal).* The Physical Evaluation Board (PEB) reviews all the evidence contained in the IDES case file, to include the Marine's entire medical record to make a fitness determination and record their finding on the following:

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- Determine if the medical condition(s) was incurred in the line of duty
- Determine if Marine is Fit or Unfit for continued service
- Recommend return to duty if found Fit; or if found Unfit:
- Identify the specifically military unfitting medical condition(s)
- Recommend separation from active duty with final disposition based on the degree of disability (percentage awarded by VA) for the military unfitting medical conditions
- Determine if the military unfitting conditions were incurred as the result of a combat related event, and/or in a combat zone
- Forward the case to the VA Disability Rating Activity Site (D-RAS) to determine
- degree of disability for each condition claimed.

*VA Ratings.* The Veterans Administration Disability Rating Activity Site (D-RAS) evaluates the Marine's referred and claimed conditions to produce a rating letter that explains the disability rating applied. Each condition is rated from zero to 100% and results are submitted to IPEB. The IPEB and D-RAS findings are merged and submitted to the PEBLO for delivery to the Marine.

*If the Marine is found Unfit, they have three options:*

1. Accept the findings of the IPEB
2. Accept the findings of the IPEB and request to remain on active duty in Permanent Limited Duty/Expanded Permanent Limited Duty (PLD/EPLD) status; or
3. Disagree with the findings and request or demand an Formal Physical Evaluation Board

*Permanent Limited Duty.* A request to remain on active duty in a Permanent Limited Duty/Expanded Permanent Limited Duty (PLD/EPLD) status is NOT a part of the MEB/PEB process. A Marine must coordinate with their Limited Duty Coordinator to complete the request through their chain of command. Final approval for PLD/EPLD is granted by HQMC. To be eligible for PLD/EPLD a Marine must first accept the Unfit finding of the PEB. Marines determined Fit can NOT request PLD/ EPLD.

*Appealing the VA's disability ratings.* If a Marine believes that an error was made in determining their rating, they may notify their PEBLO and request a one-time reconsideration by the VA. The rating reconsideration will be processed through the PEB. The VA D-RAS will only reconsider the evaluation of a rating if new medical evidence is received, or the Marine is able to provide sufficient evidence of an error to warrant reconsideration. Only one reconsideration is made for each military unfitting condition. If a new condition is found to be unfitting, by the PEB during the Formal PEB

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phase, reconsideration can be requested; even if other conditions have been previously reconsidered.

*Physical Evaluation Board (Formal).* All Marines found Unfit by the informal PEB have the right to a formal hearing. Upon approval and scheduling, the Navy will assign a Navy Judge Advocate General's Corps attorney to the Marine. The Marine may choose a non-military attorney, but they will be responsible for any costs. The attorney will prepare the petition, gather evidence and present their case to the PEB. Once the case has been presented, the board deliberates and prepares a findings letter with written rationale. The findings and rationale are reviewed by the Department of Navy PEB President before being released to the Marine. These findings become the decision of record. In general, Marines request a formal hearing to (a) challenge their Fitness determination, or (b) add other medical conditions to the list of military unfitting conditions that may result in a higher combined disability rating.

*Petition for Relief.* If the Marine disagrees with the findings of the formal PEB, he or she has 15 days to submit a Petition for Relief (PFR) to the Director, Secretary of the Navy Council of Review Boards through their legal counsel. The Director has the authority to modify the PEB finding such as overturning a finding of Unfit to Fit. This is the last opportunity for an in-service appeal. The Marine should expect a 30-day turn around for appeal processing.

3. Transition (45 day goal). Transition begins after the Marine accepts the PEB finding or completes formal and military appeals. At this point, the VA is informed of the final disposition, receives a copy of the separation orders and DD Form 214, and conducts a final interview with the Marine, their dependents, or other representatives to determine entitlement to benefits; gather supporting documentary evidence, and file claims on behalf of the Marine for benefits allowable under state and federal law. The MSC will meet with the Marine and their family to explain options and what the Marine should expect from the VA upon separation.

4. VA Disability Compensation Delivery (30 day goal). The goal of the IDES is to ensure Marines and their families receive a seamless transition from DoD to VA benefits, resources, and care. After the Marine receives their DD Form 214, they typically receive their benefits within 30 days of their final discharge date. Disability compensation varies with the degree of disability and the number of veteran's dependents, and is paid monthly.

Legal Support for Marines in IDES. The Marine Corps has dedicated attorneys to assist Marines throughout the IDES process. Such assistance may be limited, depending on the circumstances.

To request assistance, call:

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East Coast: (910) 451-1680  
West Coast: (760) 725-6172  
Wounded Warrior Call Center: (877) 487-6299

### **The Marine Corps Wounded Warrior Regiment**

The Commandant of the Marine Corps established the Marine Corps Wounded Warrior Regiment (WWR) to provide and facilitate assistance to wounded, ill and injured Marines and their families throughout the phases of recovery. The WWR is a single command with a strategic reach that provides non-medical care to the total Marine force: Active Duty, Reserve, Retired, and Veteran Marines. The Regiment does not make a distinction for the purposes of care between a combat wounded Marine and a Marine that falls ill or is injured. A Marine who is injured due to a motorcycle or car accident may have deployed to combat multiple times. They receive the same level of care. No matter the cause of the illness or injury, they are fighting Marines and deserve consistent care.

This non-medical care is provided whether Marines are at major military treatment facilities, at home away from bases and stations, or with their operational units.

As an independent command serving a distinct population, WWR was created to provide that comprehensive and coordinated support to Marines and their families to assist them as they return to duty or transition to civilian life.

The Regimental Headquarters, located in Quantico, VA, commands the operation of two Wounded Warrior Battalions located at Camp Pendleton, Calif. (WWBn-W) and Camp Lejeune, N.C. (WWBn-E), and multiple detachments in locations around the globe, including at major Military Treatment Facilities and VA Polytrauma Centers. Because of the unique needs of Reserve Marines, the WWR has the Reserve Medical Entitlements Determination (RMED) Division to specifically assist wounded, ill or injured (WII) Reservists. The Marine Corps care model is unique in that its approach is to ensure recovering Marines return to their units as quickly as their medical conditions will allow. Allowing Marines to “stay in the fight” is what makes the Marine Corps care model successful.

Whether a WII Marine is assigned to the WWR or remains with their parent command, each individual requires varying levels of support and care, depending on their stage of recovery. There is no “one size fits all” response to warrior care.

For more information on the Wounded Warrior Regiment please visit:  
[www.woundedwarriorregiment.org](http://www.woundedwarriorregiment.org) or call 1-877-487-6299.

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## **7. EMERGENCY SITUATIONS**

### **Emergency Leave**

Emergency leave and extensions thereto will normally be granted to Marines for family emergencies, whenever the circumstances warrant and the military situation permits, based on the judgment of the leave granting authority and the desires of the Marine. The Marine's commanding officer is usually the granting authority. The germane regulation is chapter 2 of *Marine Corps Order P1050.3H, Regulations for Leave, Liberty, and Administrative Absence*.

### **Red Cross Assistance**

When a military family experiences a crisis, the American Red Cross is there to assist by providing emergency communications twenty-four hours a day, 365 days a year. The Red Cross relays urgent messages containing accurate, factual, complete and verified descriptions of the emergency to service members stationed anywhere in the world, including ships at sea, embassies and remote locations. Web site: <http://www.redcross.org/>

Red Cross emergency communications services keep military personnel in touch with their families following the death or serious illness of an immediate family member, the birth of a service member's child or grandchild or when a family experiences other emergencies.

No matter where a military member and their family are stationed, the Red Cross will deliver their notifications in times of crisis. Even if the service member receives notification of an emergency through an e-mail or a phone call, Red Cross-verified information assists commanding officers in making a decision regarding emergency leave. Without this verification, the service member may not be able to come home during a family emergency.

How to Contact the Red Cross for Assistance. Call (877) 272-7337 (toll-free in the continental United States) if you are:

- An Active Duty service member stationed in the United States or overseas, or a family member residing with them,
  - A family member of an active duty service member who does not reside in the service member's household,
  - A Department of Defense Civilian assigned overseas and family members residing with them,
  - A member of the National Guard or Reserves,
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- A recruiter, MEPS military personnel,
- A Veteran

When calling the Red Cross, please provide as much of the following information about the service member as is known:

- Full name
- Rank
- Branch of service (Marines)
- Social Security Account number
- Date of Birth
- Military address
- For deployed Marines: Information about the deployed unit and home base unit

### **Transportation**

If stationed overseas the Marine's command will secure the most expedient round trip transportation home through the Overseas Passenger Control Point (PCP), who will coordinate with the Air Mobility Command (AMC), to ensure that the Marine can be with his or her family in their time of need. The Marines Command, upon verification that Government transportation is not reasonably available, may pay for the Marine's travel expenses to and from the overseas duty station to the west coast or the east coast. The Marine is then responsible for paying any remaining costs for travel from the arrival in the United States to home and back to the point of debarkation.

## 8. EDUCATION BENEFITS

### **Marine Corps Lifelong Learning Program**

This is a program for active duty members of the Marine Corps.

The Marine Corps Lifelong Learning Program provides the Marine Corps community with personal and professional learning opportunities.

Includes high school to graduate level education programs, tuition assistance, and testing.

### **Education Benefit Programs available through the Department of Veterans Affairs**

The Department of Veterans Affairs administers a variety of education benefit programs. Many Veterans and active duty personnel can qualify for more than one education benefits program, including the:

- The Post-9/11 GI Bill
- Montgomery GI Bill - Active Duty (MGIB-AD)
- Montgomery GI Bill - Selected Reserve (MGIB-SR)
- Reserve Educational Assistance Program (REAP)
- Veterans Educational Assistance Program (VEAP)

Detailed information about the Post-9/11 GI Bill is available at:

[http://www.gibill.va.gov/benefits/post\\_911\\_gibill/index.html](http://www.gibill.va.gov/benefits/post_911_gibill/index.html)

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There are a number of education benefits available to veterans through the Department of Veterans Affairs, most notably the GI Bill.

