

OMPF Required Document List						
Updated: 18 May 2026						
Doc#	Description	Form Number	Reference	O-RMA Doc Type	FOLDER	SUB_FOLDER
1	Academic Cert. for MC Officer Candidate Program	NAVMC 10469	MCRCO 1100.2	ACADEMIC CERTIFICATE FOR MC OFFICER CANDIDATE PROGRAM	COMMENDATORY/DEROGATORY	Other
2	Acceptance of Resignation		MCO 1900.16	ACCEPTANCE OF RESIGNATION	SERVICE	Discharge
3	Administrative Remarks	NAVMC 118(11)	MCO 1070.12	NAVMC 118(11) ADMINISTRATIVE REMARKS PG 115 / 6105	SERVICE	Contracts
4	Administrative Separation Package		MCO 1900.16	ADMINISTRATIVE SEPARATION PACKAGE	SERVICE	Discharge
5	Agreement to Extend Enlistment	NAVMC 321	MCO 1070.12	NAVMC 321A ENLISTMENT EXTENSION	SERVICE	Contracts
6	Air Force Achievement Medal		MCO 1070.1	AIR FORCE ACHIEVEMENT MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
7	Air Force Commendation Medal		MCO 1070.1	AIR FORCE COMMENDATION MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
8	Air Force Cross		MCO 1070.1	AIR FORCE CROSS	COMMENDATORY/DEROGATORY	Pers Awards
9	Air Medal		MCO 1070.1	AIR MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
10	Air Medal W/C		MCO 1070.1	AIR MEDAL W/ C	COMMENDATORY/DEROGATORY	Pers Awards
11	Air Medal W/Flight		MCO 1070.1	AIR MEDAL W/ FLIGHT	COMMENDATORY/DEROGATORY	Pers Awards
12	Air Medal W/V		MCO 1070.1	AIR MEDAL W/ V	COMMENDATORY/DEROGATORY	Pers Awards
13	Airman's Medal		MCO 1070.1	AIRMAN'S MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
14	Appendix J, Retirement Preapplication Checklist	Appendix J	MCO 1900.16	APPENDIX J: REQUEST FOR RETIREMENT (MCO 1900.16)	SERVICE	Miscellaneous
15	Appointment/Termination Record	DD Form 577	MARADMIN 015/20	DD FORM 577 APPOINTMENT/TERMINATION RECORD	SERVICE	Miscellaneous
16	Army Achievement Medal		MCO 1070.1	ARMY ACHIEVEMENT MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
17	Army Commendation Medal		MCO 1070.1	ARMY COMMENDATION MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
18	Army Distinguished Service Cross		MCO 1070.1	ARMY DISTINGUISHED SERVICE CROSS	COMMENDATORY/DEROGATORY	Pers Awards
19	Assignment Incentive Pay Recoupment Determination		MARADMIN 039/22	ASSIGNMENT INCENTIVE PAY RECOUPMENT DETERMINATION	SERVICE	Miscellaneous
20	Associates Degree		MCO 1070.12	ASSOCIATES DEGREE	COMMENDATORY/DEROGATORY	Civ Education
21	Aviation Safety Award		MCO 1070.1	AVIATION SAFETY AWARD	COMMENDATORY/DEROGATORY	Other
22	Award Corrections (Documents related to the correction of an award) FOR USE BY HQMC AWARDS BRANCH ONLY		MCO 1070.1	AWARD CORRECTIONS (DOCUMENTS RELATED TO THE CORRECTION OF AN AWARD)	COMMENDATORY/DEROGATORY	Pers Awards
23	Award Verification Documents FOR USE BY HQMC AWARDS BRANCH ONLY		MCO 1070.1	HQMC AWARD VERIFICATION DOCUMENTS	COMMENDATORY/DEROGATORY	Other
24	Bachelors Degree		MCO 1070.12	BACHELORS DEGREE	COMMENDATORY/DEROGATORY	Civ Education
25	BAH Waiver-HQMC approval for BAH at location of than PDS.		MCO 7220.56	BASIC ALLOWANCE FOR HOUSING (BAH) PROTECTION WAIVER (APPROVAL FROM HQMC)	SERVICE	Miscellaneous
