



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO P1300.4A
PCAO
7 May 97

DIVISION ORDER P1300.4A

From: Commanding General
To: Distribution list

Subj: STANDING OPERATING PROCEDURES FOR PERSONNEL ROTATION
(SHORT TITLE: SOP FOR PERSONNEL ROTATION)

Ref: (a) MCO P1300.8R
(b) MCO P1080.40
(c) MCO P5800.8C
(d) FMFPacO 4630.4F
(e) TriDivO P3120.17
(f) FMFPacO 1910.1F
(g) NAVMEDCOMINST 1300.1C
(h) MCO P1000.6F
(i) MCO 6320.2C
(j) MCO P1900.16E
(k) MCO P1070.12H
(l) MCO P1050.3G
(m) COMNAVFORJAPANINST 1910.1P
(n) JFTR, Vol I
(o) MCO 4650.30K
(p) MCO 6100.3J

Encl: (1 LOCATOR SHEET

1. Purpose. To provide information and establish procedures for inbound and outbound processing of Marines assigned to 3d Marine Division.

2. Cancellation DivO P1300.4.

3. Information. Reference (a) provides basic information for matters pertaining to personnel rotation. References (b) through (p) provide additional information to supplement the instructions contained herein.

4. Action. Commanding officers will ensure compliance with the provisions of the Manual.

DivO P1300.4A

7 May 97

5. Recommendation. Recommendations concerning the contents of the Standing Operating Procedures for Personnel Rotation are invited. Such recommendations will be forwarded to the Division Personnel Classification and Assignments Office (PCAO) via the appropriate chain of command.

6. Certification. Reviewed and approved this date



R. B. INGRAM
Chief of Staff

DISTRIBUTION: A

DivO P1300.4A
7 May 97

LOCATOR SHEET

Subj: SOP FOR PERSONNEL ROTATION

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

ENCLOSURE (1)

SOP FOR PERSONNEL ROTATION

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

SOP FOR PERSONNEL ROTATION

CONTENTS

CHAPTER

GENERAL INFORMATION

- 2 INVOLUNTARY RETENTION BEYOND RTD
- 3 VOLUNTARY EXTENSION PROCEDURES
- 4 ISSUANCE OF ORDERS
- 5 PORT CALL PROCEDURES
- 6 RECEIPT AND TRANSFER OF UNQUALIFIED MARINES

SOP FOR PERSONNEL ROTATION

CHAPTER 1

GENERAL INFORMATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
ROTATION TOUR DATE (RTD).....	1000	1-3
DUTY STATION PREFERENCE.....	1001	1-3
TOUR CURTAILMENT.....	1002	1-3
SUBMISSION PROCEDURES..	1003	1-4
DESERTER PROCESSING.....	1004	1-4
PHYSICAL EVALUATION BOARD (PEB) PROCESSING.....	1005	1-5
ADVANCE RETURN OF MILITARY DEPENDENTS.....	1006	1-6

FIGURE

1-1	FORMAT OF REQUEST FOR W95 ORDERS.....	1-7
1-2	FORMAT TO REQUEST ADVANCE RETURN OF DEPENDENTS.....	1-8

SOP FOR PERSONNEL ROTATION

CHAPTER 1

GENERAL INFORMATION

1000. ROTATION TOUR DATE (RTD)

1. All Marines who report for duty with 3d Marine Division will receive an RTD, which will be computed per reference (b).
2. Transportation to CONUS upon tour completion, with the exception of those Marines returning to CONUS for separation, will normally be scheduled within the ten-day window preceding the RTD. Unless involuntarily extended, Marines will not be held past their RTD. For assistance in computing this window, see Chapter 5 of this Manual.
3. Marines returning to CONUS for separation must depart Okinawa in sufficient time prior to their EAS, to allow for any approved separation leave and, if applicable, permissive TAD plus ten working days in order to meet the processing requirements at the separation site. Instructions for processing individuals on W95 orders are contained in Chapter 4 of this Manual. Port call procedures are contained in Chapter 5 of this Manual.

1001. DUTY STATION PREFERENCE. For corporals and below duty station preferences are reported on the unit diary prior to the issuance of PCS orders. For sergeants and above, the fitness report conveys the Marine's preference of duty. All Marines may at any time change their duty preference codes through the unit diary per reference (b).

1002. TOUR CURTAILMENT

1. Requests to rotate a Marine prior to the established RTD will be submitted, via the chain of command, to the CMC (MMAA/MMEA). Such requests must be thoroughly justified and be in the best interest of the command and the Marine concerned.
2. Marines will not be transferred prior to their ten-day window or granted tour curtailments based solely on family separation during the holidays. Further, commercial flights will not be authorized solely because the first available AMC flight in a Marine's window does not depart until after the holiday.

1003. SUBMISSION PROCEDURES

1. Every effort has been made to eliminate redundancy and unnecessary paperwork, and to encourage the use of electronic means as much as possible. This Manual allows for the use of Electronic Mail (E-Mail), with the understanding that a sufficient paper trail will be maintained should a request require research or verification.
2. This Manual allows for subordinate organizations to set their own procedures and develop their own forms for many requests that previously required structured Administrative Action (AA) Forms. Comments regarding further streamlining of any and all processes in this Manual are invited.
3. All E-Mail requests will be submitted via the subordinate command's organizational mailbox (OMB) to the Division Personnel (DivPers) section mailbox (SMB). Unless otherwise indicated, requests from or to personal E-Mail accounts will not be acknowledged.
4. In order to maintain an effective audit trail and keep all parties informed on the status of requests, any Division staff section forwarding a request via E-Mail (i.e., from DivPers to G-1) will ensure the originating unit is listed as a "CC:" (courtesy copy) addressee. This will allow the originator to follow the progress of the request and reduce phone queries.

1004. DESERTER PROCESSING

1. Headquarters Battalion (HqBn) (RUC 13001) is designated as the Deserter Control Point for Marines enroute to the 3d Marine Division (Okinawa) (MCC 124) who fail to report for duty.
2. Marines who fail to report will appear on the Command Diary Feedback Report (DFR). Once the Marine appears on the DFR the following action will be taken:

a. Division Personnel

(1) Make every effort to determine the reason for the Marine's failure to report to include:

(a) Researching the Marine Corps Total Force System (MCTFS) to determine whether the Estimated Date of Arrival (EDA) reported on the unit diary is accurate. If there is reason to believe that the EDA is in error, allow a reasonable period of time (date of detachment plus leave, travel and proceed) for the Marine to report before proceeding with desertion processing.

(b) Contact the transferring command by naval message (include CMC WASHINGTON DC//MHP// as an info addressee) to ascertain the following:

1 Whether or not the Marine was actually transferred, if the Marine's delay was extended, or if the Marine's orders were canceled or modified enroute.

2 Date transferred

3 Date and time directed to report

4 Whereabouts of original orders/SRB.

(2) Provide all information received to the CO, HqBn, for action.

b Commanding Officer, Headquarters Battalion

(1) Join the Marine for record purposes per paragraph 3306 of reference (b).

2) Prepare DD Form 553 and distribute per reference (c)

1005. PHYSICAL EVALUATION BOARD (PEB) PROCESSING

1. Identify and report, via unit diary, Marines who are awaiting disposition of PEB proceedings per paragraph 5006 of reference (b)

2. The unit is responsible for tracking their Marines in the PEB process. The Marine is required to keep the unit informed as to their progress through the PEB system. Once a Marine has been declared unfit for duty and is recommended for separation due to physical disability, the following actions will be taken:

a. The unit will forward a naval message for release (Figure 1-1 of this Manual) to DivPers within 48 hours after the Marine signs the unconditional acceptance of the board's recommendation. This may be done via E-Mail with the naval message as an attachment.

b. Within 24 hours of receipt, DivPers will release the naval message, requesting W95 orders, to the CMC (MMEA/MMSR-4) for enlisted personnel and (MMAA/MMSR-4) for officers.

3. Orders, when received, will generally not allow for long lead time. Once a unit has submitted a Marine for W95 orders, they must prepare the Marine to depart Okinawa as soon as the orders are received. This includes the Transition Assistance Management Program (TAMP) class. Requests for modification of transfer dates will not normally receive favorable consideration.

4. Once W95 orders are received, the unit will submit a port call request per Chapter 5 of this Manual.

1006. ADVANCE RETURN OF MILITARY DEPENDENTS. Requests for the advance return of military dependents will be submitted per the criteria established in references (a) and (d). A Marine whose command-sponsored family members return to the United States before completion of the accompanied overseas tour will be required to complete the accompanied tour. Figure 1-2 of this Manual provides the format and information required when submitting a request for the advance return of military dependents.

SOP FOR PERSONNEL ROTATION

UNCLASSIFIED

PTTUZYUW RUHBABA0001 0261300-UUUU--RUHBABA.
ZNR UUUUU
P 2613002 JAN 97 ZYB
FM CG THIRD MARDIV//PCAO/G-1//
TO CMC WASHINGTON DC//MMSR-4/MMEA-//
INFO (MARINE'S PARENT UNIT)//S-1//
BT
UNCLAS //N01850//
MSGID/GENADMIN/CG THIRD MARDIV/PCAO/G-1//
SUBJ/REQUEST FOR W95 ORDERS ICO LCPL K. R. SMITH 123 45 6789/0121/USMC//
REF/A/LTR/PRES PEB/950114/NOTAL//
NARR/REF A FINDINGS OF DISABILITY BOARD//
POC/(UNIT POC)
RMKS/1. PER REF A, REQ W95 ORDERS. SNM SIGNED UNCONDITIONAL
ACCEPTANCE OF PEB FINDINGS ON 970114.
2. SNM HAS BEEN RATED AT _% DISABILITY.//
BT
#0001
NNNN

UNCLASSIFIED

Figure 1-1.--Format of Request for W95 Orders

SOP FOR PERSONNEL ROTATION

ADMINISTRATIVE ACTION (5216)
 NAVMC 10274 (REV. 3-86)
 Previous editions will be used
 SN 0000-00-003-0904 U/I: pads of 100

1 ACTION NO.	2 SSIC/FILE NO. 4650
3 DATE 30 Jan 96	

4 From (Grade, Name, SSN, MOS or CO, Pers. O, Etc) BUTLER, Smedley D. SSgt 123 45 6789/0369 USMC	ORGANIZATION AND STATION (Complete address) (Unit Address)
5 VIA (As required) (1) CO, (Company Commander) (2) CO, (Regimental/Battalion Commander)	

7 To: [Commanding General (Base Adj) Marine Corps Bases, Japan FPO AP 96373-5001]	8 NATURE OF ACTION/SUBJECT REQUEST FOR ADVANCE RETURN OF DEPENDENT(S)/HOUSEHOLD GOODS
	9 COPY TO/As required SNM Files

10. REFERENCE OR AUTHORITY (If applicable) (a) DivO P1300.4A (b) FMFPacO 4630.4F (c) MCO P1300.8R (d) JFTR par U5240	11. ENCLOSURES (If any) SEE NOTES BELOW
--	--

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording-type name of originator and sign 3 lines below text)

1. Per the reference, it is requested that my dependents (s) be authorized transportation to (city and state) where they will reside.
2. The following information is provided:
 - a. Name, relationship and date of birth of dependent(s).
 - b. DCTB:
 - c. RTD:
 - d. EAS:
 - e. My legal dependent(s) arrived in Okinawa, JA on (date) via (government transportation/own expense) and were command sponsored on (date).
3. Provide detailed explanation of circumstances surrounding this request (this paragraph will not just refer to the enclosure(s) as justification).
4. I understand that I must complete my 36 month accompanied overseas tour.

