

HUMANITARIAN REQUESTS INSTRUCTIONS

Administrative procedures for requesting humanitarian transfers are as follows:

- (1) Submit requests to CMC (MMOA, MMEA, or RA) through the chain of command, with the following exceptions:
 - (a) Requests by Marines administratively attached in a permissive TAD status to recruiting stations, and
 - (b) Requests by Marines assigned or administratively attached to a Marine Forces Reserve Unit will be submitted directly to the CMC (original and one copy). In cases forwarded directly to the CMC, provide an information copy to the Marine's parent command.
- (2) The request originates from the Marine concerned and must include the following:

MARINE SHOULD INCLUDE THESE ITEMS IN EACH WRITTEN REQUEST.

- (a) Area/duty station to which transfer is desired (including MCC if known).
- (b) Description of the problem (the description must be complete without reference to enclosures.
- (c) A statement as to how transfer would alleviate the problem and what actions already have been taken (i.e., leave/allotments/correspondence with social service agencies capable of aiding, etc.).
- (d) Estimated time required to resolve problem. (If estimated time is six months or less, the Marine should request permissive TAD instead of transfer.)
- (e) In the event no billet vacancy exists at the duty station/area desired, a statement must be included regarding the acceptability of transfer to the nearest duty station having a vacancy, and the degree to which such a transfer would resolve the individual's problem.
- (f) Names, addresses, and ages of dependents/relatives requiring the Marine's assistance.
- (g) Names, addresses, and ages of relatives (other than those listed above) and a statement as to their ability/inability to assist in resolving the hardship.
- (h) Disciplinary action pending.
- (i) Attending physician(s) name, address, and telephone number (including area code).
- (j) Dates of any previous requests for transfer, TAD, or cancellation of orders for humanitarian reasons.
- (k) Statement that the Marine does or does not desire to be considered for hardship discharge if the request cannot be approved.
- (1) If illness is involved, a statement from the **attending physician specifically indicating, in layman's terms, a definite diagnosis,**

prognosis, and estimated life expectancy if the illness is life threatening.

(m) If the situation is based on single parenthood, a statement from the individual/childcare facility that will provide such care. For criteria for deferment of overseas tour for a single Marine parent of a recently adopted child, deferment of overseas tour of a Marine mother upon birth of a child, and dual Marine couples with a recently adopted child, refer to the amplifying instructions contained in reference (m).

(n) At least one notarized statement substantiating the circumstances presented.

(o) Statement of Marine's intent to reenlist.

(3) The immediate commander of the unit forwarding the request will include the following in the forwarding endorsement:

THE COMMAND ENDORSEMENT CONFIRMS THE COMMAND HAS CONFIRMED EACH OF THE BELOW.

To Endorse the Request:

(a) A careful analysis of the situation and action taken by the Marine or the Marine's family to help alleviate the problem.

(b) A definite recommendation based on careful consideration of the criteria established for humanitarian transfer/TAD.

(c) Disciplinary action pending, if known.

(d) If the Marine is on TAD from the parent command or is enroute to or from an overseas or CONUS command, include as an enclosure copies of orders issued, and the following information:

1. Date departed parent command.
2. Amount and type of leave taken.
3. Date attached for TAD.

(e) Email complete package to the Humanitarian Monitor for processing.

The following may be used as guidance for disapproval of a Marine's transfer or reassignment request:

(a) He/She has served less than the normal fixed tour of duty.

(b) A second dislocation allowance entitlement is involved.

(c) His/Her services are needed at the present station. If an untimely replacement requirement would result from approval, disapproval is indicated.

(d) He/She has less than 24 months remaining on the current period of obligated active service. Before detachment for transfer overseas, a Marine ordered to an overseas duty station must have sufficient obligated service to complete the prescribed tour length, per reference (m) .

(e) He/She possesses a basic MOS, and the post/station requested cannot provide initial skill training above the basic level.

These packages must still be forwarded to MMEA-26 Humanitarian section for processing.

WHAT QUALIFIES FOR HUMANITARIAN CONSIDERATIONS?

To qualify for consideration the following criteria must be satisfied:

- (1) The situation must be of such enormity as to present a personal problem more severe than those normally encountered by Marines and their families in the course of military service.
- (2) The hardship occurred or was aggravated as a result of the Marine's beginning the initial term of service, or subsequent to the date of the last reenlistment.
- (3) The Marine has made every effort to solve the problem by taking leave, corresponding with social service agencies in the locale of the hardship, filing dependency applications and registering allotments for financial support to immediate family members, seeking legal assistance at the present duty station, and seeking medical treatment (including psychological counseling/therapy) for family members at the present CONUS duty station (i.e., Chaplains, Family Service Centers).
- (4) The problem described must be controlled or resolved to permit the unrestricted assignment of the Marine within the time frame of a normal CONUS tour (36 months) .
- (5) The problem must involve the Marine's immediate family, and the Marine's presence must be required to alleviate or eliminate the hardship. For the purpose of humanitarian transfer/TAD/retention on station, the term "immediate family" is defined as the spouse, natural or step-children, brothers, sisters, and the Marine's or spouse's parents. A person who has stood in loco parentis for at least two years preceding the Marine's entry on active duty qualifies as a parent for the purpose of this paragraph.
- (6) Requests for humanitarian transfer/TAD/retention on station generally receive favorable consideration when the following conditions exist:
 - (1) Terminal illness (life expectancy less than six months) of a member of the Marine's or spouse's immediate family where the presence of the Marine is required.
 - (2) Illness of a member of the Marine's or spouse's immediate family where the attending physician certifies the Marine's presence is required for the well-being or welfare of the patient.
 - (3) No other relatives are capable of providing the assistance necessary to alleviate the hardship.
 - (4) A Marine becomes a single parent as a result of unforeseen circumstances (for example, the death of a spouse) .
 - (5) Marine sponsors enrolled in the Exceptional Family Member Program (EFMP) have an eligible Exceptional Family Member (EFM) with an identified medical and/or educational requirement that cannot be adequately supported at the existing duty station, as documented by qualified providers.
- (7) Where humanitarian transfer is desired, the requested duty station must have a billet vacancy requiring the grade and MOS of the Marine. As a matter of general policy, when a humanitarian transfer request is approved, a Marine will not be assigned to a recruiting station, Marine Corps district

headquarters, or small Marine Corps detachments (one-for-one billets).

Requests for humanitarian transfer will not receive favorable consideration when the basis thereof is to assist in farming/mining ventures, personal business ventures, or to attend to personal legal matters. When the Marine's presence is requested solely to provide moral support, transfer/reassignment will not be directed.

Assignment of Reenlistment Code RE-3C

When a Marine is the subject of a humanitarian transfer action and, in order to ensure correct administration processes (i.e., assignment, reassignment, and reenlistment) and ensure existing hardship is not aggravated, reenlistment code RE-3C is assigned to the Marine. This is necessary, before reenlistment, to determine if continued service is in the best interest of the Marine Corps and/or Marine; and to prevent a valid hardship situation from being aggravated. Further, assignment of reenlistment code RE-3C is for administrative purposes only and is not to be considered punitive in nature. An appropriate Page 11 entry assigning the code must be completed per reference (h) and filed in the Marine's OMPF. Additionally, code RE-3C will be revoked upon the Marine notifying CMC (MMEA-26) by message that the humanitarian situation has been resolved (this action indicates that the Marine is available for worldwide assignment). An appropriate Page 11 entry for removal of the code must be completed and filed in the Marine's OMPF.