26	Basic Allowance for Housing (BAH) Without Dependents- Final approval letter only.		MARADMIN 015/20	BASIC ALLOWANCE FOR HOUSING (BAH) PACKAGE (W/O DEPENDENTS)	SERVICE	Miscellaneous
27	Basic Needs Allowance- Approved Applications		MARADMIN 002/23	BASIC NEEDS ALLOWANCE (APPROVED APPLICATIONS ONLY)	SERVICE	Miscellaneous
28	Bonus Statement of Understanding		MCO 7220.24	SRBP BONUS STATEMENT OF UNDERSTANDING (SOU)	SERVICE	Contracts
29	Bronze Star		MCO 1070.1	BRONZE STAR	COMMENDATORY/DEROGATORY	Pers Awards
30	Bronze Star W/V		MCO 1070.1	BRONZE STAR W/ V	COMMENDATORY/DEROGATORY	Pers Awards
31	BRS Continuation Pay Statement of Understanding	NAVMC 11905/8	MCBUL 1800	BRS CONTINUATION PAY STATEMENT OF UNDERSTANDING	SERVICE	Reserve
32	Career Retirement Credit Report		MCO 1070.12	THIS IS AUTOMATICALLY CREATED AND LOADED VIA O-RMA	SERVICE	Miscellaneous
33	Career Status Bonus (CSB) Election	DD 2839		CAREER STATUS BONUS (CSB) ELECTION	COMMENDATORY/DEROGATORY	Other
34	Certificate of Appreciation		MCO 1070.1	CERTIFICATE OF APPRECIATION	COMMENDATORY/DEROGATORY	Other
35	Certificate of Commendation		MCO 1070.1	CERTIFICATE OF COMMENDATION (INDIVIDUAL AWARD)	COMMENDATORY/DEROGATORY	Other
36	Certificate of Recognition for Cold War		MCO 1070.1	CERTIFICATE OF RECOGNITION FOR COLD WAR	SERVICE	Discharge
37	Certificate of Release or Discharge from Active Duty (Correction)	DD Form 215	MCO 1070.12	DD 215	SERVICE	Discharge
38	Certificate of Release or Discharge from Active Duty (Including Prior/Other Service)	DD Form 214	MCO 1070.12	DD 214	SERVICE	Discharge
39	Certificate of Scholastic Achievement		MCO 1070.1	CERTIFICATE OF SCHOLASTIC ACHIEVEMENT	COMMENDATORY/DEROGATORY	Other
40	Claim Certification and Voucher for Death Gratuity Payment	DD Form 397	MCO 1070.12	CASUALTY PACKAGE	SERVICE	Contracts
41	Classified Info Nondisclosure Agreement	SF 312	SECNAVINST 5510.30	SF 312 CLASSIFIED NONDISCLOSURE AGREEMENT	SERVICE	Contracts
42	Clemency, Pardon, or Parole Documents		MCO 1070.12	CLEMENCY, PARDON, OR PAROLE DOCUMENTS	COMMENDATORY/DEROGATORY	Pers Awards
43	Coast Guard Achievement Medal		MCO 1070.1	COAST GUARD ACHIEVEMENT MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
44	Coast Guard Commandant's Letter of Commendation Ribbon		MCO 1070.1	COAST GUARD COMMANDANT'S LETTER OF COMMENDATION RIBBON	COMMENDATORY/DEROGATORY	Pers Awards
45	Coast Guard Commendation Medal		MCO 1070.1	COAST GUARD COMMENDATION MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
46	Coast Guard Distinguished Service Medal		MCO 1070.1	COAST GUARD DISTINGUISHED SERVICE MEDAL	COMMENDATORY/DEROGATORY	Civ Education
47	College transcripts		MCO 1070.12	COLLEGE TRANSCRIPTS	COMMENDATORY/DEROGATORY	Pers Awards
48	Commutated Rations Action	NAVMC 10522	MARADMIN 015/20	COMMUTED RATIONS ACTION FORM (NAVMC 10522)	COMMENDATORY/DEROGATORY	Other
49	Competency Review Board Report		MCO 1070.12	COMPETENCY REVIEW BOARD REPORT	SERVICE	Miscellaneous