SMEDLEY D. BUTLER

NOTES:

1. When the request is based on marital difficulties, a statement from the chaplain or member of the clergy/Family Services Center will be attached.
2. When the request is based on financial difficulties, a financial statement in the format contained in enclosure (4) of the current edition of MCO 1326.6 will be attached.
3. When the request is based on medical reasons, a statement from the attending physician will be attached.

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

SOP FOR PERSONNEL ROTATION

CHAPTER 2

INVOLUNTARY RETENTION BEYOND RTD

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION.....	2000	2-3
OCCASIONS FOR INVOLUNTARY RETENTION.....	2001	2-3
ADMINISTRATIVE INSTRUCTIONS...	2002	2-4
UNIT DEPLOYMENT PROGRAM UNITS.....	2003	2-6

FIGURE

2-1	REQUEST FOR RELEASE FROM LEGAL/MEDICAL HOLD.....	2-8
-----	---	-----

SOP FOR PERSONNEL ROTATION

CHAPTER 2

INVOLUNTARY RETENTION BEYOND RTD

2000. GENERAL INFORMATION. Under certain conditions outlined below, Marines may be involuntarily extended past their rotation tour date (RTD). In these cases, the unit must notify Division Personnel (DivPers) as soon as it is known that the Marine will be held beyond the established RTD. Except in the cases of involuntary extension due to insufficient obligated service, DivPers will request authority to involuntarily extend the Marine on island by priority naval message to the CMC (MMOA/MMEA).

2001. OCCASIONS FOR INVOLUNTARY RETENTION

1. Legal Hold

a. Marines may be placed on legal hold under the following conditions:

(1) As witnesses in or parties to courts-martial or investigations, when directed by the Staff Judge Advocate.

2) As a result of being the accused in a court-martial

(3) As a result of being accused of violations of Japanese law.

b. Personnel will not be retained beyond their RTD for Non-judicial Punishment (NJP) proceedings.

2. Medical Hold. Marines may be placed on medical hold when directed by competent medical authority.

3. Involuntary Administrative Discharge. Marines may be held beyond their RTD for involuntary administrative discharge proceedings.

4 Insufficient Obligated Service

a. Accompanied Tours. Marines within 11 months of their EAS may be involuntarily extended until their scheduled date of separation, per paragraph 2108.1a of reference (a).

b. Dependents-Restricted Tours. Marines within six months of their EAS may be involuntarily extended until their scheduled date of separation, per paragraph 2108.1b of reference (a). Marines in this category should be identified by the reporting unit upon arrival in Okinawa and will be informed at that time of the involuntary extension provisions of reference (a).

c. The CMC may grant waivers to the above requirements on a case-by-case basis or on a group basis when involving unit moves, base closures, deactivations, or surplus personnel.

5. Marines may be involuntarily extended by the CMC to satisfy the needs of the Marine Corps.

2002. ADMINISTRATIVE INSTRUCTIONS. In all cases of involuntary retention where a port call has been reserved, the unit must submit a request for cancellation of port call in addition to the request for involuntary retention.

Legal Hold

a. Commanding officers will forward a request for involuntary retention, via the chain of command, to the CG, 3d MarDiv (DivPers) as soon as it is determined a Marine will be placed on legal hold and will be unavailable for transfer. Submit the request via E-Mail and include a naval message as an attachment (See Chapter 4, figure 4-2 of this Manual).

b. DivPers will release the naval message requesting involuntary retention and hold in abeyance any PCS orders until completion of legal proceedings.

c. Upon receipt of authority from CMC, the Marine's reporting unit must immediately submit a cancellation request for any previously booked port call.

d. The unit will immediately notify DivPers when the Marine is released from legal hold and is available for transfer. The unit will also submit a naval message requesting PCS orders or, if appropriate, modification to any PCS orders being held in abeyance, (figure 2-1 of this Manual).

SOP FOR PERSONNEL ROTATION

e. Marines Sentenced to Confinement in Japanese Prisons. Per MARFORPACO 5821.1D, United States military personnel sentenced to confinement by Japanese courts will serve their sentence on mainland Japan. Male Marines will be confined at the Yokosuka Prison; female Marines will be confined at the Tochigi Prison. Upon approval by the Japanese court of the sentence for confinement of a Marine, the following administrative procedures will be initiated:

(1) Notify, by naval message, CMC (MHC) with an info copy to the Judge Advocate General of the Navy and MARFORPAC (SJA). Ensure that the CO, Marine Barracks, Japan is included as an info addressee on all correspondence relating to the case.

(2) Consider administrative discharge of any Marine that meets the criteria established in paragraph 6210.7 of reference (j).

(3) Request, by naval message, authorization from CMC (MMEA) to transfer the Marine by service record to Marine Barracks, Japan for administrative purposes while serving confinement in a Japanese prison.

(4) Upon receipt of **approval from CMC**, DivPers will publish a Division Special Order (DSO) directing the transfer.

(5) When the DSO is received by the organization, ensure that all required entries are made in the service record book (SRB) and forward the SRB, health and dental records, and complete discharge package (if applicable) to the Commanding Officer, Marine Barracks, Japan. Additionally, the organization will need to counsel the Marine regarding his entitlement to storage of personal effects or household goods.

2. Medical Hold

a. When notified by competent medical authority that a Marine has been placed on medical hold and that retention beyond RTD is required, the unit will notify DivPers and provide a priority naval message requesting involuntary retention and that any PCS orders in effect be held in abeyance until completion of proceedings. Submit the request via E-Mail and include the naval message as an attachment (See Chapter 4, figure 4-2 of this Manual).

b. The unit will notify DivPers when the Marine is either released from medical hold or accepts the findings of a PEB. If the Marine is qualified for transfer, the unit will submit a naval message requesting PCS orders or, if appropriate, request to modify any PCS orders being held in abeyance (figure 2-1 of this Manual). If the Marine accepts the findings of a PEB, refer to Chapter 1 of this Manual.

3 Involuntary Administrative Discharge

a. Commanding officers must obtain permission from the CMC before processing a Marine for administrative separation when that action will result in keeping the Marine beyond established EAS/RTD.

b. In these cases, once the unit determines that the Marine will likely be held beyond the established EAS/RTD, the unit will submit a naval message to DivPers for release (See Chapter 4, figure 4-2 of this Manual). The message should outline the circumstances, provide an estimated completion date for the proceedings, and request holding any PCS orders in abeyance pending resolution of the discharge process. At this time, the unit should begin preparing the Marine for separation by arranging a separations physical, TAMP class, TMO shipment, etc., to preclude unnecessary delays once the discharge is approved.

c. The unit will advise DivPers upon completion of the separation proceedings.

4 Insufficient Obligated Service

a. Units will screen all Marines prior to detachment to ensure they meet the obligated service requirements listed in reference (a). In the event a Marine does not have sufficient obligated service, the unit will immediately afford the Marine the opportunity to extend or reenlist to comply with orders.

b. If the Marine will not extend or reenlist and there is more than 90 days and less than six months between RTD and EAS, the unit will involuntarily extend the Marine and will adjust the Marine's RTD to the EAS per reference (b). The unit will prepare a naval message stating that the Marine refuses to extend/reenlist to comply with orders and request modification of PCSO to MCC W95 and forward the message to DivPers for release to CMC. As an enclosure to the request, include a copy of the page 11 entry signed by the Marine and the commanding officer, indicating the Marine's refusal to extend/reenlist to comply with orders.

SOP FOR PERSONNEL ROTATION

UNCLASSIFIED

PTTUZYUW RUHBABA0001 0261300-UUUU--RUHBABA.

ZNR UUUUU

P 2613002 JAN 97 ZYB

FM CG THIRD MARDIV//PCAO/G-1//

TO CMC WASHINGTON DC//MMEA-//

INFO (MARINE'S PARENT ORGANI_ZATION)//S-1//

(FUTURE MCC)

BT

UNCLAS //N01850//

MSGID/GENADMIN/CG THIRD MARDIV/PCAO/G-1//

SUBJ/AVAIL FOR WORLD-WIDE ASG ICO LCPL KR SMITH 123 45 6789/0121

/USMC//

REF/A/_____ (ORIGINAL PCSO)

REF/B/_____ (AUTH TO HOLD PCSO IN ABEYANCE)

NARR/REF A ISS PCSO PROREP DUR () FMCC ()/REF B AUTH TO HOLD
PCSO IN ABEYANCE//

POC/ (UNIT POC)

RMKS/1. REF B HELD PCSO IN ABEYANCE PENDING OUTCOME OF (LEGAL/
MEDICAL/ADMINISTRATIVE DISCHARGE) PROCEEDINGS.

2. PROCEEDINGS ARE COMPLETE AND SNM IS AVAIL FOR WW ASG. REQ PCSO
CNTN REF A BE MOD TO INDC TR DUR (MONTH).

-OR-

2. PROCEEDINGS ARE COMPLETE AND SNM WILL BE DISCH DUE TO (LIST
REASON.) REQ PCSO CNTN REF A BE CANC.

-OR-

2. PROCEEDINGS ARE COMPLETE; HOWEVER, SNM DOES NOT HAVE SUFF OBL SVC
REMAINING TO EXECUTE ORDERS. SNM WILL BE INVOL RETN ON OKINAWA AND
PCSO CNTN REF A WILL BE MOD TO TR W95 DUR (MONTH).//

BT

#0001

NNNN

UNCLASSIFIED

SOP FOR PERSONNEL ROTATION

CHAPTER 3

VOLUNTARY EXTENSION PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	3000	3-3
REVIEW	3001	3-3
ADMINISTRATIVE INSTRUCTIONS	3002	3-4
CONSECUTIVE OVERSEAS TOURS (COTS)	3003	3-6
APPROPRIATION DATA	3004	3-7

FIGURE

3-1	FORMAT OF E-MAIL SUBMISSION FOR OVERSEAS EXTENSIONS	3-8
3-2	SAMPLE OVERSEAS EXTENSION NAVAL MESSAGE	3-10
3-3	SAMPLE OVERSEAS EXTENSION APPROVAL WITH INCENTIVE	3-11
3-4	SAMPLE OVERSEAS EXTENSION APPROVAL WITHOUT INCENTIVE	3-12
3-5	SAMPLE OVERSEAS EXTENSION DISAPPROVAL	3-13
3-6	FORMAT TO REQUEST SPECIAL LEAVE ORDERS	3-14
3-7	FORMAT OF E-MAIL SUBMISSION FOR COT/IPCOT	3-15
3-8	SAMPLE COT/IPCOT NAVAL MESSAGE	3-17
3-9	FORMAT TO REQUEST IPCOT TRAVEL ORDERS	3-18

c. If the Marine has 90 days or less remaining, process per paragraph 4005 of this Manual.

d. If a waiver of the above provision is desired, the unit will submit a request to the CG, 3d MarDiv (DivPers). The request will be signed by the commanding officer and contain sufficient justification to warrant a waiver.