- The MGIB, established on 1 July 1985, and the Post 9/11 GI Bill, effective 1 Aug 2009.

Educational benefits are provided through various programs under the general title "GI Bill." The basic programs, eligibility and months of benefits are contained in the table below.

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	<b>Post-9/11 GI Bill</b>	<b>Montgomery GI Bill-Active Duty (MGIB-AD)</b>	<b>Montgomery GI Bill- Selected Reserve (MGIB-SR)</b>	<b>Reserve Educational Assistance (REAP)</b>	<b>Veterans Educational Assistance Program (VEAP)</b>	<b>Survivors &amp; Dependents Assistance (DEA)</b>
<b>Minimum Length of Service</b>	90 days active aggregate service (after 9/10/01) or 30 days continuous if discharged for disability	2 yr. continuous enlistment (minimum duty varies by service date, branch, etc.)	6 yr. commitment (after 6/30/85)	90 days active continuous service (after 9/10/01)	181 continuous days active service (between 12/31/76 and 7/1/85)	Not applicable
<b>Maximum # of Months of Benefits</b>	36	36	36	36	36	45

Source: [www.gibill.va.gov/resources/benefits\\_resources/benefit\\_comparison\\_chart.html](http://www.gibill.va.gov/resources/benefits_resources/benefit_comparison_chart.html)

### **Post-9/11 GI Bill**

<http://www.gibill.va.gov/>

[http://www.gibill.va.gov/pamphlets/ch33/ch33\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch33/ch33_pamphlet.pdf)

<http://www.gibill.va.gov/apply-for-benefits/application/>

The Montgomery GI Bill is an educational benefit program for individuals entering military service after June 30, 1985. Service persons entering military service after that date will have their basic pay reduced by \$100 a month for the first 12 months of their service, unless they specifically elect not to participate in the program. Service persons who initially elect not to participate in the program will not be given the opportunity to join the plan at a later date. Service persons eligible for Vietnam Era GI Bill benefits as of December 31, 1989, who meet



certain eligibility criteria, are also eligible beginning January 1, 1990, but will not have their basic pay reduced.

To be eligible, service persons must serve a minimum of 36 months on active duty or 24 months for those with initial obligations less than three years in length, have completed the requirements for a high school diploma (or equivalency), and have received an honorable discharge if no longer on active duty.

The VA's website provides general information and application procedures for the post-9/11 GI Bill. The URL is <http://www.gibill.va.gov/>. You may also speak to a VA representative by contacting, 1-888-GIBILL-1 (1-888-442-4551).

## **9. FAMILY PROGRAMS**

Being married to a Marine is said to be the toughest job in the Corps. To help meet the demands of the challenging lifestyle that our families experience every day, Marine Corps Community Service offers a variety of programs that help build strong families. For details, please visit the MCCS website at: <http://www.usmc-mccs.org/family/>

Military HOMEFRONT is the official Department of Defense web site for reliable quality of life information designed to help troops and their families, leaders and service providers. Whether you live the military lifestyle or support those who do, you'll find what you need! Please visit <http://www.militaryhomefront.dod.mil/> for more information.

### **Exceptional Family Member (EFM) Program**

Participation of eligible military families in the Exceptional Family Member Program (EFM) is mandatory. EFM works in conjunction with other military and civilian agencies to provide for families with chronic medical, special educational needs and/or disabilities. This program enables the Commandant of the Marine Corps to recognize the exceptional family members of Marines and consider their special needs during assignment selection. When a Marine becomes eligible for assignment overseas, all his family members will undergo overseas screening. If screening warrants EFM enrollment, the application process is initiated while the overseas screening process continues. Family travel decisions outside the continental United States (OCONUS), will not be finalized for Marines until EFM enrollment and overseas screening is completed.

**EFMP Enrollment.** Enrollment in the EFM program does not usurp a Marine's overseas rotation requirements. A Marine may have to take a voluntary overseas or, in very rare instances, an involuntary unaccompanied overseas assignment while his family members remain in CONUS, where special needs can be met. EFM enrollment is updated every three years; sooner if needs change substantially. A Marine can initiate disenrollment and/or update procedures by contacting his or her EFM coordinator at the nearest military medical treatment facility. A Marine should use the following steps to enroll in the EFM program:

1. The application forms may be obtained from the EFM point of contact or the EFM coordinator at their local Family Service Center.
  2. Enrollment is initiated at the medical treatment facilities or by the private physician.
  3. Once the condition is documented, the Marine will submit the application to the appropriate Central Screening Committee (CSC).
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4. Based on the information in the summaries, EFM enrollment is recommended by the CSC and forwarded to the Commandant of the Marine Corps (M&RA).
5. The Commandant of the Marine Corps (M&RA) EFM programs manager will electronically flag the Marine's files. Marines may be assured M&RA maintains information provided on the EFM questionnaires in a secure manner. Assignment managers only know that the Marine is in the EFM program, and not the specifics.

## 10. CASUALTY AFFAIRS

### **The Marine Corps Casualty Assistance Program**

The Marine Corps Casualty Assistance Program is committed to ensuring that families of our fallen Marines are treated with the utmost compassion, dignity and honor. Always seeking to improve survivor assistance and demonstrating a record of quick, effective action, our Casualty Assistance Program is a 24-hour-per-day operation manned by Marines trained in casualty reporting, notification and casualty-assistance procedures. Casualty Assistance Calls Officers assist the next-of-kin with burial arrangements, applications for benefits and entitlements, contact with benevolent and philanthropic organizations, and obtaining reports of investigation. Within days of the incident, families are connected to representatives from the Tragedy Assistance Program for Survivors, a nationally-recognized provider of comfort and care to those who have suffered the loss of a military loved one. The Marine Corps reaches out to the next-of-kin approximately 60 days after the loss to help resolve any residual issues and to let the families know that they are still part of the Marine Corps family. We will remain steadfast in our support of our Marine Corps families who have paid so much in service to our Nation.

The Casualty Assistance Call Officer. The Marine Corps makes every effort to extend timely assistance to the next of kin during the difficult period following a Marine's death, disappearance, or serious illness, or injury. The Casualty Assistance Call Officer (CACO) is the Marine Corps' on-scene representative for the next of kin and will make every effort to answer their questions as expeditiously as possible. Support groups are available to supplement the services that the CACO provides. Information on the Base Chaplain, Legal Services, Marine Corps Community Service, the Navy-Marine Corps Relief Society, and the Family Advocacy Program can be obtained from the CACO.

Information regarding a Marine's death or disappearance will not be released publicly until the Marine's next of kin has been notified. Federal law (2004 National Defense Authorization Act, section 546, or Public Law 108-136), provides for the privacy of the next of kin and family of deceased service members.

Congressional Notification. Upon request from a Member of Congress, the Office of Legislative Affairs will contact the Casualty Assistance Calls Officer, who will request authorization from next of kin to release their name, address, and phone number, for the sole purpose of forwarding letters of condolence. The Marine Corps respects the right to privacy of Marine families and will only release this Privacy Act protected information with the Next of Kin's authorization.

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Record of Emergency Data. Every Marine has a Record of Emergency Data that details his or her desires concerning notification of family members, parents, beneficiaries, and other persons in the event of an emergency. The Primary Next of Kin (PNOK) is the Marine's spouse. If none exists, the PNOK is the eldest adult child. If the Marine had no children, the Marine's parents are designated as the PNOK. The Secondary Next of Kin (SNOK) are children of minor age residing at a location other than the Marine's household, the Marine's parents (if not categorized as PNOK), or any other relative.

Duty Status Whereabouts Unknown. DUSTWUN is a transitory status, applicable only to military personnel, that is used when a commander suspects that one of his or her Marines may be a casualty, but no sufficient evidence exists to determine whether the Marine is missing or deceased. Assigning the DUSTWUN status gives the commander a maximum of 10 days to investigate the disappearance. After 10 days, the commanding officer must declare the Marine to be either unauthorized absence or deceased; or a report must be submitted to the Headquarters U. S. Marine Corps recommending that the Marine be placed in a missing status.

DUSTWUN casualty notification of primary and secondary next of kin is accomplished by an officer or senior enlisted Marine by a personal visit to the residence.

Duty Status Seriously Ill or Injured. When a Marine is diagnosed as terminally ill or has a serious illness or injury, the next of kin shall be notified via the most appropriate and rapid means of communication available (telephone, personal notification, or other means). The Marine's commanding officer will accomplish this.

If the attending physician determines that family presence is medically warranted, government-funded travel will be provided for a maximum of two family members.

Marine Corps Reserve Casualties. If a Marine dies while on active duty, active duty for training, or while on inactive duty training (scheduled drill), the survivor assistance and notification of PNOK and SNOK are conducted in the same manner as with the notification of any other active duty casualty member's family.

However, if a Marine dies while assigned to a Marine Corps Reserve Unit, but during an "other than a scheduled drill period," survivor assistance is provided by the Commanding Officer of the Marine Corps Reserve unit. The financial assistance provided to eligible beneficiaries in these cases are claims completion, and funeral arrangement assistance.