50	Conscientious Objector Decision with endorsements		MCO 1306.16	CONSCIENTIOUS OBJECTOR DECISION WITH ENDORSEMENTS	SERVICE	Miscellaneous
51	Continuation Determination Letter		MCO 1900.16	CONTINUATION DETERMINATION LETTER	SERVICE	Miscellaneous
52	Convening Authority (CA) Action		MCO 1070.12	COURTS MARTIAL PACKAGE	SERVICE	Discharge
53	Cost of Living Allowances	NAVMC 11106	MARADMIN 015/20	COST-OF-LIVING ALLOWANCES (NAVMC 11106)	SERVICE	Miscellaneous
54	Defense Distinguished Service Medal		MCO 1070.1	DEFENSE DISTINGUISHED SERVICE MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
55	Defense Meritorious Service Medal		MCO 1070.1	DEFENSE MERITORIOUS SERVICE MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
56	Defense Superior Service Medal		MCO 1070.1	DEFENSE SUPERIOR SERVICE MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
57	Department of State Medals		MCO 1070.1	DEPARTMENT OF STATE MEDALS	COMMENDATORY/DEROGATORY	Pers Awards
58	Dependency Application	NAVMC 10922	MCO 1070.12	DEPENDENCY APPLICATION PACKAGE	SERVICE	Miscellaneous
59	Dependency Application Substantiating Documents (Docs viewed by Attesting Officer)		MARADMIN 015/20	DEPENDENCY APPLICATION PACKAGE	SERVICE	Miscellaneous
60	Disclosure Accounting Form	OPNAV 5211/9	MCO 1070.12	DISCLOSURE ACCOUNTING FORM	SERVICE	Miscellaneous
61	Distinguished Flying Cross		MCO 1070.1	DISTINGUISHED FLYING CROSS	COMMENDATORY/DEROGATORY	Pers Awards
62	Distinguished Flying Cross W/C		MCO 1070.1	DISTINGUISHED FLYING CROSS W/ C	COMMENDATORY/DEROGATORY	Pers Awards
63	Distinguished Flying Cross W/V		MCO 1070.1	DISTINGUISHED FLYING CROSS W/ V	COMMENDATORY/DEROGATORY	Pers Awards
64	Distinguished Service Medal		MCO 1070.1	DISTINGUISHED SERVICE MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
65	Distinguished Service Medal W/C		MCO 1070.1	DISTINGUISHED SERVICE MEDAL W/C	COMMENDATORY/DEROGATORY	Pers Awards
66	Distinguished Shooting Badge Certificate		MCO 3574.2	DISTINGUISHED SHOOTING BADGE CERTIFICATE	COMMENDATORY/DEROGATORY	Other
67	Doctorate Degree		MCO 1070.12	DOCTORATE DEGREE	COMMENDATORY/DEROGATORY	Civ Education
68	Enlistment/Reenlistment Document	DD Form 4	MCO 1070.12	DD FORM 4 ENLISTMENT-REENLISTMENT CONTRACT	SERVICE	Contracts
69	Family Separation Allowance (FSA)	DD Form 1561	MARADMIN 015/20	FAMILY SEPERATIONS ALLOWANCE FORM (FSA)	SERVICE	Miscellaneous
70	Fitness Reports		MCO 1610.7	AUTOMATICALLY LOADED TO O-RMA ONCE THE REPORT IS COMPLETED BY THE FITREP BRANCH	PERFORMANCE	
71	Formal Military Course completion certificate (Service Schools)		MCO 1610.7	(NON PME MILITARY SCHOOLS) TRAINING CERTIFICATES/CERTIFICATIONS	COMMENDATORY/DEROGATORY	Schools
72	Gold Life Saving Medal		MCO 1070.1	GOLD LIFE SAVING MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
73	Good Conduct Medal		MCO 1070.1	MARINE CORPS GOOD CONDUCT MEDAL	COMMENDATORY/DEROGATORY	Other
74	High School Diploma or High School Verification letter		MCO 1070.12	HIGH SCHOOL DIPLOMA	SERVICE	Contracts
75	Humanitarian Service Medal		MCO 1070.1	HUMANITARIAN SERVICE MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