2003. UNIT DEPLOYMENT PROGRAM UNITS. Marines approved for administrative separation while in WESTPAC will be directed to the closest separation site in CONUS (Camp Pendleton, CA). UDP Marines will not be returned to their PDS for separation (refer to reference (e)).

SOP FOR PERSONNEL ROTATION

FIGURE

3-10	SAMPLE APPROPRIATION DATA NAVAL MESSAGE	3-19
3-11	SAMPLE CHANGE OF OVERSEAS EXTENSION INCENTIVE NAVAL MESSAGE	3-20

SOP FOR PERSONNEL ROTATION

CHAPTER 3

VOLUNTARY EXTENSION PROCEDURES

3000. GENERAL

1. Reference (a) provides the Marine Corps policy on voluntary overseas extensions. Reference (g) outlines the commander's responsibilities associated with screening personnel for overseas assignments. Enlisted Marines may request an IPCOT or OTEIP. The following statement will be included with any request for extension of 12 or more months. "I have been counseled and understand the travel provisions of JFTR. I am requesting an overseas extension vice consecutive overseas tour and understand the difference in travel options that may be available to me."

2. Submit requests for voluntary overseas extension in sufficient time to arrive at CMC at least 120 days prior to the Marine's RTD. When submitted within the 120-days, the commanding officer must provide written justification for the late submission. In the event an extension is submitted within two weeks of the Marine's port call, and the late submission is justified by the unit commander, the Marine's ticket must be returned to DivPers for cancellation before the extension request is processed. In these cases, the Marine must sign a statement voluntarily agreeing to be held beyond the established RTD while the extension is pending. Extension requests submitted after the deadline for cancellation of the port call (72 hours prior to flight) will not be processed. All overseas extensions/IPCOT/COT requests on officers will have a statement attached explaining the reason for the request.

3. To allow for sufficient observation time, unaccompanied Marines should have six months on Okinawa and accompanied Marines should have at least two years before requesting an overseas extension. Requests submitted prior to this time will not normally be approved.

3001. REVIEW

1. The Division Chief of Staff will review all requests for overseas extensions by officers.

2. The Commanding General will endorse overseas extensions requests which will result in the Marine remaining on Okinawa in excess of six years.

3. DivPers will review all requests from enlisted Marines that will not result in the Marine remaining on island for more than six consecutive years. Per reference (a), overseas extension requests that will cause a Marine to remain overseas in excess of six years will be submitted by Administrative Action Form (AA Form), and will be personally endorsed by the Commanding Officer certifying that retention of the individual is in the best interest of the command.

4. If approved by the Commanding Officer, Marines may change their incentive election prior to the execution of the elected option. Notification of all approved option changes will be forwarded to the CMC (MMEA). Figure 3-17 of this Manual provides the format for change of incentive.

3002 ADMINISTRATIVE INSTRUCTIONS

1. The specific method for submitting a request for overseas extension through the chain of command may be determined by each regiment/separate battalion commander, and may take any form (i.e., AA Form, PAR) as long as the requirements of this Manual are met.

2. Marines desiring to submit for an overseas extension will initiate the request via their company/battery and provide the commander with the information required by Figures 3-1 and 3-2 of this Manual.

3 The Marine must sign a statement certifying:

a. An understanding that reassignment to another MCC in the same geographical area is possible if the extension is approved.

b. An intent to extend/reenlist to have sufficient obligated service (if applicable.)

c. An understanding of travel entitlements (for extensions of 12 months or more in duration).

d. The incentive desired, if applicable.

4. Marines requiring further service as a result of the overseas extension request must contact their organization career planner to submit a request for reenlistment or extension of enlistment.

5. Upon receipt of a Marine's request, the company or battery commanding officer will:

a. Conduct a records check through the Provost Marshal's office and the Family Advocacy Center on all extensions. These checks may be done by E-Mail as long as a written record of the result is on file with the request.

SOP FOR PERSONNEL ROTATION

For Marines on accompanied tours, the Base Inspector's Office must be contacted to determine the number, if any, of juvenile misconduct incidents. Commanding Officers will also screen extension applicants for financial stability and medical suitability. The appropriate portions of the overseas screening checklist should be used.

b. Review information provided to ensure it is accurate and complete

c. Ensure that the package is endorsed with a specific recommendation for retention.

d. Forward the Marine's request and written evidence of local agency checks via the chain of command to the regimental/separate battalion Commanding Officer.

6. Upon receipt of the request, the regimental/separate battalion commanding officer will:

a. Review the Marine's request to ensure that the records check and unit commander's endorsement have been completed, and then endorse the package making a recommendation regarding retention.

b. Prepare a naval message in MTF format (figure 3-2 of this Manual).

c. Forward the request, via E-Mail, as shown in figure 3-1, of this Manual, with the naval message as an attachment. Transmit each request as a separate E-Note from the regiment/separate battalion OMB to the DivPers section mailbox SMB.

d. Maintain the Marine's request and all accompanying documents on file in the unit's files.

7. Once the request is received, DivPers will verify the information to ensure it is accurate and complete. Requests will be routed to the appropriate approving authority identified in paragraph 3001 of this Manual. Division Personnel will forward all requests to CMC that fall under paragraphs 3001.1, 3001.2, and 3001.3 of this Manual. If the message requires substantial correction, DivPers will return it to the submitting unit with appropriate guidance.

SOP FOR PERSONNEL ROTATION

8. Extension requests submitted from personal E-Mail accounts will **not** be accepted. Additionally, all E-Mail requests must require certification of receipt in order to maintain an effective audit trail.
9. Units are responsible for tracking their extension submissions. If the message does not appear in MDS within 96 hours of DivPers's receipt of E-Mail submission, the regiment/separate battalion should request a status from DivPers on both enlisted Marines and officers.
10. Once an answer is received from CMC, DivPers will publish a DSO indicating approval (figures 3-3 and 3-4 of this Manual) or disapproval (figure 3-5 of this Manual). This DSO is the unit's source document for reporting of overseas incentive and continued storage of household goods.
11. 15 Days Special Leave with Government Funded Round Trip Travel to nearest Port of Debarkation/Embarkation in CONUS. Special leave orders for this overseas incentive will be submitted to DivPers utilizing the format found in figure 3-6 of this Manual. The request must be submitted at least 60 days prior to the first day of leave.
12. Navy personnel joined to Division organizations are required to complete the same procedures for an overseas extension, i.e, records check and endorsements from the chain of command. The Navy Personnel office will be responsible for releasing the required documentation to higher headquarters for approval.

3003 CONSECUTIVE OVERSEAS TOURS (COTS)

1. The Marine Corps policy concerning COTS and In-Place Consecutive Overseas Tours (IPCOTs) is provided in reference (a). Review and administrative procedures to be followed when submitting a request for a COT/IPCOT are the same as those for submitting a request for an overseas extension; see paragraph 3001 and 3002.
2. Figure 3-8 of this Manual provides the format for requesting a COT/IPCOT.
3. Requesting IPCOT Travel Orders. Requests for IPCOT travel orders will be submitted to DivPers utilizing the format found in figure 3-9 of this Manual. The request must be submitted at least 60 days prior to the first day of requested travel.

3004. APPROPRIATION DATA

1. The organization must submit for appropriation data prior to submitting requests for special leave/IPCOT/COT travel orders utilizing the format found in figure 3-1 of this Manual.

SOP FOR PERSONNEL ROTATION

To: PERSONNEL SMB@PERSONNEL@3D MARDIV
Cc: SUBORDINATE UNIT
Bc:
From: OMB@ @3D MARDIV
Subject: SMITH KR, OS EXT
Date: Monday, December 26, 1994 16:29:46 JST
Attach: A:\SMITH
Certify: Y
Forwarded by:

1. The following information is provided:

Name: SMITH, KR
Grade: LCpl
SSN: 123 45 6789
MOS: 0121
Billet:
DCTB: 960316
RTD: 970315
EAS: 19991016

Length of Extension: 12 Months

Family Composition (if applicable) (NO OF DEPNS/REL/DOB)
Career Planner notified of requirement for additional service:
Yes or No (Applicable only if the case of enlisted Marines
requesting overseas extension beyond current EAS/ECC).

2. SNM understands that with the approval of this request for extension of overseas tour, SNM may be reassigned to another MCC within the same geographic area.

3. SNM has been counseled and understands the travel provisions of the JFTR. SNM is requesting an overseas extension vice consecutive overseas tour and understands the deference in travel options that may be available to SNM.

4. Result of Agency Checks:

FamAdv: FamAdv case on file. Contact Bn PersO for info
PMO: One speeding ticket (May96).
Base Insp: (Contact G-1 SMB E-Mail account to request for background check) (For members w/depns only)
Medical/Dental Screening: Negative (Requirement is for screening of records for Depns on Island only)

SOP FOR PERSONNEL ROTATION

5. Recommendations:

Battery/Company: Approval /s/ J R JONES, CO

Battalion/Regt: Approval /s/ K C BROWN, CO

6. Remarks: Req waiver of 120-day requirement. SNM was TAD prior to the 120 day reqr and was unable to initiate the request due to this operational commitment.

/s/
K. C. BROWN

SOP FOR PERSONNEL ROTATION

PTTUZYUW RUHBABA0004 0261300-UUUU--RUHBABA.
ZNR UUUUU
P 261300Z JAN 97 ZYB
FM CG THIRD MARDIV//PCAO/G-1//
TO CMC WASHINGTON DC//MMEA-8/MMEA- //
INFO (MARINE'S UNIT)//PERSO//
(MARINE'S FMCC)//PERSO//
BT
UNCLAS //N01300//
MSGID/GENADMIN/CG THIRD MARDIV/PCAO/G-1//
SUBJ/REQ O/S EXT C/O LCPL K R SMITH 123 45 6789/0121 USMC//
REF/A/DOC/MPP-56/941004//
REF/B/DOC/MCO 7220.41B//
REF/C/DOC/AOWP _____//
NARR/REF A MCO P1300.8R. REF B O/S TOUR EXT INCENTIVE POLICY. REF C
SNM PCSO MCC _____//
POC/CRUZ A J/CPL/622-9456//
RMKS/1. PER REFS A AND B, SNM REQ 12 MO O/S EXT, AND (CANC OR MOD
PCSO CNTN REF C).
2. FOL INFO PROVIDED:
A. DCTB: 960316
B. MCC: 124
C. RTD: 970315
D. EAS: 19991016
E. MARITAL STATUS: SINGLE
F. IN RECEIPT OF PCSO: NO/YES, (IF YES, REF C TR SNM MCC _____ DUR
(DATE).)
G. PREVIOUS EXT: NONE/YES, (IF YES NUM OF EXT/NUM OF MO).
H. INCENTIVE REQ: 30 DAS LV OR \$80 MO OR 15 DAS SPL LV W/ GOVT
FUNDED TVL
I. ESTIMATED COST OF TVL: \$1320.00 (ONLY APPLICABLE IF 15 DAS SPL LV
W/GOVT FUNDED TVL IS REQ)
J. ESTIMATED DATE OF TVL: 9703 (ONLY APPLICABLE IF 15 DAS SPL LV
W/GOVT FUNDED TVL IS REQ)
3. SNM UNDERSTANDS THAT WITH THE APPR OF THIS REQ FOR EXT OF O/S
TOUR, SNM MAY BE REASG TO ANOTHER MCC WITHIN THE SAME GEOGRAPHIC AREA
4. SNM HAS BEEN COUNSELED AND UNDERSTANDS THE TVL PROVISIONS OF THE
JFTR. SNM IS REQ AN O/S EXT VICE COT AND UNDERSTANDS THE DIFFERENCE
IN TVL OPTIONS THAT MAY BE AVAILABLE TO SNM.
5. REQ WAIVER OF 120 DAS REQ(IF APPLICABLE).
6. RECOM APPR.//
BT
#0001
NNNN