Survivor Support. Military OneSource provides trained social workers with answers and assistance for military families 24 hours each day. <http://www.militaryonesource.com>

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## Funerals

Funeral Honors. Military Honors may be requested for any active duty Marine, or any other active or reserve service member retired or separated under other than a dishonorable discharge. At the time of death, the Marine's next of kin should engage the services of a funeral director. The funeral director may request military honors from the Marine Corps Unit nearest to where the burial will take place. The assigned Casualty Assistance Call Officer (CACO) can also be called upon if more assistance is needed. The Department of Defense provides additional information on its website at <http://www.militaryfuneralhonors.osd.mil/>.

If resources permit and if a request is received from the funeral director in sufficient time to plan, prepare and transport the funeral detail to the interment site, the following minimum honors will be provided depending on the duty of the Marine.

For active duty Marines and Medal of Honor recipients: an Officer-in-Charge or noncommissioned Officer-in-Charge, according to the rank of the deceased; six enlisted personnel to serve as pallbearers; a firing squad; a bugler (a civilian musician or recording may be substituted if a military bugler is not available); a chaplain to attend and conduct services at the funeral.

For retired Marines drawing retirement pay, Marines of the Ready Reserve, or Marines of the Reserves who have 20 years of satisfactory service for retirement but have not reached age 60, will be offered the same support as prescribed for active duty personnel, if available. If such support is not available, a Marine Corps representative will attend to present the flag to the next of kin. For Marines who were honorably discharged a Marine Corps representative will attend the interment and present the flag.

### Interment in National Cemeteries

*Persons Eligible for Burial in a National Cemetery.* The National Cemetery Scheduling Office has the primary responsibility for verifying eligibility for burial in VA national cemeteries. A determination of eligibility is usually made in response to a request for burial in a VA national cemetery. To schedule a burial, fax all discharge documentation to (866) 900-6417 and call (800) 535-1117. More information is available at the following Web site: [http://www.cem.va.gov/cems\\_nmc.asp](http://www.cem.va.gov/cems_nmc.asp)

*Veterans and Members of the Armed Forces*

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1. Any member of the Armed Forces of the United States who dies on active duty. The Armed Forces includes members of the Army, Navy, Air Force, Marine Corps, and Coast Guard.
2. Any Veteran who was discharged under conditions other than dishonorable. With certain exceptions, service beginning after September 7, 1980, as an enlisted person, and service after October 16, 1981, as an officer, must be for a minimum of 24 continuous months or the full period for which the person was called to active duty (as in the case of a Reservist called to active duty for a limited duration). Undesirable, bad conduct, and any other type of discharge other than honorable may or may not qualify the individual for Veterans benefits, depending upon a determination made by a VA Regional Office. Cases presenting multiple discharges of varying character are also referred for adjudication to a VA Regional Office.
3. Any citizen of the United States who, during any war in which the United States has or may be engaged, served in the Armed Forces of any Government allied with the United States during that war, whose last active service was terminated honorably by death or otherwise, and who was a citizen of the United States at the time of entry into such service and at the time of death.

*Members of Reserve Components and Reserve Officers Training Corps (ROTC)*

1. Reservists and National Guard members who, at time of death, were entitled to retired pay under Chapter 1223, title 10, United States Code, or would have been entitled, but for being under the age of 60. Specific categories of individuals eligible for retired pay are delineated in section 12731 of Chapter 1223, title 10, United States Code.
  2. Members of reserve components, and members of the Army National Guard or the Air National Guard, who die while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred under honorable conditions while performing active duty for training or inactive duty training, or undergoing such hospitalization or treatment.
  3. Members of the Reserve Officers' Training Corps of the Army, Navy, or Air Force who die under honorable conditions while attending an authorized training camp or on an authorized cruise, while performing authorized travel to or from that camp or cruise, or while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred under honorable conditions while engaged in one of those activities.
  4. Members of reserve components who, during a period of active duty for training, were disabled or died from a disease or injury incurred or aggravated in line of duty or, during a period of inactive duty training, were disabled or died from an injury or certain cardiovascular disorders incurred or aggravated in line of duty.
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Interment in Arlington National Cemetery. Detailed information about Arlington National Cemetery is available online at <http://www.arlingtoncemetery.org/>. Interment in Arlington National Cemetery is either in the form of ground burial or interment of cremated remains in Arlington's Columbarium. When arranging interment, the funeral director or person making the arrangements should contact the Office of the Superintendent, Arlington National Cemetery. The office is open (eastern time zone) from 7:30a.m. to 4:00 p.m., Monday through Friday, and from 9:00 a.m. to 1:00 p.m. on Saturday (telephone (703) 695-3250/3255).

### **Survivor Benefits**

Death Gratuity. The Death Gratuity is a lump sum payment of \$100,000 by the Marine Corps to eligible beneficiaries of a member who dies on active duty, active duty for training, or inactive duty for training. The Death Gratuity is to offset immediate expenses incurred by the survivors of the deceased Marine and to cover funeral expenses.

The Marine designates one or more persons to receive all or a portion of the death gratuity on DD Form 93 (Record of Emergency Data-RED). If the Marine does not specify a beneficiary, payment is made to survivors of the deceased in this order:

1. The surviving spouse
2. If there is no spouse, to any surviving children of the person and the descendants of any deceased children by representation
3. To the surviving parents or the survivor of them
4. To the duly appointed executor or administrator of the estate of the person
5. If there are none of the above, to other next of kin of the person entitled under 10 USC 1477.

The claim forms required to apply for this benefit are the DD Form 397, (Claim Certification and Voucher for Death Gratuity Payment), an EFT (Electronic Funds Transfer) Form and a Natural Guardian Affidavit in cases of minor beneficiaries. This form will be provided by the CACO to the beneficiary.

Pay Arrears. Upon death of an active duty member, any pay and allowances due, but not paid to the member, are paid to the designated beneficiary named on the members Record of Emergency Data (RED). Unpaid pay and allowances may include unpaid basic pay, payment for accrued leave, and unpaid installments of variable reenlistment bonuses. The decedents pay record is completely audited by the DFAS-Kansas City and a check for any amount due is issued to the designated beneficiary. When there is no written designation by the member, any money due is paid to the first eligible recipient in the following order:



- The members lawful surviving spouse.
- If there is no spouse, to the child or children of the member and descendants of deceased children, on their behalf.
- If none of the above, to the parents of the member in equal shares or the surviving parent.
- If none of the above, to the duly appointed legal representative of the members estate.
- If none of the above, to the person(s) determined to be entitled under the laws of the state in which the member was domiciled.

The claim form required to apply for this benefit is Standard Form 1174, Claim for Unpaid Compensation of Deceased Member of the Uniformed Services. Your CACO will help you complete the required claim form.

Basic Allowance for Housing (BAH). Eligible family members occupying government housing on the date the member dies may continue to occupy such housing without charge for a period of 365 days. If they vacate the government housing before the 365 days are up, the BAH is paid lump sum by DFAS-KC for the remaining unused days. If the family members are not occupying government housing, they may receive BAH for 365 days after the members death paid lump sum by DFAS-KC. Your CACO will explain this entitlement to you.

Family Members Travel to Attend Funeral. Government funded round-trip travel is available for the spouse and unmarried dependent children under age 21, to the funeral site if located outside of their local area. In addition, per diem at a maximum of two days per traveler will be paid. The Marine's parents may utilize this entitlement only if there are no surviving children or a spouse. If the travel is by personal automobile, only the driver is entitled to a travel allowance.

Servicemembers Group Life Insurance (SGLI). The SGLI payment is \$400,000 unless the member elected a lesser amount or declined coverage in writing. Monthly premium payments for the level of coverage selected by the member were automatically deducted from the member's pay. Determination and payment of proceeds are made by the Office of Servicemembers' Group Life Insurance under the jurisdiction of the Department of Veterans Affairs. The initial payment of proceeds to a beneficiary is exempt from taxation. The insured member may have designated as principal or contingent beneficiary any person, firm, corporation or legal entity, including their estate, individually or as a trustee. If the member designated a trust, they indicated the name and date of the trust in the beneficiary block. If the member designated a trust through a Will, they annotated Last Will and Testament in the beneficiary block.

Dependency and Indemnity Compensation (DIC). The DIC payments may be authorized for surviving spouses who have not remarried, unmarried children under age 18, disabled children,

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children between the age of 18 and 23 if attending a Veterans Administration (VA) approved school, and low-income parents of Service members who die from:

A disease or injury incurred or aggravated while on active duty or active duty for training.

An injury incurred or aggravated in line of duty while on inactive duty training.

A disability compensable by the Veterans Affairs. DIC paid to a surviving spouse is not based on the members military pay grade. The amount paid for a spouse with one or more children of the deceased is increased for each child. The amount of the DIC payment for parents vary according to the number of parents, the amount of their individual or combined total annual income, and whether they live together or if remarried, living with a spouse. The surviving spouse and parents who receive DIC may be granted a special allowance for aid and attendance if a patient is in a nursing home, disabled, or blind and needs or requires the regular aid and attendance of another person. If they are not so disabled as to require the regular aid and attendance of another person but who, due to disability, are permanently housebound, they may be granted additional special allowances. Your CACO or your VA representative will explain the benefit to you and help you complete the required claim forms.

Effective 16 Dec 03, surviving spouses who remarries after his/her 57th birthday retain eligibility for DIC payments. Surviving spouses who remarried after their 57th birthday prior to 16 Dec 03 had until 15 Dec 04 to apply for restoration of DIC benefit. DIC payments were not payable to these surviving spouses for any period prior to 1 Jan 04.

The claim form when applying for this benefit is the VA Compensation DIC Worksheet by Surviving Spouse or Child.

Denial of Claim for DIC. If the VA denies your claim for DIC benefits you may file an appeal with the Board of Veterans Appeals. The appeal must be filed within one year from the date of the notification of a VA decision to file an appeal. The first step in the appeal process is for you to file a written notice of disagreement with the VA regional office that made the decision. This is a written statement that you disagree with the VAs decision. Following receipt of the written notice, the VA will furnish you a Statement of the Case describing what facts, laws and regulations were used in deciding the case. To complete the request for appeal, you must file a Substantive Appeal within 60 days of the mailing of the Statement of Case, or within one year from the date the VA mailed the its decision, whichever period ends later. Your CACO or the nearest VA office will help you file a written notice of disagreement with the VARO (Veteran Affairs Regional Office) that made the decision.

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### **Montgomery GI Bill (MGIB)**

The Veterans Administration (VA) will pay a special Montgomery GI Bill death benefit to a designated survivor in the event of the service-connected death of an individual while on active duty. The deceased must either have been entitled to educational assistance under the Montgomery GI Bill program or a participant in the program who would have been so entitled but for the high school diploma or length of service requirement. The amount paid will be equal to the deceased members actual military pay reduction less any educational benefits paid. Your CACO or your VA representative can help you apply for a refund of contributions.

Social Security. Social Security monthly benefits are paid to a spouse or a divorced spouse, age 60 or over, a spouse or divorced spouse regardless of age with children of the decedent under age 16 or disabled in their care and meeting social security requirements. A divorced spouse must have been married to the service member at least 10 years. Monthly payments are also paid to children until age 18 or 19 if a full-time student at a primary or secondary school, or age 18 or older and disabled before age 18. Spouses waiting until age 65 to apply for Social Security receive maximum benefits. However, they can receive reduced Social Security payments between ages 60 and 65. Dependent parents are eligible for benefits at age 62 if they were more than 50 percent dependent on the deceased service member for their support. The amount paid can only be determined by the Social Security Administration, which has a record of the wages earned by the member during the period of both military and civilian employment under the Social Security Program. To receive this benefit, eligible survivors should make application through the nearest Social Security office. They will explain the benefit, determine your eligibility, the amounts that can be paid, and help you complete the required claim forms. You should apply early, as the law generally permits retroactive payments of 12 months.

Social Security Lump Sum Death Payment. The Social Security Administration pays a lump sum death payment, up to \$255, to the surviving spouse living with the member at the time of death. Separation because of military service, is considered living together. If there is no surviving spouse, it is paid to the oldest child who was eligible for or entitled to Social Security benefits for the month of death, based upon the deceased members earnings. No other survivors are entitled to this benefit. This benefit is paid regardless if burial, funeral, or memorial benefits were paid by the Air Force. To receive this benefit, eligible survivors must make application through the nearest Social Security office. They will explain the benefit, determine your eligibility, the amount that can be paid, and help you complete the required claim forms.

Personal Effects of the Deceased. The personal effects of a Marine who dies while on Active Duty are processed as expeditiously as possible and the survivors are informed of the estimated date of arrival. If the Marine was stationed overseas, his or her items are routed through either

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East or West Coast Personal Effects Distribution Centers for re-inventorying, cleaning (if necessary) and onward shipment.

Identification Card Privileges. Military Identification Cards will entitle the survivors to medical, Morale, Welfare and Recreation, commissary, and exchange privileges for the Marine's spouse and children under age 21. Privileges for the Marine's children can be extended through age 23, on a yearly basis if attending college as a full time student.

Household Goods and Family Member Relocation. Relocation within one year for the survivors of a Marine's demise will be covered at government expense. This period can be extended under special circumstances.

Benefits for Children. Benefits are payable to the Marine's children until age 18 or 19, if still attending high school. The amount will vary according to the Marine's contribution to the Social Security system. Widows and widowers are entitled to monthly benefits for children under the age of 16, who are in his or her care. If there are no children, the widow's or widower's entitlement commences at the age of 62.

Veterans Administration (VA) Benefits for Survivors. Survivor benefits are provided by the Department of Veterans Affairs for each Marine who dies while in either an active duty or retired status. These benefits also pertain to survivors of Reservists. More information regarding these benefits is available from the Department of Veterans Affairs.

Headstones. The Department of Veterans Affairs will provide the headstone free of cost. For cemeteries using ledger stones (horizontal ground-level grave markers), the VA will provide the Bronze plaque suitable for ground mounting.

Sole Surviving Family Member. To qualify as a Sole Surviving Family Member, the Marine must be the only remaining son or daughter of a family in which, by reason of a service in any of the Armed Forces of the United States, the father, mother, or one or more sons or daughters:

- Was killed in action
- Died when serving in the United States Armed Forces from wounds, accident, or disease
- Is in a captured or missing in action status
- Is permanently 100 percent physically or mentally disabled, as determined by the Veteran's Administration or one of the military services, is hospitalized on a continuing basis, and is not gainfully employed as a result of such physical or mental disability.

A family is considered to include a husband and wife; or the father, mother, sons, daughters, and all brothers and sisters in the following categories:

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- A brother or sister of the whole blood
- A brother or sister of the half blood
- A stepbrother or stepsister
- A brother or sister by adoption

Non-combat duty is duty at any place or in any situation other than that designed by the Secretary of Defense, wherein a Marine would be entitled to receive special pay for duty subject to hostile fire.

Neither the acquisition nor retention of sole surviving son or daughter status is dependent upon the existence of another living family member. Thus, the continued existence of a family unit is not required as a prerequisite for qualification as a sole surviving son or daughter. A person's status does not change once obtained.

An enlisted Marine who becomes a surviving son or daughter subsequent to enlistment, reenlistment, or induction may apply for and will be given a prompt separation except under the following conditions:

- The Marine has Courts-Martial charges pending against him or her, or he or she has been convicted by Courts-Martial with appellate review in process
- He or she is serving a sentence
- The Marine is being processed for involuntary administrative separation for cause (i.e., by reason of fraudulent enlistment, entry level performance or conduct, unsatisfactory performance or conduct, unsatisfactory performance, rehabilitation failure, misconduct, in lieu of trial by Courts-Martial, or security)
- During a period of war or national emergency declared by the Congress

A Marine who has waived his or her status as a sole surviving son/daughter may request reinstatement of that status at any time. However, requests for reinstatement will not be granted automatically, but will be considered on the merits of the Marine's case. When a Marine designated as sole surviving son/daughter is a member of a unit ordered to an area where combat is likely, the commanding officer of the unit shall make every attempt to transfer the Marine to the nearest Marine Corps activity for Temporary Duty pending further assignment. A Marine who has been advised of his rights in this area and enlists, reenlists, or otherwise voluntarily extends his or her period of active duty in the regular Marine Corps or Marine Corps Reserve subsequent to the date of notification of the family casualty on which the sole surviving sonship/daughtership is based, shall be considered as having waived his or her rights for discharge as a sole surviving son or daughter.

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## **11. COMMUNITY OUTREACH**

### **Doing Business with the Marine Corps**

Contracting authority resides with the Marine Corps Field Contracting System (MCFCS) and the Marine Corps Systems Command (MARCORSYSCOM). For more information, visit <http://www.marcorsyscom.marines.mil/>

At the following link you can view a listing of our most recently announced contracts:  
<http://www.defenselink.mil/contracts/>

Federal Business Opportunities web site lists U.S. Government contracts, including the Defense Department, that are up for bid. Please see: <http://www.fedbizopps.gov/>.

Marine Corps Community Services oversees all non-appropriated funded activities such as retail and recreation. For all business inquiries please call (703) 784-3821 or visit <http://www.usmc-mccs.org/>

Information Regarding Contracts Prior to Award. Information concerning procurements in process is published in the Commerce Business Daily and on the Internet at various websites including [www.FedBizOpps.gov](http://www.FedBizOpps.gov), [www.dodbusopps.com](http://www.dodbusopps.com), and [www.neco.navy.rnil](http://www.neco.navy.rnil). To protect the integrity of the procurement process and ensure no one contractor is afforded a competitive advantage by obtaining information not available to all potential bidders, contracting offices are required to strictly follow laws and regulations concerning the release of pre-award information. The Marine Corps Liaison Offices will provide assistance in obtaining pre-award information that is releasable. To significantly expedite action, inquiries should include the applicable solicitation number.

Congressional Notification Procedures for Awarded Marine Corps Contracts. The Department of the Navy Office of Legislative Affairs makes daily (Monday-Friday) fax notification to offices of Congressional Members when a Marine Corps Contract valued at \$5 million or more is awarded to a company in a Senator's state or Representative's district. If a contract awarded exceeds \$50 million, written notification will be hand-delivered to the Member's office. Contract award notifications begin at 5:00p.m. in accordance with Department of Defense policy and Public Law 91-441. Contract award information will not be released prior to 5:00p.m. on the day the contract is awarded.

The Prompt Payment Act and Payment of Interest. The Prompt Payment Act (Public Law 97 - 177) was enacted by Congress to ensure timely payment of contractor's invoices, and to both

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allow and require the Government to pay interest when invoices are not paid within 30 days after receipt of invoice. When all conditions (as set forth in the law) are met and interest is owed, the paying office will automatically compute and pay interest using the interest rate as set by the Department of Treasury. Contractors who feel they are owed interest should direct their inquiries directly to the applicable paying office. Most payment problems occur simply because the activity responsible for making payment has not received all the information necessary to make payment. Inquiries forwarded to the Marine Corps Congressional Liaison will be expedited significantly if the following information can be provided:

1. Company name, address, phone number, and point of contact
2. Contracting office and contract number
3. Office responsible for making payment
4. Description, price, and quantity of material delivered or services provided
5. Where and when material was delivered or services were provided
6. Date the contractor billed, the amount billed, and the invoice number

Sale of Military Equipment to Foreign Countries. The Marine Corps, within the Department of the Navy, is authorized to sell military equipment to foreign governments under the Arms Export Control Act of 1976, as amended. Military equipment is sold to foreign countries to aid them in defending themselves and support the security interests of the United States. In unique situations, sales are made before United States Forces have had their total requirements met because the necessary funds have not been appropriated. Thus, selling equipment to foreign countries also helps to keep our arsenals and defense industries operating during peacetime.