Figure 3-2.--Sample Overseas Extension Naval Message

SOP FOR PERSONNEL ROTATION

(DIVISION HEADING)

7220
PCAO
DSO 8095-97
13 Feb 97

From: Commanding General, 3d Marine Division
To: Lance Corporal K. R. SMITH 123 45 6789/0121 USMC
Via: (Chain of Command)

Subj: OVERSEAS TOUR EXTENSION INCENTIVE APPROVAL

Ref: (a) (CMC message authorizing extension)
(b) MCO P1300.8R
(c) MCO 7220.41B

Encl: (1) Copy of reference (a)

1. Per the references, your request for extension of overseas tour is approved for a period of 12 months. Your rotation date is now (date). This approval authorizes:

N/A Receipt of \$80.00 monthly extension bonus for the period of the extension, or

N/A 15 days special leave with government funded travel to nearest port of debarkation/embarkation in CONUS, or

XXX 30 days special leave at own expense. This leave will be authorized by your immediate commander and such leave will commence and terminate at your parent organization.

2. All previously assigned Permanent Change of Station orders are hereby revoked.

3. The enclosure is provided for appropriate action.

/s/
R. P. AYRES JR

SOP FOR PERSONNEL ROTATION

(DIVISION HEADING)

7220
PCAO
DSO 8095-97
13 Feb 97

From: Commanding General, 3d Marine Division
To: Lance Corporal K. R. SMITH 123 45 6789/0121 USMC
Via: (Chain of Command)

Subj: OVERSEAS TOUR EXTENSION APPROVAL

- (a) (CMC message authorizing extension)
- (b) MCO P1300.8R

Encl: (1 Copy of reference (a))

1. Per references (a) and (b), your request for extension of overseas tour is approved for a period of four months. Your rotation date is now (date).

2. All previously assigned Permanent Change of Station orders are hereby revoked.

3 The enclosure is provided for appropriate action

/s/
R. P. AYRES JR

SOP FOR PERSONNEL ROTATION

(DIVISION HEADING)

7220
PCAO
DSO 8095-97
13 Feb 97

From: Commanding General, 3d Marine Division
To: Lance Corporal K. R. SMITH 123 45 6789/0121 USMC
Via: (Chain of Command)

OVERSEAS TOUR EXTENSION DISAPPROVAL

- (a) (CMC message authorizing extension)
- (b) MCO P1300.8R

Encl: (1 Copy of reference (a

1. Per references (a) and (b), your request for extension of overseas tour is disapproved. Your rotation date remains (date).
2. The enclosure is provided for appropriate action.

/s/
R. P. AYRES JR

SOP FOR PERSONNEL ROTATION

ADMINISTRATIVE ACTION (5216)
 NAVMC 10274 (REV. 3-86)
 Previous editions will be used
 3/M 0000 -00-003-0904 U/I: pads of 100

1. ACTION NO.	2. SSIC/FILE NO. 1300
3. DATE 3 Apr 96	

4. From (Grade, Name, SSN, MOS or CO, Pers. O, Etc) BUTLER, Smedley D. SSgt 123 45 6789/0369 USMC	5. ORGANIZATION AND STATION (Complete address) (Unit Address)
6. VIA (As required) (1) CO, (Company Commander) (2) CO, (Regimental/Battalion Commander)	

7. To: [Commanding General (DivPers) 3d Marine Division FPO AP 96602-5801]	8. NATURE OF ACTION/SUBJECT REQUEST FOR TRAVEL ORDERS FOR 15 DAYS SPECIAL LEAVE WITH FUNDED TRAVEL 9. COPY TO/As required SNM Files
--	---

10. REFERENCE OR AUTHORITY (If applicable) (a) DivO P1300.4A (b) DSO#	11. ENCLOSURES (If any) (1. Copy of PCSO's
---	---

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording-type name of originator and sign 3 lines below text)

1. Per the references and the enclosure, it is requested that I be issued travel orders authorizing 15 days special leave with funded travel, (and 15 days annual leave) (if applicable).
2. The following information is provided:
 - a. DCTB:
 - b. RTD:
 - c. EAS:
 - d. Requested leave dates:
 - e. Next of Kin: (other than person flying with member)
 - f. Leave address:
 - g. Leave telephone number:
 - h. Effective date of consecutive o/s tour:
3. I certify that I have not previously received any other type of incentive of my o/s ext.

SMEDLEY D. BUTLER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Figure 3-6.--Format to Request Special Leave Orders

SOP FOR PERSONNEL ROTATION

To: PERSONNEL SMB@PERSONNEL@3D MARDIV
Cc: SUBORDINATE UNIT
BC:
From: OMB@ @3D MARDIV
Subject: SMITH RR, IPCOT
Date: Monday, December 26, 1994 16:29:46 JST
Attach: A:\SMITH
Certify: Y
Forwarded by:

1. The following information is provided:

Name: SMITH, RR
Grade: 1stLt
SSN: 678 95 4321
MOS: 1302
Billet:
DCTB: 940316
RTD: 970315
EAS: Indef
Family Composition (if applicable) (NO OF DEPNS/REL/DOB)
Career Planner notified of requirement for additional service:
Yes or No (Applicable only in the case of enlisted Marines
requesting overseas extension beyond current EAS/ECC).

2. SNO understands that with the approval of this request for extension of overseas tour, SNM may be reassigned to another MCC within the same geographic area.

3. SNO has been counseled and understands the travel provisions of the JFTR. SNO is requesting an overseas extension vice consecutive overseas tour and understand the difference in travel options that may be available to SNO.

4. Result of Agency Checks:

FamAdv: FamAdv case on file. Contact Bn PersO for info
PMO: Negative
Base Insp: Negative - (FOR MBR W/DEPNS ONLY)
Medical/Dental Screening: Negative (Requirement is for screening of records for Depns on Island only)

5. Officer's Statement:

SOP FOR PERSONNEL ROTATION

6. Recommendations

Battery/Company:	Approval /s/	J. R. JONES, CO
Battalion/Regt:	Approval /s/	K. C. BROWN, CO

7 Remarks: None

/s/
I. C. SNOW
By dir

SOP FOR PERSONNEL ROTATION

PTTUZYUW RUHBABA0004 0271300-UUUU-RUHBABA.
ZNR UUUUU
P 271300Z JAN 97 ZYB
FM CG THIRD MARDIV//PCAO/G-1//
TO CMC WASHINGTON DC//MMA-1//
INFO (MARINE'S UNIT)//PERSO//
(MARINE'S FMCC)//PERSO//
BT
UNCLAS //N01300//
MSGID/GENADMIN/CG THIRD MARDIV/PCAO/G-1//
SUBJ/REQ IPCOT ICO 1STLT R R SMITH 678 95 4321/1302 USMC//
REF/A/DOC/MCO P1300.8R//
NARR/REF A MARINE CORPS PERS ASG POLICY.//
POC/CRUZ A J/CPL/622-9456//
RMKS/1. PER THE REF, SNO REQ IPCOT.
2. FOL INFO PROVIDED:
A. DCTB: 940316
B. MCC: 124
C. RTD: 970315
D. EAS: INDEF
E. MARITAL STATUS: MARRIED
F. NO DEPNS/RELATION/DOB: 3/W/LS-880909/LD-921229
G. DEPNS LOC: OKINAWA, JA
H. IN RECEIPT OF PCSO: NO/YES, (IF YES, REF C TR SNM MCC DUR
(DATE).)
I. PREVIOUS EXT: NONE/YES, (IF YES NUM OF EXT/NUM OF MO).
J. TRAVEL TO HOME OF RECORD: QUEENS, NY
K. ESTIMATED DATE OF TRAVEL: DEC 97
L. TOTAL DEPNS: 3 (SPOUSE/1 LS/1 LD)
M. ESTIMATED COST: \$4,260.00 (\$1,420.00 PER DEPNS) (VERIFIED W/TMO)
3. SNO UNDERSTANDS THAT IN CONJUNCTION W/THE APPR OF THIS REQ, SNO
MAY BE REASG TO ANOTHER MCC WITHIN THE SAME GEOGRAPHIC AREA.
4. SNO HAS BEEN COUNSELED REGARDING THE TRAVEL PROVISIONS OF THE
JFTR.
5. RECOM APPR.//
BT
#0001
NNNN

Figure 3-8.--Sample COT/IPCOT Naval Message

SOP FOR PERSONNEL ROTATION

ADMINISTRATIVE ACTION (5216)
 NAVMC 10274 (REV. 3-86)
 Previous editions will be used
 S/N 0000 -00-003-0904 U/I: pads of 100

1. ACTION NO.	2. SSIC/FILE NO. 1300
3. DATE 3 Apr 96	

4. From (Grade, Name, SSN, MOS or CO, Pers. O, Etc) BUTLER, Smedley D. SSgt 123 45 6789/0369 USMC	5. ORGANIZATION AND STATION (Complete address) (Unit Address)
6. VIA (As required) (1) CO, (Company Commander) (2) CO, (Regimental/Battalion Commander)	

To	Commanding General (DivPers) 3d Marine Division FPO AP 96602-5801	8. NATURE OF ACTION/SUBJECT REQUEST FOR FUNDED TRAVEL IN CONJUNCTION WITH IPCOT 9. COPY TO/As required SNM Files
----	--	---

10. REFERENCE OR AUTHORITY (If applicable) a) DivO P1300.4A b) JFTR par U7200 (c) DSO#	11. ENCLOSURES (If any) 1) Copy of CMC msg approving IPCOT
---	---

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording-type name of originator and sign 3 lines below text)

1. Per the references and the enclosure, funded IPCOT orders are requested for myself and my dependent(s).
2. The following information is provided:
 - a. DCTB:
 - b. RTD:
 - c. EAS:
 - d. Requested leave dates:
 - e. Next of Kin: (other than person flying with member)
 - f. Leave address:
 - g. Leave telephone number:
 - h. Effective date of consecutive o/s tour:
3. I certify that I have not previously received any other type of incentive of my IPCOT.

SMEDLEY D. BUTLER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

SOP FOR PERSONNEL ROTATION

PTTUZYUW RUHABABA0001 0271300-UUUU--RUHBABA.

ZNR UUUUU

P 271300Z JAN 97 ZYB

FM CG THIRD MARDIV//PCAO/G-1//

TO CMC WASHINGTON DC//MMEA-8/MMEA/MMOS//

INFO (MARINE'S UNIT)//PERSO//

BT

UNCLAS //N01300//

MSGID/GENADMIN/CG THIRD MARDIV/PCAO/G-1//

SUBJ/REQ APPN DATA ICO LCPL K R SMITH 123 45 6789/0121 USMC//

REF/A/RMG/CMC/201345ZFEB96//

AMPN/REF A APPR 12 MO 0/S EXT.//

POC/C SERRANO/SGT/PCAO/-/TEL:622-9466//

RMKS/1. PER REF A, REQ APPN DATA FOR FUNDED TVL.

2. THE FOL INFO IS PROV:

A. RTD: 970603

B. MONTH OF TRAVEL: DEC 97

C. APPROXIMATE COST: \$1320 (VERIFIED W/TMO)

D. HOR: QUEENS, NY (FOR IPCOT/COT TVL ONLY)//

*NOTE: PARAGRAPH 2.C MUST INCLUDE APPROXIMATE COST FOR THE MARINE AND DEPENDENTS TO THE MARINE'S HOR FOR COT TRAVEL.

FIGURE 3-10.--Sample Appropriation Data Naval Message

SOP FOR PERSONNEL ROTATION

PTTUZYUW RUHBABA0001 0271300-L1UUU--RUHBABA.
ZNR UUUUU
P 271300Z JAN 97 ZYB
FM CG THIRD MARDIV//PCAO/G-1//
TO CMC WASHINGTON DC//MMEA-8/MMEA/MMOS//
INFO (MARINE'S UNIT)//PERSO//
BT
UNCLAS //N01300//
MSGID/GENADMIN/CG THIRD MARDIV/PCAO/G-1//
SUBJ/O/S EXT INCENTIVE CHANGE ICO LCPL K R SMITH 123 45 6789/0121
/USMC//
REF/A/DOC/CMC MPP-56/941004//
REF/B/RMG/CMC/291502ZMAY96//
NARR/REF A MCO P1300.8R. REF B APPR 12 MO O/S EXT.//
POC/C SERRANO/SGT/PCAO/-/TEL:622-9466//
RMKS/1. PER REF A, THE CO (UNIT) HAS CHANGED SNM'S O/S EXT INCENTIVE
CNTN IN REF B TO (\$80.00 A MO/30 DAS SPL LV) VICE 15 DAS SPL IV
W/TRAMS. SNM HAS NOT TAKEN LV.
2. THE FOL INFO IS PROV:
A. RTD: 970829//

-OR-

RMKS/1. PER REF A, THE CO (UNIT) HAS CHANGED SNM'S O/S EXT INCENTIVE
CNTN IN REF B TO 15 DAS SPL IV W/TRAMS VICE (\$80.00 A MO/30 DAS SPL
LV). SNM HAS NOT TAKEN LV.
2. THE FOL INFO IS PROV:
A. RTD: 970315
B. MONTH OF TVL: DEC 97
C. APPROXIMATE COST: \$1320.00 (VERIFIED W/TMO)//

SOP FOR PERSONNEL ROTATION

CHAPTER 4

ISSUANCE OF ORDERS

	<u>PARAGRAPH</u>	<u>PAGE</u>
ISSUING ORDERS	4000	4-3
ORDERS FORMAT	4001	4-3
ORDERS CONTROL AND SCREENING	4002	4-3
MODIFICATIONS AND REQUESTS FOR PCSO	4003	4-4
TRANSFERS BY SERVICE RECORDS	4004	4-4
RELEASE FROM ACTIVE DUTY	4005	4-5
MARINES AWAITING APPELLATE REVIEW OF COURTS-MARTIAL CONVICTIONS	4006	4-6
LEAVE AWAITING SEPARATION	4007	4-7
DISCHARGE/RELEASE FROM ACTIVE DUTY IN JAPAN	4008	4-8
STUDENT DEPENDENT TRAVEL	4009	4-8

FIGURE

4-1 SAMPLE DETACHING ENDORSEMENT FOR COT	4-10
4-2 SAMPLE REQUEST FOR PCSO MODIFICATION	4-12
4-3 SAMPLE REQUEST FOR MODIFICATION TO W95 ORDERS ..	4-13
4-4 SAMPLE REQUEST FOR DEPENDENT STUDENT TRAVEL	4-14

SOP FOR PERSONNEL ROTATION

CHAPTER 4

ISSUANCE OF ORDERS

4000. ISSUING ORDERS. DivPers is designated as the order-writing authority for all matters relating to PCS.

4001. ORDER FORMAT

1. PCS orders will normally be issued in the format of a Division Special Order (DSO). Letter type orders will be issued when the length or complexity of administrative instructions make the DSO format impractical.
2. Reference (h) provides explicit instructions for the detaching endorsement. Units will prepare a detaching endorsement for all personnel who are transferred to CONUS. In computing the "report by" date, the date of departure from **Okinawa** will be the base date used since arrival in CONUS will normally be the same day.
3. A sample detaching endorsement for Consecutive Overseas Tours (COT) is provided as Figure 4-1.

4002. ORDERS CONTROL AND SCREENING

1. Organizational commanders will establish a system to control and screen all PCS orders issued.
2. Control of orders will consist of security and accountability of all orders received. When a unit determines that original PCS orders have been lost, they will forward a statement concerning the circumstances of the loss and the efforts made to locate them to DivPers.
3. Commanding officers will screen DSOs to ensure all special administrative procedures and instructions, such as special assignment checklists, MOS changes, detaching endorsements, and counseling are accomplished. Information relating to transfer and receipt of unqualified Marines is contained in Chapter 6 of this Manual.

4003 MODIFICATIONS AND REQUESTS FOR PCSO

1. Submit requests to modify orders via E-Mail to DivPers, and attach a proposed message for release (Figure 4-2 of this Manual). Reasons for such actions will be clearly stated and justified. If a port call has already been booked, the unit must also submit a request to cancel the port call.
2. Commanding officers are responsible for notifying DivPers of Marines in their organization who are within 120 days of their RTD and not in receipt of PCS orders. Notification may be done via E-Mail or written correspondence. To ensure that no Marine is omitted, DivPers will conduct concurrent tracking and will request PCS orders from CMC for Marines that fall into this category.

4004 TRANSFER BY SERVICE RECORD

1. Transfer by service record is usually done when return of a member is not anticipated and only when directed by CMC. Procedures to be followed when transferring by service record are listed below:

- a. Medical Air Evacuations (MEDEVAC). These transfers are the results of medical authority actions and are initiated by the Air Evacuation Office, U.S. Naval Hospital, Camp Lester. Evacuations are directed by and paid for through Navy medical channels, with the exception of personnel going as out-patients, who are processed through the Division Adjutant for travel and per diem.

- (1) The Medical Evacuation Office, U.S. Naval Hospital, Camp Lester, will issue appropriate MEDEVAC orders and provide a copy of those orders to the Marine's unit.

- (2) Once the unit receives MEDEVAC orders, they will provide the following information to DivPers via E-Mail as soon as possible:

- (a) Marine's name, grade, SSN.
- (b) Effective date of evacuation.
- c. Hospital to which evacuated

- (d) Anticipated length of hospitalization and whether the Marine is expected to return to this command.

(3) Once this information is received, DivPers will determine whether transfer is necessary, determine the receiving unit in CONUS as shown in reference (i), and publish a DSO directing transfer by service record.

b. CMC will direct all other transfers by service record on an individual basis. In cases of Marines who are in CONUS and their return to Okinawa would be considered a hardship (i.e., Marines on emergency leave), units may request transfer by service record rather than return to Okinawa. In these cases, units will prepare a naval message for release by DivPers and transmit the message as an E-Mail attachment. The message should be self-explanatory but include a brief narrative of the situation in the body of the E-Mail to preclude unnecessary delays.

2. Priority mail will be used to forward all records to the next duty station.

4005. RELEASE FROM ACTIVE DUTY (W95) ORDERS

1. DivPers does not have all the information available to make a determination regarding which orders need to be modified to W95. Accordingly, it is incumbent on the Marine's parent unit to screen all orders to determine whether the Marine is eligible for W95 orders and whether there is a need for the Marine to extend or reenlist to carry out PCS orders.

2. Once the unit determines a Marine is eligible for transfer to W95 upon RTD, the unit will prepare a naval message requesting modification to W95 for release by DivPers. Transmit the message by E-Mail as soon as it is determined that an eligible Marine does not intend to extend/reenlist to comply with PCS orders. A sample notification is shown in figure 4-3 of this Manual.

3. Marines in receipt of PCS orders who are within 90 days of EAS on their expected date of transfer and who do not intend to extend or reenlist, will have their orders modified by this command to transfer to MCB, Camp Pendleton, CA for release from active duty.

4. Commanding officers will ensure the Marine has completed the following actions before W95 transfers are effected:

- a. Conduct the separation physical per reference (j)
- b. Complete TAMP briefing prior to detachment (a copy of the counseling must be filed in the service record book).
- c. Complete an audit of all service records and accomplish all administrative actions. Ensure copy of SF88 and SF93 and TAMP counseling sheet are in the SRB/OQR.
- d. Per reference (k), ensure the appropriate page 11 entry is made when a Marine is not recommended or recommended but not eligible for reenlistment. Include in the entry the reenlistment code assigned.
- e. Ensure a permanent address is provided to the unit postal clerk and that personal mail is forwarded to that address vice Camp Pendleton

5. Disposition of Service Records

- a. Personnel transferred W95 for separation under honorable conditions will hand carry their service records. The transferring organization will endorse the individual's orders to show that the service records have been entrusted to the Marine for delivery to the separation activity.
- b. Service records of personnel transferred for administrative/punitive discharges will be entrusted to an officer, SNCO, or responsible NCO, and will be delivered to the Marine liaison at the port of entry. In the event no Marine officer/SNCO/NCO is scheduled for the flight, transfer records per reference (k).

4006. MARINES AWAITING APPELLATE REVIEW OF COURTS-MARTIAL CONVICTIONS

1. A Marine sentenced to a punitive discharge as a result of a court-martial conviction may request excess leave to await appellate review per references (f) and (1). The Staff Judge Advocate (SJA) will review the case prior to the Marine's actual transfer to ensure, among other matters, that neither the punitive discharge nor any portion of confinement has not or will not be suspended.

SOP FOR PERSONNEL ROTATION

2. Once a Marine has been approved for voluntary or involuntary appellate leave, the unit will provide DivPers with a copy of the approval from the SJA. Upon receipt of the leave approval, DivPers will prepare letter orders directing the Marine to report to MCB, Camp Pendleton.
3. Prior to submitting the leave approval to DivPers, the unit must ensure that the Marine is prepared to transfer on short notice, to include physical and psychiatric exams. Upon receipt of transfer orders from DivPers, the unit will immediately submit a port call request and will ensure the Marine has begun to check-out.
4. The unit will include the following documents in the service records prior to transfer:
 - a. Page 13 indicating charge(s), sentence, and the CA's action
 - b. Privacy Act Statement.
 - c. Page 11 entry regarding restoration to duty (as required by reference (j)).
 - d. Physical evaluation with completed lab work
 - e. Psychiatric evaluation conducted within the last six months.
 - f. Courts-martial progress report
 - g. Waiver of restoration.
 - h. Special Power of Attorney (certified true copy). If applicable.