The House or Senate Liaison Offices will provide assistance with regard to any type of contract problem. However, federal law and procurement regulations preclude the contracting officer from taking action regarding some types of problems, unless he or she receives timely notification. To ensure the interests of your constituent are protected, direct your constituent to contact the applicable contracting office in writing with detailed information regarding the complaint while you pursue the matter through the appropriate Marine Corps Liaison Office. For time-sensitive matters, advise your constituent to contact the contracting officer via E-mail or express mail. Access to applicable points of contact are available from the Marine Corps websites at [www.usmc.mil](http://www.usmc.mil) or [www.hqmc.usmc.mil](http://www.hqmc.usmc.mil). Click on "Doing Business with the USMC" to access individual websites for various USMC Contracting Offices. All inquiries should include the applicable solicitation or contract number, and, if possible, the points of contact with whom the constituent is dealing.

## **Photographs**

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Use of Marine Corps photographs and imagery from the Web. Photographs and imagery on the Marine Corps' website at <http://www.marines.mil>, just like those on all official military Websites, unless otherwise noted, are in the public domain. Attribution of the source is always appreciated by the military photographer.

Pictures of the Commandant and Sergeant Major of the Marine Corps. High resolution photos of the Commandant of the Marine Corps and Sergeant Major of the Marine Corps are available on the official USMC website. Please visit: <http://www.marines.mil>

#### Boot Camp pictures

Parris Island. Platoon photos are available at Parris Island back to 1939. Photos taken between 1939 and 1950 are limited, however. Individual photos of Marines are also available, but only go back for four years. Recruit training series books are not available. To find out how to get photos, call Recruit Photo at (843) 228-1555.

San Diego. Recruit series book, platoon and individual photos are available at the Yearbook Office. Yearbooks and photos are kept for two years. They can be reached at (619) 296-3840. Yearbooks and photos older than two years can be purchased at the Museum Historical Society. The Museum Historical Society has an archive of old recruit platoon graduation photos dating back to the 1930's and also offers some recruit yearbooks for sale. Yearbooks from the 1980's and 1990's are available in limited quantities. Platoon graduation photos and yearbooks may be purchased through the society at (619) 524-4426.

Requests for Photographs. Requests for current or recent (1960 - present) Marine Corps, or other Defense Department photographs should be addressed to:

Defense Visual Information Center Customer Service  
23755 Z St  
Riverside, CA 92518-2031  
951-413-2522 or DSN 348-1522 or  
951-413-2515 or DSN 348-1515  
Fax: 951-413-2525 or DSN 348-1525  
E-mail: [dvicserv@dodmedia.osd.mil](mailto:dvicserv@dodmedia.osd.mil)  
Monday – Friday, 7:00 a.m. to 4:00 p.m. (Pacific Standard Time)

Inquiries concerning earlier service photographs should go to:

National Archives & Records Center Still Pictures Branch

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700 Pennsylvania Ave NW  
Washington D.C. 20408  
(866) 272-6272

## Flags

Obtaining an American Flag flown over the Pentagon. The requestor must provide the flag. The request must be submitted no more than 15 business days in advance and at least 5 business days before the requested date for the flag to be flown. Flags will not be flown on holidays. When sending a flag through the mail, please be sure to include return postage. The requestor should include the following information in their request:

- The name of the person and organization of the flag recipient
- The occasion the flag will be flown for, if any (e.g. retirements, anniversary, birthday, etc.)
- The specific date the flag is requested to be flown on. If no date is specified, the flag will be flown within 15 business days of receipt.
- The point of contact's name, address, and their telephone number (commercial and/or DSN) or email address. This person will be notified when the flag is ready for pick up.
- Submit the written request to: [pfpa@pfpa.mil](mailto:pfpa@pfpa.mil) or call Telephone: 703-697-1001

Obtaining an American flag flown at the Marine Corps War Memorial. For flags to be flown over the Marine Corps War Memorial, also known as the Iwo Jima Memorial, mail the written request to:

Marine Corps National Capital Region Command  
3000 Marine Corps Pentagon (2E204)  
Washington, DC 20350-3000

A booklet entitled "Our Flag" presents information about the history, laws and regulations, display, care, and other relevant information about the flag of the United States of America. It is on line courtesy of the General Services Administration Consumer Information Center. [www.gsa.gov/portal/content/104646](http://www.gsa.gov/portal/content/104646)

## Marine Corps Installations

Marine Corps Units are primarily hosted and supported by Marine Corps Installations worldwide. To find more information about Marine Corps installations, please visit the following link: <http://www.usmc.mil/units/Pages/category.aspx>. For information on Marine Corps units

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hosted on bases or installations of other services, contact the specific Marine Corps unit or host installation.

### Marine Corps Base Visit Requests

Casual Visits. Casual visits to installations or units by individuals or specific groups, may be authorized when security, safety and operational considerations permit. Additionally, some commands have an "Open Gate" policy which allows individuals or groups to come aboard without a military escort.

Guided Tour. Guided tours are occasions when the command hosts specific individuals or groups on a scheduled date, usually in response to a written request or invitation. Guided tours are conducted by knowledgeable Marines, and may include visits to operational units, training areas, and dining facilities, as the local situation permits. Programs of guided tours may also be arranged for schools, civic groups and scouts. More comprehensive tours may be arranged periodically for community leaders. The Local Public Affairs office can provide guidance and assist in determining availability of a Base visit. The list of Public Affairs Offices located within the continental United States can be obtained from the Marine Corps Congressional Liaison Offices.

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Political Activities and the Marine Corps. All Marine personnel are free to vote and to engage in political activity, as individual citizens, to the widest extent consistent with the restrictions imposed by law and Navy Department regulations. SECNAVINST 5720.44B provides the following information:

General Restrictions. As a matter of law, the U.S. Armed Forces refrain from any activity or association that could be interpreted as linking the Services with political causes, candidates, or organizations. This policy, and the requirements listed below, apply with equal force to election campaigning and other political activities at federal, state, and municipal levels. Marine Corps and Marine Corps Reserve personnel, and civilian employees are required to adhere to various regulations on individual participation in political activities.

Restriction on Use of Facilities. To avoid conflict, material interference with military mission, and assure good order and discipline, installation commanders should not allow any political activity in their areas of responsibility nor allow any equipment or assigned personnel to be used by a candidate, staff member, or campaign representative for political purposes. Political assemblies and activities can include, but are not limited to: fund raising dinners for candidates;

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causes or organizations regardless of sponsorship; social events in clubs and messes with campaigning as their real or apparent purpose; and press conferences and similar political and related activities. The definition of candidate includes both the incumbent or a new office seeker. If a federal candidate or campaign organization representative requests a proposed visit or briefing, the request should be made through the Senate or House Liaison officers or the Legislative Assistant to the Commandant.

Authorized Use of Facilities. Members of Congress, whether or not they are candidates for reelection, may be granted access to Marine Corps installations in their official capacities. They may not be granted access to an installation in their roles as candidates. Political activities, including campaign activities, should not be conducted on board a Marine Corps installation by any persons, including incumbents.

Political Surveys or Polls. Marine Corps commands will not allow political surveys or polls to be conducted on their bases. For information relating to Department of Defense (DoD) Contracting opportunities and bid preparation, direct constituents to contact the nearest DoD Small Business Specialists, Small Business Administration Office or Procurement Technical Assistance Center. DoD Small Business Specialists are located at most military bases and purchasing offices throughout the country. Their principal mission is to assist small businesses in getting information that will enable them to compete for and win government contracts. A complete listing of DoD Small Business Specialists is contained in the guide Small Business Specialists and is available through the Marine House and Senate Liaison Offices. A more detailed guide to military contracting opportunities, *Selling to the Military*, is also commercially available. For information on doing business with the U.S. Marine Corps please visit : [http://www.marines.mil/unit/logistics/Documents/Doing\\_Business/doing-business.html](http://www.marines.mil/unit/logistics/Documents/Doing_Business/doing-business.html)

### **Other Historical Information and Publications**

The Marine Corps History Division provides reference services on subjects related to the history of the U.S. Marine Corps. It includes a library and archive and has programs in publication and oral history. Address inquiries to:

Marine Corps History Division  
Marine Corps University  
3078 Upshur Ave  
Quantico, VA 22134

Requests for Marine Corps publications should be requested from the Government Printing Office at (202) 512-1991 or [www.gpo.gov](http://www.gpo.gov).

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Copies of Marine Corps publications which have been superseded or rescinded may be obtained by contacting the National Archives. There is normally a charge for the cost of reproduction. Normal working hours are 7:30a.m. to 4:00p.m. weekdays (eastern standard time).

Center for Legislative Archives  
National Archives and Records Administration  
700 Pennsylvania Avenue, NW  
Washington, DC 20408  
Tel: (202) 357-5350  
Fax: (202) 357-5911

An extensive collection of historical/cancelled Orders and Directives may also be found at:  
<http://www.marines.mil/news/publications/pages/orders.aspx>

All material from all Department of Defense offices, posts, bases, and stations which is considered surplus, excess, or scrap is transferred to the Defense Logistics Agency's nearest Defense property Disposal Office for public sale. The guidebook, How to Buy Surplus Personnel Property from the U.S. Department of Defense is available in the Marine Congressional Liaison Offices.