4007. LEAVE AWAITING SEPARATION

1. Per references (j) and (1), Marines serving overseas who are separating upon return to CONUS may request up to 60 days separation leave.
2. If requested leave is in conjunction with a request for resignation, retirement, or transfer to the FMCR, the separation request must be submitted at least 120 days, plus the amount of leave and permissive TAD authorized, prior to the effective date of

SOP FOR PERSONNEL ROTATION

separation. In determining a departure date, the unit must ensure the Marine will have served at least 270 consecutive days overseas prior to rotation to CONUS.

3. A Marine who departs on separation leave normally will not be replaced until the Marine's normal rotation date.
4. For officers requesting separation leave in conjunction with resignation, CMC (MMOA/MMSR) must be informed of the date and duration of the desired leave and permissive TAD at least 30 days in advance of the requested effective leave date.
5. The CG, MCB, Camp Pendleton, CA is the authorizing officer for Marines stationed overseas. By agreement with the separations center at Camp Pendleton, that authority is delegated to the CG, 3d MarDiv, providing all "report by" dates are met.
6. Units will arrange departure dates so that the Marine will check into the separations center not less than ten working days, including authorized leave days, prior to the established separation date. See paragraph 5003 of this Manual for more information on establishing report by dates and flight windows.

4008. DISCHARGE/RELEASE FROM ACTIVE DUTY IN JAPAN. Reference (m) provides information and instructions for personnel requesting discharge/release from active duty in Japan. Requests for separation on Okinawa should be submitted at least three months prior to the separation date. The approving authority for Marine Corps personnel is the CG, Marine Corps Bases, Japan. The Commander, Fleet Activities, Okinawa, is the approving authority for Navy personnel.

STUDENT DEPENDENT TRAVEL

1. Per paragraph U5243 of reference (n), a member is authorized transportation or reimbursement for an unmarried dependent child who is under 23 years of age and is or will be attending school in CONUS for the purpose of obtaining a secondary or undergraduate college education.
2. One round trip per fiscal year is authorized between the aerial port of entry/departure outside CONUS. (The command should review paragraph U5243-c3(a) of reference (n) concerning entitlements for transportation).

3. Transoceanic travel will be on a space-required basis by Air Mobility Command (AMC) when available, unless travel by aircraft is medically inadvisable. When AMC is not available, transoceanic travel via commercial air is authorized and normally will be procured with a government transportation request.

4. Submit all requests for student dependent travel via AA form to the Division Adjutant (per figure 4-4) at least 20 days prior to the first day of the requested window for travel. DivPers cannot guarantee port calls for requests submitted within 20 days.

SOP FOR PERSONNEL ROTATION

(UNIT HEADING)

1326
PAC/BAS
1 Feb 97

FIRST ENDORSEMENT on CG 3d MarDiv DSO# -97 of

From: Commanding Officer, (Unit)

To: (Individual Marine and dependent data if applicable)

Subj: PERMANENT CHANGE OF STATION ORDERS

1. Delivered. Effective (time), (date) you will stand detached from your present station and duties and will proceed directly to (Naha Airport/Kadena Air Base) where you will report to the Marine Liaison section for transportation to CONUS. Upon arrival in CONUS and as directed by Marine Liaison personnel at port of entry you will further proceed and report to (CG/CO new duty station) (MCC), no later than (time and date to report) for:

() duty.

() duty under instruction as specified in orders.

() temporary duty in connection with _____ and further transfer to _____ (MCC) for duty.

2. You have been confirmed on flight number , scheduled to depart (Kadena Air Base/Naha Airport) at (time), (date) and arrive at (place of arrival) at (time), (date). You are to report to the passenger terminal not later than the show time as indicated on your transportation endorsement. Failure to comply with the port call instructions above, except for emergencies or situations beyond your control, is considered as a refusal to comply with your basic orders and may subject you to disciplinary action.

3. You are authorized _____ days proceed, _____ days delay, and _____ days travel via COMAIR enroute to your new duty station. You have given your leave address as: (leave address.) Any changes in your leave address will be reported to the Commanding Officer, (CG/CO new duty station.) Any request must include the reason, number of days requested, leave address and telephone, and your leave balance.

4. You are authorized advance travel pay and ___ months advance pay. Within 3 working days after completion of travel you will submit these orders with all endorsements to the disbursing officer carrying your account for settlement. Your dependents authorized travel on these orders are: (relationship/name/ssn/dob of dependents)

Figure 4-1.--Sample Detaching Endorsement for COT

SOP FOR PERSONNEL ROTATION

5. You are authorized TLE in connection with your PCS. In order to be eligible for TLE, the residence you occupy must in fact be temporary and in the vicinity of your old or new PDS or at a designated place, if applicable. You must attempt to obtain government quarter's first. If government quarters are not available you must obtain a "statement of non-availability" from your local commander before you can claim TLE. If your PDS is not located at a post, camp, station, base, depot, or is located in a city or metropolitan area, the statement of non-availability is not required.
6. You have designated the following person to be notified in case of emergency: (name and address of person to be contacted).
7. You are directed to complete your immunizations prior to departing from this command and have in your possession a complete Form PHS-731 (shot record) at the time of departure.
8. Prior to executing any private rental or leasing agreement at your new duty station you will contact the Housing Referral Officer.
9. You are authorized two pieces of checked baggage, each not to exceed 62 linear inches and total weight of 140 lbs. One piece of baggage not exceeding 45 linear inches may be hand carried.
10. Per the JFTR, par U7200, you are authorized travel in conjunction with leave taken between your consecutive overseas tour assignment from Okinawa, JA to (leave address). Your consecutive overseas travel has been deferred for a period of one (1) year. Your of Home of Record is (home of record).

By direction

RECEIVING ENDORSEMENT

1. I received these orders at (unit name), 3rd Marine Division at (time), (date). I fully understand all provisions of my basic orders and acknowledge that I am to report to the (CG/CO new duty station), no later than (time), (date) for duty. I received my SRB, Health Record, and Dental Record for delivery to my new command. I was advised not to tamper with my records.

(Marines Signature)

SOP FOR PERSONNEL ROTATION

UNCLASSIFIED

PTTUZYUW RUHBABA0009 0271300-UUUU--RUHBABA.
ZNR UUUUU
P 271300Z JAN 97 ZYB
FM CG THIRD MARDIV//PCAO/G-1//
TO CMC WASHINGTON DC//MMEA- //
INFO (MARINES PRESENT UNIT)//PERSO//
(MARINE'S FUTURE COMMAND)//PERSO//
BT
UNCLAS //N01300//
MSGID/GENADMIN/CG THIRD MARDIV/PCAO/G-1//
SUBJ/REQ FOR PCSO (MOD/CANC/HIA) ICO A. B. MARINE 123 45 6789/0000
/USMC//
REF/A/DOC/ //(INSERT AOWP REF # OR HQMC MSG DTG)
AMPN/REF A ISS PCSO PROREP (DATE) TO MCC (FMCC) FOR DU.//
POC/C SERRANO/SGT/PCAO/-/TEL:622-9466//
1. REF A DIR SNM PROREP DUR (DATE) TO (FUTURE COMMAND).
2. REQ PCSO CNTN REF A BE (MOD/CANC/HIA).
3. (OUTLINE CIRCUMSTANCES SURROUNDING THE REQUEST. IF HIA, GIVE
APPROX TIME MARINE WILL BE AVAIL FOR TR).
4. RECOM APPR.//
BT
#0001
NNNN

UNCLASSIFIED

Figure 4-2.--Sample Request for PCSO Modification

SOP FOR PERSONNEL ROTATION

UNCLASSIFIED

PTTUZYUW RUHBABA0001 0271300-UUUU--RUHBABA.
ZNR UUUUU

P 271300Z JAN 97 ZYB

FM CG THIRD MARDIV//PCAO/G-1//

TO CMC WASHINGTON DC//MMSR-4/MMEA- //

INFO (MARINES PRESENT UNIT)//S-1//

(MARINES FUTURE COMMAND)

BT

UNCLAS //N01300//

MSGID/GENADMIN/CG THIRD MARDIV/PCAO/G-1//

SUBJ/NOTIFICATION OF MOD PCSO MCC W95//

REF/A/DOC/ //(AOWP REF # OR HQMC MSG DTG)//

REF/B/DOC/MCO P1326.5B//

NARR/REF A ISS PCSO PROREP (DATE) TO MCC (FMCC) FOR DU. REF B IS
AUTOMATED ORDER WRITING PROCESS (AOWP)

POC/C SERRANO/SGT/PCAO/-/TEL:622-9466//

RMKS/1. REF A DIR SNM PROREP (DATE) TO MCC (FMCC) FOR DU. SNM DOES
NOT HAVE REQUIRED OBL SVC PER REF B TO EXECUTE ORDERS AND WILL TR TO
SEPS C0, MCB CAMPEN ON RTD. ACCD, THIS CMD HAS MOD REF A TO TR W95
VICE (FMCC).//

BT

#0001

NNNN

UNCLASSIFIED

SOP FOR PERSONNEL ROTATION

ADMINISTRATIVE ACTION (5216)
 NAVMC 10274 (REV. 3-86)
 Previous editions will be used
 3/28 0000 -00-003-0904 U/I: pads of 100

1. ACTION NO.	2. SSIC/FILE NO. 4650
3. DATE 20 Mar 96	

4. From (Grade, Name, SSN, MOS or CO, Pers. O, Etc) BUTLER, Smedley D. SSgt 123 45 6789/0369 USMC	5 ORGANIZATION AND STATION (Complete address) (Unit Address)
6 VIA (As required) (1) CO, (Company Commander) (2) CO, (Regimental/Battalion Commander)	

To: Commanding General (DivAdj) 3d Marine Division FPO AP 96602-5801 	8 NATURE OF ACTION/SUBJECT REQUEST FOR STUDENT DEPENDENT TRAVEL
	9 COPY TO/A required SNM Files

10. REFERENCE OR AUTHORITY (If applicable) (a) DivO P1300.4A (b) JFTR par U5243	11. ENCLOSURES (If any) (1) Copy of PCOS's (2) Copy of 884's (signed in quadruplicate) with passport (3) Letter of acceptance to school
---	--

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording-type name of originator and sign 3 lines below text)

1. Per the references, it is requested that my dependent(s) be authorized transportation from (school location) to Okinawa, JA between (dates available for transportation).
2. The following information is provided
 - a. Dependent's full name and date of birth
 - b. DCTB:
 - c. PEBD:
 - d. RTD:
 - e. EAS:
 - f. I am/am not in receipt of PCSO: (list DSO# if applicable)
 - g. Complete name and mailing address of school.
 - h. Telephone number and address where dependent(s) reside while attending school
 - i. Citizenship of dependent(s):
 - j. Passport number:
 - k. Point of contact and phone number: (Kadena Air Force Base use)
3. I understand that my dependent(s) are entitled to travel at government expense in conjunction with this request and that I am only authorized transportation once per fiscal year for my dependent(s).