### **Marine Corps Participation in Community Events**

The Marine Corps is proud to be a part of each community in which it has a facility or personnel. Accordingly, Marine Corps personnel or equipment may be requested to support community activities. The Public Affairs Officer (PAO) at the Marine Corps facility nearest the event can provide guidance and assistance in determining the availability of support for an activity.

General Guidelines. Marine Corps participation is not authorized when it may directly or indirectly endorse, selectively benefit, or favor any private individual, sect, fraternal organization, political group, commercial venture, or be associated with solicitation of votes in a political election. Also, participation is not authorized when admission, seating, and other accommodations or facilities are restricted in any matter with regard to race, creed, sex, or national origin. Marine Corps support is not permitted when such participation will deny employment of civilians in their regular profession. For Marine Corps participation in events outside an installation's local area, costs to the sponsor normally include travel and transportation for personnel and equipment; and meals and lodging (or daily per diem allowance in lieu of meals and lodging).

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Public Affairs. The mailing address, telephone number, and web page for Marine Corps Public Affairs is as follows:

Director, Division of Public Affairs  
Headquarters Marine Corps (PAC)  
3000 Marine Corps Pentagon (Room 4B548)  
Washington, DC 20380-1775  
(703) 614-1492

Marine Corps Seal. The Marine Corps seal is for official use only. Commercial businesses can request permission to use the likeness of the official Marine Corps Seal through:

Commandant of the Marine Corps (ARDE)  
3000 Marine Corps Pentagon  
Pentagon, Room 2B253  
Washington, DC 20350-3000

Requests for Marine Corps Wall Plaque Seals by Congressional Members must be done in writing and forwarded to the Senate or House Liaison Office. The Marine Corps seal is available to constituents by writing to:

Commandant of the Marine Corps (AR)  
3000 Marine Corps Pentagon (2C253)  
Washington, DC 20350-3000  
(703) 614-1837

Department of Defense and Military Seals are protected by law from unauthorized use. These seals may NOT be used for non-official purposes.

However, the Military Services typically approve the use of their Service emblem or coat of arms on a case-by-case basis as a substitute. There is no such substitute for the Department of Defense Seal.

Because of the wide range of specific requirements (material, size, color, etc.) desired for each individual requestor's project, DoD does not stock or provide emblems for such use. The production of emblems is the responsibility of each requestor. Final approval for use of Military Service emblems and additional information as to the design of the emblems, specific colors used and the availability of graphic masters or camera-ready masters can be obtained from the following offices:

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Marine Corps Trademark Licensing Office  
3000 Marine Corps Pentagon, Room 4B548  
Washington DC, 20350-3000  
Web: <http://www.marines.mil/trademark>  
Voice: (703) 614-7678  
Fax (703) 697-5362

### **Marine Corps Music and Ceremony Units**

General Information. Today, Marine Corps musical units are organized into three separate and distinct components: "The President's Own" Marine Band, "The Commandant's Own" Drum & Bugle Corps (D&B), and 10 Field Bands at bases throughout the United States.

The mission of the Marine Corps musical units is to provide musical support and perform such other functions as may be directed by the Commandant of the Marine Corps. In addition, "The President's Own" U.S. Marine Band provides musical support as directed by the President of the United States.

Marine ceremonial and musical units increase morale, support recruiting, and perform a vital role in continuing the tradition of Marine Corps ceremonies. When not committed to support training or operations, Marine musical units, in conjunction with the Marine Corps community relations effort, may also be authorized to perform for the public.

Since the standard Marine Corps Bands and the U.S. Marine Drum & Bugle Corps do not receive funds to travel outside of their local area, event sponsors are responsible for providing all lodging, meals, and transportation as necessary. Military air may be available to transport the musical unit, but cannot be guaranteed.

Generally, the event at which the Marine unit is invited should be of interest or benefit to the local community, state, or Nation as a whole. More importantly, the event must be available and open to the entire community. If the event is a fund-raiser, it must be a nonprofit, charitable organization, approved by the Department of Defense.

Additionally, certain civilian-sponsored events are not eligible for Marine Corps support due to DoD policy and regulations. Specifically, Marine Corps units may not participate in events when the event directly (or indirectly) endorses, or selectively benefits (or appears to benefit) any private individual, company, corporation (whether for profit or nonprofit), sect, quasi-religious or ideological movement, commercial venture, fraternal or political organization, or is

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associated with the solicitation of votes in a political election. The event also must be free of any discrimination because of race, creed, color, national origin, or sex.

No admission charge can be levied on the public primarily to see the Marine Corps Ceremonial or Musical unit. A general admission charge need not be considered prohibitory to Marine Corps participation, but no specific or additional charge may be made due to Marine Corps participation.

Also, participation will not normally be authorized in public events where military musicians would be placed in direct competition with civilian musicians.

Marine Barracks Washington, DC. The Marine Corps has three ceremonial units located at Marine Barracks Washington: the Drum and Bugle Corps, the Silent Drill Platoon, and the Marine Corps Color Guard.

The Drum and Bugle Corps. The Drum and Bugle Corps (D&B) consists of 79 Marines. The D&B performs a "concert in motion," lasting approximately thirty minutes during which the unit forms various formations while playing.

The Silent Drill Platoon. The Silent Drill Platoon (SDP) is a 38-Marine platoon that performs a complex 15-minute drill sequence without verbal commands.

The Marine Corps Color Guard. The Marine Corps Color Guard is comprised of four Marines headed by the Color Sergeant of the Marine Corps. The Color Guard carries the National Colors and the Battle Color of the Marine Corps with battle streamers and awards.

The Battle Color Detachment. The Battle Color Detachment is a "traveling" parade ceremony that consists of the Drum and Bugle Corps, the Marine Silent Drill Platoon, and the Marine Corps Color Guard. The Battle Color Ceremony lasts approximately one hour and showcases each of the unit's unique abilities.

Sponsorship—Requesting a Marine Corps Performing Unit. The "sponsor" is a group, unit, or individual who is taking responsibility for requesting, supporting and advertising the appearance of one of the performing units. The sponsor directs the scheduled event and ensures all required support for the performing unit is provided. Sponsors are often individual citizens, civilian agencies, fraternal groups, local government agencies, Recruiting Stations or Districts, or Marine Reserve units.

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Sponsor Responsibilities—Transportation. If the sponsor cannot provide commercial air support, air transportation may be provided by the Department of Defense at no cost to the sponsor. Air availability is dependent upon the operational, training or maintenance requirements of the supporting squadrons. Government air transportation may be canceled or rescheduled at the last minute for these reasons. Local ground transportation is the responsibility of the sponsor, as the units must travel from the hotel to the performance site, restaurants, and other locations, for meals, preparation time, etc. The sponsor must provide all bus and cargo truck drivers. Our Marines will execute the loading and off loading of all equipment onto the vehicles. Vehicular requirements vary according to personnel strengths of the performing units, but normally consist of the following:

Drum & Bugle Corps	(3) 44-passenger buses and (1) 5-ton cargo truck with lift
Silent Drill Platoon	(1) 44-passenger bus and (1) 5-ton cargo truck with lift
Battle Color Detachment	(4) 44-passenger buses and (2) 5-ton cargo trucks with lifts

Sponsors are expected to provide commercial charter ground transportation when air transportation is not economically feasible or when the event is within a reasonable busing distance (no more than four hours one way). U.S. Marine units cannot provide transportation assets for events further than 100 miles from their Command. In this case, the sponsor must provide ground transportation.

Sponsor Responsibilities—Meals and Lodging. The sponsor provides all meals and lodging for Marines during their stay in your area.

Adequate messing is considered to be three meals per day at normal morning, afternoon and evening meal hours; two of which must be hot meals. Meals must remain flexible due to the unit's transportation, rehearsal, and performance schedule. Sponsor responsibilities include meals that can be consumed en route due to time constraints.

Equally important are the housing accommodations for our personnel. Mass billeting (e.g., squad bays, gymnasiums, armories, etc.) is not considered adequate. Marines will not be billeted more than two to a room and proper consideration will be given to the military grade of personnel: officers and Staff NCO's will not be billeted with junior enlisted members.

Arrangements must include separate billeting for female Marines. To maintain control and accountability, we are unable to accept housing in private homes. Unless agreed upon by the unit, billeting should not be more than a one hour or 30 mile drive from the performance site. Please contact the performing unit for exact number of Marines requiring housing. Exact numbers are subject to change, but a good approximation of our housing requirements are as follows:

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Drum & Bugle Corps

(10) single-occupancy rooms and (36) double-occupancy

Silent Drill Platoon

(2) single-occupancy rooms and (19) double-occupancy rooms

Battle Color Detachment

(14) single-occupancy rooms and (56) double-occupancy rooms

Sponsor Responsibilities: Performance Site. The performance area is usually a standard football field or equivalent smooth surface 100 yards by 60 yards with no obstructions. A center line (similar to a 50 yard line) should be established running perpendicular from the reviewing area. Whenever possible standard football yard lines and “college set” hashmarks, on line with the uprights of the goal posts, should be marked. If the performing unit is the Silent Drill Platoon, only a 150 feet by 60 feet area is required. A public address system is also required. The performing units have their own narrator. Any expenses, such as fees for the stadium, lighting, heating, publicity, custodial or security, are the responsibility of the sponsor.

The changing area must be a securable area with either chairs, clothing racks or hooks for clothing bags and uniforms. There must be enough electrical outlets to support the use of 10-15 irons. The area should be large enough to accommodate unit personnel and separate changing facilities are required for the female Marines.

Publicity of the Event. Media promotion and publicity can always maximize the event and audience attendance. Promotional materials and a comprehensive press package, including unit information, biographies, and a public service announcement for both radio and television are available from the Marine Barracks Washington Public Affairs Office (PAO):

<http://www.marines.mil/unit/barracks/pages/publicaffairs.aspx>

How to Request “The President’s Own” Marine Band. For further information about “The President’s Own” Marine Band, or to request an appearance by the Marine Band, contact the Division of Public Affairs at (703) 614-3502.