SMEDLEY D BUTLER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

RA

AM: CO

AM: RAVE
FOR OMME RAN ON

AT.E

AT.E YEAR

AM: FOR MO CA CAN I.T.A

ALL

SOP FOR PERSONNEL ROTATION

CHAPTER 5

PORT CALL PROCEDURES

5000. GENERAL

1. Short Notice Port Call Requests. Any port call submitted less than 45 days prior to the detachment date is considered short notice

2. Alternate Point of Debarkation (APOD). Travelers using AMC may request an alternate point of debarkation when the APOD is nearer to the Marine's leave address or dependents location, or to pick up a privately owned vehicle, etc. Regulations do not authorize an APOD that would allow the member to travel beyond the next duty station (i.e., the Marine may not select St. Louis as an APOD when orders are for the west coast).

3. Designated Place

a. Designated place is a travel entitlement for member's travel that pays monetary allowance in lieu of transportation (MALT) and per diem for travel from the aerial port of entry (APOE) in CONUS to a designated place and then to the future duty station. In order to be authorized designated place, the Marine must meet the following criteria:

(1) Member must have dependents

(2) Dependents must have traveled to the designated place at government expense prior to the Marine commencing the overseas unaccompanied tour.

(3) Member is required to travel to the designated place in order to assist in the movement of dependents and/or household goods.

b. Reporting units requesting designated place must provide proof that the Marine's dependents traveled at Government expense (i.e., copies of orders showing designated place authorized by previous command or travel voucher showing travel and government reimbursement).

SOP FOR PERSONNEL ROTATION

4. Non-Command Sponsored Dependents. For non-command sponsored dependents, the responsibility for return transportation to CONUS rests with the Marine. In these cases, reporting units may request commercial transportation so that the Marine and dependents may fly together.

5. Acquired Dependents. The Marine has two options for travel of acquired dependents; space available travel or procuring a confirmed AMC seat for the acquired dependent at the Marine's expense. Forward requests for acquired dependents orders to Division Personnel (DivPers) per (figure 5-1 of this Manual) with the Marine's port call request (figure 5-2 of this Manual).

6. In-Lap Infants. Children two years old or younger are no longer authorized to travel on AMC aircraft using in-lap orders due to safety reasons and in accordance with current airline regulations.

7 Pet Shipment

a. Marines are authorized pet transportation for two pets. There is a cost to the traveler on all pet shipments. Personnel with more than two pets may be approved for AMC transportation, but these requests are considered on availability and require a waiver for approval.

b. Submit vaccination records (DD Form 2208) with the port call request. The vaccination record must be at least 30 days old, but not older than one year from the travel date.

c. In all pet bookings, early submission of the request is essential due to limited pet space. When traveling commercial, the Marine is responsible for arranging pet transportation with the airline.

8. Circuitous Travel

a. Guidelines and regulations pertaining to circuitous travel are contained in references (h), (l), (n), and (o).

b. Marines requesting circuitous travel must submit a written request (figure 5-4 of this Manual) and have written command approval. The reporting unit is responsible for ensuring the Marine is counseled and has sufficient funds to defray the additional cost of transportation.

c. If the Marine requests travel to a destination that AMC does not serve, the Marine will be authorized to make travel arrangements at personal expense.

d. Circuitous travel is not available to unaccompanied dependents or members returning for separation.

e. All port call requests submitted for circuitous travel should include a contact telephone number (remarks section).

9. Commercial Transportation. Marines that desire to fly on a commercial flight need to submit their request (figure 5-5 of this Manual) via the chain of command. The request must provide justification and be approved by the Marine's command.

5001. REQUIRED DOCUMENTS

1. The reporting unit will submit to DivPers the following documents with the port call request:

a. Original port call request, and two copies (Figure 5-2 of this Manual).

b. Copy of all DSOs issued (six copies each)

c. AA Form for special requests (circuitous travel, commercial travel, Space A travel of dependents, etc).

d. The original DD Form 884 for dependent travel, and five copies.

e. One copy of pet vaccinations (DD Form 2208).

2. The reporting unit is responsible for submitting all required documents, with the proper number of copies, and ensuring information contained is complete and accurate.

5002. PREPARATION INSTRUCTIONS. The port call process begins when PCS orders are received and continues until the Marine has departed the command. Submit port calls upon receipt of PCS orders to ensure sufficient processing time for the Marine and the command.

1. The unit will complete the port call request sheet (figure 5-2 of this Manual) based on information present in the service record and provided by the individual Marine. Guidance for the remaining lines is as follows:

- a. Line 1: self-explanatory
- b. Line 2: self-explanatory
- c. Line 3: List number of seats required.
- d. Line 4: List of priority of port call.

- 1 = Emergency (emergency leave).
- 2 = Urgent deadline arrival (tad) going portion only
- 3 = Urgent important (PCS/TAD) return portion.
- 4 = All others.

- e. Line 5: List type of port call travel.

- PT = Authorized or directed air travel or military personnel TAD.
- CT = Authorized or directed air travel of civilian personnel TAD.
- PC = Authorized or directed air travel of US employees classified by the DOD as patients.
- OA = Officer and family PCS. (accompanied only).
- EA = Enlisted and family PCS. (accompanied only).
- PU = Authorized or directed air travel of military personnel PCS.
- DU = Dependents traveling without the sponsor PCS.
- CU = Authorized or directed air travel of civilian personnel in PCS status not accompanied by dependents.
- EL = Emergency leave.
- DS = Student dependent travel. (funded only).

- f. Line 6: List first day of ten-day window with corresponding Julian date.
- g. Line 7: List last day of ten-day window with corresponding Julian date.
- f. Line 8: "DNA" for flight leaving Okinawa.
- g. Line 9: "LAX" or "STL."
- h. Line 10: Use if the Marine is authorized designated place
- Line 11: List dependents traveling with member
- j. Line 12: Provide pet information
- k. Line 13: As required, add any amplifying information that would assist the Passenger Transportation Office (PTO) in booking the Marine's flight.

5003. COMPUTATION OF WINDOW. Compute the ten-day window using a Julian calendar (figures 5-6 and 5-7 of this Manual). Take care to ensure the correct Julian calendar is used, depending on whether or not leap years are involved. The following examples are provided to assist units in computing the ten-day travel window for lines 6 and 7 of the port call request:

1. Marine's RTD is 20 March, orders read to transfer during March:
 - a. Mandatory departure date will be RTD (20 March)
 - b. Availability date:
 - (1) Determine Julian date for 20 March (079).
 - (2) Subtract ten (079-10 = 069).
 - 3) Add one to account for inclusive days (069+1 = 070)
 - (4) Availability date is 070 Julian, or 11 March

SOP FOR PERSONNEL ROTATION

2. Marine's RTD is 20 March, orders read to transfer during February:

a Mandatory departure date is the last day of February

b Availability date:

(1 Determine Julian date for 28 February (059)).

(2) Subtract ten $059-10 = 049$).

3 Add one to account for inclusive days $(049+1 = 050)$

4) Availability date is 050 Julian, or 19 February.

3. Marine's RTD is 4 March, orders read to transfer during March

a Mandatory departure date will be RTD (4 March).

b. Availability date

(1 Determine Julian date for 4 March 063).

(2) Subtract ten $(063-10 = 053)$

3 Add one to account for inclusive days $(053+1 = 054)$

(4) Availability date is 054 Julian, or 23 February.

c. Because of the structure of this window, the port call may return with a flight during February. In these cases, the port call overrides the "Dur Mar" provision of the orders issued by HQMC and the Marine will execute orders during February. This is not considered to be in noncompliance.

4. A Marine is transferring to CONUS on W95 orders (normal EAS separation) with and EAS of 15 August. The Marine desires and has been approved for 29 days terminal leave:

a. Establish mandatory departure date

(1 Determine Julian date of 15 August (213)).

(2) Subtract number days leave authorized $(213-29 = 174)$

(3) Julian date 174 equals 23 June. This is the last day of separation processing. Count back ten working days (allowing for holidays) which is 9 June.

(4) Find Julian date for 9 June (160). This is the mandatory departure date.

b. Establish availability date using procedures above

5. When a Marine is held beyond an established RTD for reasons discussed in Chapter 2 and is subsequently released for transfer, the unit must determine a transfer window. In the absence of a specific "report by" date from HQMC, the unit may choose any time during the month transfer is directed; however, care must be taken to provide a window far enough in the future to allow for processing by DivPers and the transportation office.

6. If a Marine is being returned to CONUS prior to RTD, such as for an administrative discharge, the unit must still establish a ten-day window as discussed above. These port call requests will obviously be short-notice, but the Passenger Transportation Office must receive them prior to the commencement of the ten-day window established by the unit.

7. The following example is provided for computing Julian dates between December and January (RTD equals 3 January):

a. Determine Julian date of 3 January (003).

b. Since the computation goes back into the previous year, which is on a non-leap year, add 365 to the above (003+365 = 368).

c. Subtract 9 (368-9 = 359).

d. Availability date is 25 December (359). Window will be 25 December to 3 January of the next year.

5004. MODIFICATION/CANCELATION OF PORT CALL. Submit request for modification/cancelation of port call per (figure 5-7 of this Manual). If a member needs to request a modification to change a flight date; submit a request for cancellation of original port call, and resubmit a new port call per paragraph 5001.1 of this Manual.

SOP FOR PERSONNEL ROTATION

ADMINISTRATIVE ACTION (5216)
 NAVMC 10274 (REV. 3-86)
 Previous editions will be used
 3/M 0000 -00-003-0904 U/I: pads of 100

1. ACTION NO.	2. SSIC/FILE NO. 4650
3. DATE 18 Jan 96	

4. From (Grade, Name, SSN, MOS or CO, Pers.O, Etc) BUTLER, Smedley D. SSgt 123 45 6789/0369 USMC	ORGANIZATION AND STATION (Complete address) (Unit Address)
6. VIA (As required) (1) CO, (Company Commander) (2) CO, (Regimental/Battalion Commander)	

7. To: [Commanding General (DivPers) 3d Marine Division FPO AP 96602-5801]	8. NATURE OF ACTION/SUBJECT REQUEST FOR SPACE A TRANSPORTATION FOR ACQUIRED DEPENDENTS 9. COPY TO/As required SNM Files
--	---

10. REFERENCE OR AUTHORITY (If applicable) (a) DivO P1300.4A	11. ENCLOSURES (If any) (1) Certified copy of marriage contract w/translation (if applicable) (2) Certified copy of birth certificate (3) Copy of PCSO
---	---

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording-type name of originator and sign 3 lines below text)

1. Per the reference, it is requested that I be authorized space available transportation for my acquired dependent(s) to CONUS.
2. The following information is provided
 - a. RTD:
 - b. EAS:
 - c. I am/am not in receipt of PCSO: (list DSO# if applicable)
 - d. Current flight information.
 - e. Acquired dependent(s) name, age, relationship, and the date of birth for each dependent requiring transportation:
 - f. A statement that the requirements for the U.S. Immigration and Naturalization Service for entry into the United States have been completed for foreign nationals.
3. I understand that if space available transportation is not available for my dependent(s), I may purchase a ticket(s) on AMC or commercial airlines and attempt to get booked with them to CONUS.