How to Request the U.S. Marine Music, Battle Color Detachments and Color Guards. For information and to reserve any of the above support from the USMC please visit the USMC Community Relations website: <http://www.marines.mil/community/Pages/default.aspx>

Marine Corps Field Band Locations

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BAND

1st Marine Division Band  
2nd Marine Division Band  
Marine Forces Pacific Band  
2nd Marine Aircraft Wing Band  
3rd Marine Aircraft Wing Band  
Marine Forces Reserve Band  
Quantico Marine Band  
Marine Corps Recruit Depot Band  
Marine Corps Recruit Depot Band  
III Marine Expeditionary Force Band

LOCATION

Camp Pendleton, CA  
Camp Lejeune, NC  
Kaneohe Bay, HI  
Cherry Point, NC  
Miramar, CA  
New Orleans, LA  
Quantico, VA  
Parris Island, SC  
San Diego, CA  
Okinawa, Japan

Marine Corps Parade and Concert Information. Of the many summer events in Washington, DC, perhaps two of the more popular are the Marine Barracks Evening Parades at 8th and "I" Streets, SE and the Sunset Parades at the U.S. Marine Corps War Memorial.

Evening Parade. The Evening Parade is a one hour and fifteen minute performance of music and precision marching featuring "The President's Own" United States Marine Corps Band, "The Commandant's Own" United States Marine Corps Drum & Bugle Corps, and the Marine Corps Silent Drill Team together with the Marines of Marine Barracks, Washington, DC.

The Evening Parade begins at 8:45 p.m. every Friday from the last Friday in April through the last Friday in August. Reserved seating is recommended. Within the reserved section, seats are filled on a first come basis for guests with reservations, so arrival at the Barracks prior to 8:00 p.m. is recommended to ensure the best seats. Guests with confirmed reservations are admitted from 7:15 until 8:00 p.m. at the appropriate numbered gates. After 8:00 p.m. all available seating, regardless of whether reservations were made, will be made available to the general public.

There is also general admission seating which is offered when available. The line for general admission seating forms at 6:30pm at the main gate entrance. Congressional Offices should call the Marine Barracks for reservations of seven or more persons, or call the Marine Liaison Offices for reservations of six persons or less.

Reservations for Members of Congress. The Commandant of the Marine Corps has made special arrangements for Members of Congress and guests. Personal reservations for Senators and Representatives will be processed on an individual basis by the House and Senate Liaison Officers. These reservations should be made up to 10 days prior to but not later than noon on the day before the parade. If the Member of Congress does not attend, then others in the

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party will be offered general admission seating if available. Telephone reservations cannot be taken earlier than the Friday two weeks preceding each parade. Due to limited seating, **only four seats per office may be reserved for each parade.**

Reservations for Constituents. Constituents can obtain parade information by calling the parade information number by visiting: <http://www.marines.mil/unit/barracks/Pages/welcome.aspx> . Reservations must be made in advance. Due to the popularity of the event these requests should arrive three weeks in advance of the desired parade to ensure seating availability (large groups should send their requests at least 40 days in advance). Please include the following information in the request: (1) the number of people in the party, (2) the names of the people in the party, (3) a complete return address, (4) a point of contact and telephone number, (5) the date of the parade, and (6) an alternate parade date. Confirmation and gate assignments will be made by return mail.

Parking and directions. Non-reserved parking in the vicinity of the Barracks is extremely limited. It is much faster and more convenient to park free at the Washington Navy Yard, located a few blocks south at 9th and M Streets, S.E., and then take the free shuttle to the Barracks. Shuttle service is provided from 7:00 to 8:00 and 10:00 to 11:00 pm.

Metrorail. Take the Blue/Orange line to the Eastern Market terminal located at 7th and Pennsylvania Ave, S.E. This terminal is four blocks from the Barracks.

Sunset Parade. The Sunset Parade is a one hour performance featuring a concert-in-motion by "The Commandant's Own" the United States Marine Corps Drum & Bugle Corps and precision drill by the Marine Corps Silent Drill Team. The Sunset Parade begins at 7:00p.m every Tuesday evening from the last Tuesday in May through the last Tuesday in August at the U.S. Marine Corps War Memorial.

Admission. The performance is open to everyone at no charge and reservations are not necessary. Spacious lawns provide ample room for guests to bring lawn chairs and blankets for informal viewing. No other type of seating is available, except for the invited guests of the Parade Reviewing Officials.

Parking. Since there are no parking spaces available at the Marine Corps War Memorial grounds on Sunset Parade evenings, guests are encouraged to park at the Arlington National Cemetery Visitors Center just outside the front gate of the Arlington National Cemetery. There is a \$1 per hour parking fee. There is a free shuttle bus to the parade grounds from 5:00 to 7:00 pm and return service from 8:00 to 9:00 pm.

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Metrorail. Take the Blue Line to the Arlington National Cemetery terminal. Walk the short distance to the Visitors Center just outside the Cemetery's front gate to catch the free shuttle bus to and from the parade grounds.

U.S. Marine Band Summer Concert Series. These concerts are one and a half hour performances by "The President's Own," the United States Marine Band. They feature a variety of music and take place on Wednesdays and Sundays from June through August at 8:00 p.m.

For detailed information on the Marine Corps' parades and concerts, contact the Senate or House Liaison office. Each year a pamphlet will be distributed to each Senator's and Congressman's office with the up-to-date information on the season's parades and concerts.

### **Marine Aviation Support**

Sponsor Responsibilities—Aerial Support. While the event may be eligible for support, the Marine Corps may not be able to support it. With an increasing amount of operational commitments and a limited amount of resources, the Marine Corps must carefully weigh requests for aerial events. This means the Marine Corps may deny requests that are certainly eligible for support. In such cases, the Marine Corps is not questioning the worthiness of the event, but is enforcing Department of Defense and Marine Corps policy to preserve the operational and training requirements of our aerial units and to practice the prudent stewardship of taxpayer-financed resources.

1. The Marine Corps' support of aerial events shall normally be at no additional cost to the Government. DD Form 2535, *Request for Military Aerial Support*, will be used to determine the ability and willingness of the sponsors, military, or civilian, to defray costs of military participation. Expenses incurred by sponsors include the following:
    - Meals consumed by participants when required to be away from station during normal meal hours, to include meals en route to distant locations.
    - Lodging costs when overnight billeting is required. In such cases, the sponsor is responsible for locating and reserving billeting, whether in military or civilian facilities.
    - Local transportation between event site and billeting location and, for persons traveling by aircraft, transportation to and from the airport.
  2. Although monetary reimbursement for participants in the amount equivalent to the per diem rate in the area of the event is preferred, sponsors may defray these expenses in kind by arranging for group rates at hotels, buffet-type feeding, and courtesy transportation. Supporting Marine Corps commands must know the exact details of the
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sponsor's logistical support before the event, and the command and the sponsor must be in mutual agreement.

3. Marines participating in events away from their home station will be issued permissive travel orders. In the unlikely event that sponsors renege on their commitments to defray expenses adequately, Marines who participate in public events away from their home station are encouraged to carry sufficient cash to pay for their own meals and lodging, if required. Additionally, if transportation delays necessitate additional nights lodging and added meals, the sponsors cannot be expected to fund for these unforeseen expenses. Headquarters Marine Corps will make a reasonable effort to determine that sponsors understand their obligations to provide support prior to authorizing commands to participate in events outside their community relations area of responsibility. If Marines are forced to pay out-of-pocket expenses through no fault of their own, a claim for reimbursement may be submitted to the CMC (PAC) stating the circumstances that justify reimbursement and the nature and amount of costs incurred.
  4. There is no requirement for sponsors to reimburse the supporting unit for fuel consumed; however, if fuel cannot be obtained at military contract prices at the site of the event, the sponsor must pay all costs, including transportation and handling, if necessary, over military contract prices. Pilots will make every effort to lessen the financial burden on the sponsor by purchasing minimum fuel from non-contract vendors. Use the closest military installation for fueling before arrival and after departure from the event site when feasible.
  5. Additional support required from the sponsors before the aerial demonstrations can be approved may include the following:
    - A recent aerial photograph, taken vertically from an altitude of 5,000 feet or higher.
    - An ambulance and a doctor on the site during flight, demonstrations, and other aerial activities determined beforehand.
    - Mobile fire fighting, crash, and ground-to-air communications equipment at the demonstration site.
    - Security for aircraft during their stay.
  6. Sponsors are required to obtain an FAA waiver for any public demonstration by military aircraft or parachutists. The final authorization for such demonstrations hinges upon the sponsor securing this waiver far enough in advance to permit adequate planning (normally at least 60 days prior to the event). No waiver is required for static displays, but helicopters landing at areas other than operating airports for static displays may require advance FAA clearance.
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General Requirements. The following information applies to ALL aviation support requested from the Marine Corps:

1. DD Form 2535. All civilian and military requesters must complete a Request for Military Aerial Support (DD Form 2535). See Appendix D.
  
2. Deadlines and Procedures
  - a. Static Displays and Flyovers. Requests for static displays and flyovers must be submitted 90 days before the event. Squadrons are notified of eligible events the 10th of the month prior to the event. For example, squadrons are sent a list of eligible events taking place in May, on April 10. The squadrons have until April 25 to request authorization to support an event. These requests, if approved through the chain of command, are ultimately forwarded to Aviation Support and Manpower (ASM) at Headquarters Marine Corps. A message listing all events authorized for support is issued by ASM on the last day of the month. As always, operational and training commitments must be met before supporting public events. Because confirmation of support cannot be provided until the end of the month, it is advised that events be planned for later in the month to provide more time for coordination.
  
  - b. Harrier and Osprey Demonstrations. The AV-8B Harrier and the MV-22 Osprey flight demonstration is one of the most sought-after aerial demonstrations offered by the U.S. military. Demonstrations are performed by the same aircraft and Marines who train and deploy in support of real-world contingencies, including ongoing operations in Iraq and Afghanistan. For this reason, Headquarters Marine Corps selects a handful of events to receive the coveted demonstration during the annual AV-8B Harrier and MV-22 Osprey Flight Demonstration Board.

One of the newest aircraft to join the Marine Corps inventory is the MV-22 Osprey. Since its inception, the Marine Corps has received hundreds of requests for demonstrations and static displays of the unique tilt-rotor aircraft. The MV-22 flies twice as fast, carries three times the weight, and flies more than twice as high and six times farther than the CH-46.

To have your event considered on the board, please ensure you have submitted your request through the online application process by the second Friday in October. No applications will be considered if they are submitted after that date.

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To submit your application please read and follow the submission instructions below.

Go to [www.marines.mil/community](http://www.marines.mil/community). Click on "Request Marine Assets" and then on "Aerial Support". To submit for an Osprey static display, which is selected on the annual board, simply complete the online form and hit submit. If you are requesting a level III Harrier demonstration, you must complete and submit the online form, print the form out, then send your request to your local FSDO for approval by the FAA. For help on locating your local FSDO, click on the following link: [http://www.faa.gov/about/office\\_org/field\\_offices/](http://www.faa.gov/about/office_org/field_offices/).

Once you get the request back from the FSDO, scan and email the form to [hqmc.comrel.avn@usmc.mil](mailto:hqmc.comrel.avn@usmc.mil). If you still need additional support, please contact the aviation coordinator at 703-692-7434.

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## **APPENDIX A: WEB RESOURCES**

**American Red Cross**

[www.redcross.org/](http://www.redcross.org/)

**Defense Commissary Agency (DeCA)**

[www.commissaries.com/](http://www.commissaries.com/)

**Defense Finance and Accounting Service (DFAS)**

[www.dfas.mil/](http://www.dfas.mil/)

(888) 332-7411

**Department of Defense**

[www.defense.gov/](http://www.defense.gov/)

**Department of Defense, Dictionary of Military Terms**

[http://www.dtic.mil/doctrine/dod\\_dictionary/](http://www.dtic.mil/doctrine/dod_dictionary/)

**Department of Defense, Personnel and Readiness**

<http://prhome.defense.gov/>

**Marine Corps Community Relations**

[www.marines.mil/community/Pages/default.aspx](http://www.marines.mil/community/Pages/default.aspx)

**Marine Corps Frequently Asked Questions (FAQs)**

[www.marines.mil/usmc/Pages/faq.aspx](http://www.marines.mil/usmc/Pages/faq.aspx)

**Marine Corps Office of Legislative Affairs**

[www.marines.mil/unit/hqmc/cmcllegalasst/Pages/home.aspx](http://www.marines.mil/unit/hqmc/cmcllegalasst/Pages/home.aspx)

**Marine Corps Official Web Site**

[www.marines.mil](http://www.marines.mil)

**Marine Forces Reserve**

[www.marines.mil/unit/marforres/Pages/home.aspx#MFR\\_Banner](http://www.marines.mil/unit/marforres/Pages/home.aspx#MFR_Banner)

**Marine For Life**

[www.marineforlife.org](http://www.marineforlife.org)

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**Military Homefront**

[www.militaryhomefront.dod.mil/](http://www.militaryhomefront.dod.mil/)

**Military OneSource**

[www.militaryonesource.com](http://www.militaryonesource.com)  
(800) 342-9647

**National Resource Directory**

[www.nationalresourcedirectory.gov](http://www.nationalresourcedirectory.gov)

**RECRUITING AND ENLISTMENT PROCESSING**

**Armed Services Vocational Aptitude Battery (ASVAB)**

[www.official-asvab.com](http://www.official-asvab.com)  
[www.asvabprogram.com](http://www.asvabprogram.com)

**U.S. Army Recruiting**

[www.goarmy.com](http://www.goarmy.com)

**U.S. Army Reserves**

[www.goarmyreserve.com](http://www.goarmyreserve.com)

**U.S. Army National Guard Recruiting**

[www.1-800-go-guard.com](http://www.1-800-go-guard.com)

**U.S. Marine Corps Recruiting**

[www.marines.com](http://www.marines.com)

**U.S. Military Entrance Processing Command**

[www.mepcom.army.mil](http://www.mepcom.army.mil)

**U.S. Navy Recruiting**

[www.navy.com](http://www.navy.com)

**U.S. Air Force Recruiting**

[www.airforce.com](http://www.airforce.com)

**U.S. Coast Guard Recruiting**

[www.gocoastguard.com](http://www.gocoastguard.com)

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**United States Navy Information Index**

[www.navy.mil/navydata/infoIndex.asp](http://www.navy.mil/navydata/infoIndex.asp)

**RECRUIT TRAINING (BOOT CAMP)**

**Marine Corps Recruit Depot, Parris Island**

[www.mcrdpi.usmc.mil](http://www.mcrdpi.usmc.mil)

**Marine Corps Recruit Depot, San Diego**

[www.mcrdsd.marines.mil](http://www.mcrdsd.marines.mil)

**CASUALTY MATTERS AND MILITARY BURIALS**

**Arlington National Cemetery**

<http://arlingtoncemetery.org>  
(877) 907-8585

**Military Funeral Honors**

[www.militaryfuneralhonors.osd.mil](http://www.militaryfuneralhonors.osd.mil)

**National Cemetery Administration**

[www.cem.va.gov](http://www.cem.va.gov)  
(800) 827-1000

**MEDICAL AND HEALTH CARE**

**Department of Defense, Wounded Warrior Care and Transition Policy**

<http://warriorcare.dodlive.mil/>

**Department of Veterans Affairs**

[www.va.gov/](http://www.va.gov/)

**Marine Corps Wounded Warrior Regiment**

[www.woundedwarriorregiment.org](http://www.woundedwarriorregiment.org)  
(877) 487-6299 (24/7 Call Center)

**Military Health System**

[www.health.mil](http://www.health.mil)

**TRICARE**

[www.tricare.mil](http://www.tricare.mil)

**MILITARY RECORDS**

**Board for Correction of Naval Records**

<http://www.donhq.navy.mil/bcncr/bcncr.htm>

**National Personnel Records Center**

[www.archives.gov/st-louis/military-personnel/about-ompfs.html](http://www.archives.gov/st-louis/military-personnel/about-ompfs.html)

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## APPENDIX B: REGULATIONS

### Department of Defense Issuances

<http://www.dtic.mil/whs/directives/>

### Department of Defense Instruction 1300.15

Military Funeral Support

### Department of Defense Instruction 1332.38

Physical Disability Evaluation

### Department of Defense Instruction 1336.01

Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)

### Department of Defense Instruction 5410.59

Armed Forces Participation in Public Events

### Marine Corps Publications

<http://www.marines.mil/news/PUBLICATIONS/Pages/default.aspx>

### Marine Corps Order P1050.3H

Regulations for Leave, Liberty, and Administrative Absence

### Marine Corps Order P1020.34G

Marine Corps Uniform Regulations

### Marine Corps Order P1400.32D

Enlisted Promotion Manual

### Marine Corps Order 1560.25

Marine Corps Lifelong Learning Program

### Marine Corps Order P1610.7F

Performance Evaluation System

### Marine Corps Order 1610.11C

Performance Evaluation Appeals

### Marine Corps Order 1650.19J

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Administrative and Issue Procedures for Decorations, Medals, and Awards

**Marine Corps Order 1700.28A**

Hazing

**Marine Corps Order 1752.5A**

Sexual Assault Prevention and Response Program

**Marine Corps Order P1900.16F**

Marine Corps Separation and Retirement Manual

**Department of the Navy Issuances**

<http://doni.daps.dla.mil/SECNAV.aspx>

**Secretary of the Navy Instruction 1650.1H**

Navy and Marine Corps Awards Manual

**Secretary of the Navy Instruction 1850.4E**

Department of the Navy (DON) Disability Evaluation Manual

**Secretary of the Navy Instruction 5211.5E**

Department of the Navy Privacy Act Program

**Secretary of the Navy Instruction 5420.193**

Board for Correction of Naval Records

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## APPENDIX C: LIST OF FORMS

### Department of Defense Forms

<http://www.usa.gov/Topics/Reference-Shelf/forms.shtml>  
<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>

### Department of the Navy Forms

<http://navalforms.documentservices.dla.mil/>

### SF 180

Request Pertaining to Military Records  
<http://www.archives.gov/research/order/standard-form-180.pdf>

### DD Form 149

Application for Correction of Military or Naval Record  
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0149.pdf>

### DD Form 293

Application for Review of Discharge from the Armed Forces of the United States  
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0293.pdf>

### DD Form 2535

Request for Military Aerial Support  
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2535.pdf>

### DD Form 2536

Request for Armed Forces Participation in Public Events (Non-Aviation)  
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2536.pdf>  
USMC Participation requests must be submitted online [www.usmc.mil/community](http://www.usmc.mil/community)

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## **APPENDIX D: TERMS AND ACRONYMS**

### **Department of Defense Directive 5025.12**

Standardization of Military and Associated Terminology

### **Joint Publication 1-02**

Department of Defense Dictionary of Military and Associated Terms

### **Marine Corps Reference Publication 5-12C**

Marine Corps Supplement to the Department of Defense Dictionary of Military and Associated Terms

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