SMEDLEY D BUTLER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Figure 5-1.--Sample Request for Acquired Dependent Transportation

SOP FOR PERSONNEL ROTATION

(unit heading)

(date)

From: Commanding Officer, (unit)
To: Traffic Management Officer

Subj: REQUEST FOR PORT CALL

Ref: (a) MCO 4650.30K

1. In accordance with the reference, overseas transportation arrangements are required as follows:

- (1) LName: Smith FName: Robert Init: L
- (2) Rank: Sgt SSN: 123 45 6789 MOS: 1371
- 3 Seats: 2
- 4) Priority: 3
- (5) Type of Travel: MZ
- 6) Availability Date: 950104 Julian Date:
- (7) Mandatory Departure: 950113 Julian Date:
- (8) Origin Station (APOE): DNA
- (9) Destination (APOD): LAX
- (10) Designated Place: N/A
- (11) Dependents Travel:
 (Last Name and Int): Smith, L. Rel: W Birth: 640813

Figure 5-2 --Sample Port Call Request

SOP FOR PERSONNEL ROTATION

Pet information	Dog or Cat):	(Weight):	(Cage Size):				
		lbs	LO	x	WO	x	HO
	(1)	Cat	22	lbs	23	14.5	11.5
	(2)	Dog	55	lbs	40	27	30

Remarks: Short notice due to cancellation of overseas extension.

/s/
By direction

SOP FOR PERSONNEL ROTATION

ADMINISTRATIVE ACTION (5216)
 NAVMC 10274 (REV. 3-86)
 Previous editions will be used
 S/N 0000-00-002-0904 U/I: pads of 100

1. ACTION NO.	2. SSIC/FILE NO. 4650
3. DATE 18 Jan 96	

4. From (Grade, Name, SSN, MOS or CO, Pers. O, Etc) BUTLER, Smedley D. SSgt 123 45 6789/0369 USMC	5. ORGANIZATION AND STATION (Complete address) (Unit Address)
6. VIA (As required) (1) CO, (Company Commander) (2) CO, (Regimental/Battalion Commander)	

7. To: Commanding General (DivPers) 3d Marine Division FPO AP 96602-5801 	8. NATURE OF ACTION/SUBJECT REQUEST FOR CIRCUITOUS TRAVEL IN CONJUNCTION WITH PCS ORDERS
	9. COPY TO/As required SNM Files

10. REFERENCE OR AUTHORITY (If applicable) (a) DivO P1300.4A	11. ENCLOSURES (If any) (1 Copy of PCSO's
---	--

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording-type name of originator and sign 3 lines below text)

1. Per the reference, it is requested that I be authorized circuitous travel from Okinawa, JA to the country(ies) listed in paragraph 2. Countries are to be listed in the order in which travel is desired.
- 2 The following information is provided
 - a. RTD:
 - b. EAS:
 - c. I am/am not in receipt of PCSO: (list DSO# if applicable)
 - d. Current flight information.
 - e. Countries to be visited:
 - f. The specific number of days desired in each country:
 - g. I understand that particular days and dates desired may be altered dependent upon the availability of AMC transportation.
 - h. Work telephone number:
3. I understand that I will be issued a transportation endorsement and must arrange my own transportation, and pay for excess flight cost.

SMEDLEY D. BUTLER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Figure 5-3.--Sample Request for Circuitous Travel

SOP FOR PERSONNEL ROTATION

ADMINISTRATIVE ACTION (5216)
 NAVMC 10274 (REV. 3-86)
 Previous editions will be used
 S/M 0000 -00-003-0904 U/I: pads of 100

1. ACTION NO.	2. SSIC/FILE NO. 4650
3. DATE 18 Jan 96	

4. From (Grade, Name, SSN, MOS or CO, Pers.O, Etc) BUTLER, Smedley D. SSgt 123 45 6789/0369 USMC		5. ORGANIZATION AND STATION (Complete address) (Unit Address)	
6. VIA (As required) (1) CO, (Company Commander) (2) CO, (Regimental/Battalion Commander)			
7. To: Commanding General (DivPers) 3d Marine Division FPO AP 96602-5801 		8. NATURE OF ACTION/SUBJECT REQUEST FOR COMMERCIAL TRANSPORTATION	
		9. COPY TO/As required SNM Files	
10. REFERENCE OR AUTHORITY (If applicable) (a) DivO P1300.4A		11. ENCLOSURES (If any) (1) Copy of PCSO's (2) Copy of 884's with passport (if applicable)	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording-type name of originator and sign 3 lines below text)

1. Per the reference, it is requested that I be authorized commercial travel in conjunction with PCS upon rotation to accompany my non-command sponsored/acquired dependent(s).

2 The following information is provided:

- a. RTD:
- b. EAS:
- c. I am/am not in receipt of PCSO: (list DSO# if applicable)
- d. Current flight information.
- e. Dependent location:
- f. Name, age, and date of birth of dependent(s) requiring transportation:

3. I understand that I will bear the cost of transporting my non-command sponsored/acquired dependent(s) to CONUS.

SMEDLEY D. BUTLER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Figure 5-3.--Sample Request for Commercial Transportation

SOP FOR PERSONNEL ROTATION

JULIAN DATE CALENDAR
(PERPETUAL)

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	273	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31
DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY

Figure 5-5.--Julian Calendar (Non-Leap Year

SOP FOR PERSONNEL ROTATION

JULIAN DATE CALENDAR
(PERPETUAL)

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	273	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151		212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31
DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY

Figure 5-6. Julian Calendar (Leap Year)

SOP FOR PERSONNEL ROTATION

(unit heading)

(date)

From: Commanding Officer, (unit)

To: Passenger Transportation Office

Subj: REQUEST FOR (MODIFICATION/CANCELATION) OF PORT CALL CASE OF SGT R.
L. SMITH 123 45 6789/1371 USMC

Ref: (a MCO 4650.30k

1. Per the reference, request Port Call be modified to Authorize Destination (APOD) of STL vice LAX, due to SNM receiving MOD to PCSO SNM has a confirmed flight date of 950106.

or)

1. Per the reference, request Port Call be canceled, due to SNM receiving overseas extension. SNM has a confirmed flight date of 950106.

/s/

By direction

SOP FOR PERSONNEL ROTATION

CHAPTER 6

RECEIPT AND TRANSFER OF UNQUALIFIED MARINES

	<u>PARAGRAPH</u>	<u>PAGE</u>
SCREENING OF NEW JOINS	6000	6-3
SPECIAL DUTY SCREENING	6001	6-3
REQUESTING SPECIAL DUTY ORDERS	6002	6-4

FIGURE

6-1 REPORTING ABOARD INTERVIEW CHECKLIST	5-10
--	------

SOP FOR PERSONNEL ROTATION

CHAPTER 6

RECEIPT AND TRANSFER OF UNQUALIFIED MARINES

6000. SCREENING OF NEW JOINS

1. Commanding officers will screen all newly joined Marines for suitability for overseas assignment during their initial service record book audit. Figure 6-1 of this Manual is provided as a guideline for conducting this screening.
2. Commanding officers will report all Marines who are unqualified for overseas assignment due to insufficient obligated service to complete the standard tour of duty per reference (a), conduct and performance that does not meet the criteria contained in reference (h), and physical disqualification per references (g) and (p).
3. Current Marine Corps directives do not prohibit the overseas transfer of Marines on weight control provided satisfactory progress was being made prior to detachment. Such Marines should be placed on a military weight control program upon joining the unit. Do not report an overweight Marine whose record does not reflect prior **assignment to a military weight control program**, per paragraph 6000.2 above of this Manual.
4. Reference (o) establishes requirements for marksmanship training prior to overseas transfer. Reference (g) establishes the requirement for completion of leadership training prior to overseas transfer. Reference (i) establishes policy on management of physical standards for Marines and delineates the responsibilities to commanding officers, medical officers, and Marines in applying these physical standards.
5. Commanding officers will provide DivPers, by E-Mail, with a list of joining Marines that are not in compliance with the requirements stated in paragraphs 6000.2 through 6000.4 of this Manual. When submitting the list indicate name, grade, SSN, detaching command and nature of non-compliance. Negative responses are not required. DivPers will consolidate responses into a single message.

SOP FOR PERSONNEL ROTATION

6001. SPECIAL DUTY SCREENING

1. Regimental/separate battalion commanding officers are responsible for properly screening Marines in receipt of orders to special and independent duty (i.e., Marine Corps Security Forces, Drill Instructor, Recruiter, Marine Security Guard, Inspector-Instructor Staff, and Marine Air Reserve Training Detachments).

2. References for special assignment/independent duty are as follows:

a. Drill Instructor/Recruiting/Independent Duty: MCO 1326.6-

b. Marine Security Guard School: MCO 1306.2.

c. Marine Corps Security Forces: MCO 1300.20.

3. Regimental/separate battalion commanding officers will screen Marines for special duty utilizing the following guidelines:

a. Upon receipt of special duty orders, DivPers will notify the regimental/separate battalion commanding officers.

b. Upon receipt of the notification, the regimental/separate battalion commanding officer will screen the Marine for special duty within three working days. If the Marine cannot be screened within the required time, notify DivPers giving a reason why the screening cannot be completed and provide an estimated date of completion.

c. Upon completion, send the Commanding Officer's checklist via cover letter to DivPers.

d. DivPers will release original orders upon receipt of the commanding officer's checklist. If the Marine has been found not qualified for special duty, orders will not be issued. DivPers will notify HQMC of all qualified and unqualified Marines upon receipt of the commanding officer's checklist.

4. Submit requests for waivers to DivPers with the checklist. All waivers will be endorsed by the regimental/separate battalion commanding officer or executive officer.

6002. REQUESTING SPECIAL DUTY ORDERS

1. Submit all requests for assignment to independent and special duty via Administrative Action Form to CMC (MMEA-XX) through the chain of command via the CG, 3d MarDiv (Div Career Planner).
2. Commanding Officers will screen Marines per the references listed in paragraph 6001.2 of this Manual. The Commanding Officer's endorsement will contain a specific recommendation, a signed copy of the Commanding Officer's checklist, and certification that the Marine has been screened and found qualified for the requested duty.
3. All checklists will be signed or initialed by the Regimental/Battalion Commanding Officer or Executive Officer

SOP FOR PERSONNEL ROTATION

REPORTING ABOARD INTERVIEW CHECKLIST

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 1. Does the Marine have sufficient obligated service to complete a full tour? | | | |
| 2. Is there any history of disciplinary problems? | | | |
| 3. Is there any indication of substandard performance of duty? | | | |
| 4. Is the Marine physically qualified? | | | |
| 5. Has the Marine received required inoculations prior to transfer? | | | |
| 6. Has all required training been completed prior to transfer? | | | |
| 7. Does the Marine have a valid ID card and ID tags in good condition? | | | |
| 8. Have promotion status entries been made in the SRB (if applicable)? | | | |
| 9. Does the Marine have all required clothing and equipment? | | | |
| 10. If the Marine requires glasses, have duplicate glasses and optical inserts for the field protective mask been issued? | | | |
| 11. Does the Marine possess an MOS above the basic level? | | | |
| 12. Is the Marine on weight control; if so was satisfactory progress made at last command? | | | |

Figure 6-1.--Reporting Aboard Interview Checklist