76	Individual Clothing Record (101020)	NAVMC 631	MCO 1070.12	INDIVIDUAL CLOTHING RECORD (101020)	SERVICE	Miscellaneous
77	Individual Naval Reserve Officers Training Corps Education Program Cost	NSTC 1533/113	MCRCO 1100.2	INDIVIDUAL NAVAL RESERVE OFFICERS TRAINING CORPS EDUCATION PROGRAM COST	SERVICE	Miscellaneous
78	Initial Accession Package		MCRCO 1100.2	ENLISTED INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING TRAINING); OFFICER INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING OCS/MECEP/ECP/PLC)	SERVICE	Contracts
79	Iraq Campaign Medal		MCO 1070.1	IRAQ CAMPAIGN MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
80	Joint Chiefs of Staff Identification Badge		MCO 1610.7	JOINT CHIEFS OF STAFF IDENTIFICATION BADGE	COMMENDATORY/DEROGATORY	Other
81	Joint Service Achievement Medal		MCO 1070.1	JOINT SERVICE ACHIEVEMENT MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
82	Joint Service Commendation Medal		MCO 1070.1	JOINT SERVICE COMMENDATION MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
83	Korean Defense Service Medal		MCO 1070.1	KOREAN DEFENSE SERVICE MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
84	KOSOVO Campaign Medal		MCO 1070.1	KOSOVO CAMPAIGN MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
85	Legion Of Merit		MCO 1070.1	LEGION OF MERIT	COMMENDATORY/DEROGATORY	Pers Awards
86	Legion of Merit W/C		MCO 1070.1	LEGION OF MERIT W/C	COMMENDATORY/DEROGATORY	Pers Awards
87	Legion of Merit W/R		MCO 1070.1	LEGION OF MERIT W/R	COMMENDATORY/DEROGATORY	Pers Awards
88	Legion of Merit W/V		MCO 1070.1	LEGION OF MERIT W/ V	COMMENDATORY/DEROGATORY	Pers Awards
89	Letter of Appreciation		MCO 1070.1	LETTER OF APPRECIATION	COMMENDATORY/DEROGATORY	Other
90	Marine's Birth Certificate			ENLISTED INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING TRAINING)	SERVICE	Contracts
91	Masters Degree		MCO 1070.12	MASTERS DEGREE	COMMENDATORY/DEROGATORY	Civ Education
92	MCMAP Belt Certificate (all belts)		MCO 1610.7	MCMAP BELT CERTIFICATE (ALL BELTS)	COMMENDATORY/DEROGATORY	Schools
93	MCMAP Belt Instructor certificates and related documents (all belts)		MCO 1610.7	MCMAP BELT INSTRUCTOR CERTIFICATES AND RELATED DOCUMENTS (ALL BELTS)	COMMENDATORY/DEROGATORY	Schools
94	MCMAP Instructor Tab Removal		MCO 1610.7	MCMAP INSTRUCTOR TAB REMOVAL	COMMENDATORY/DEROGATORY	Schools
95	Medal for Merit (The Adjutant General & The Governor)		MCO 1070.1	MEDAL FOR MERIT (THE ADJUTANT GENERAL & THE GOVERNOR)	COMMENDATORY/DEROGATORY	Other

96	Medal of Honor		MCO 1070.1	MEDAL OF HONOR	COMMENDATORY/DEROGATORY	Pers Awards
97	Member to Member datasheet		MCTFSPRIUM	MEMBER-TO-MEMBER DATA SHEET	SERVICE	Miscellaneous
98	Meritorious Mast		MCO 1070.1	MERITORIOUS MAST	COMMENDATORY/DEROGATORY	Other
99	Meritorious Promotion Warrant	DD FORM 216 MC	MARADMIN 015/20	DD 216 (MERTIORIOUS WARRANT ONLY)	COMMENDATORY/DEROGATORY	Other
100	Meritorious Service Medal		MCO 1070.1	MERITORIOUS SERVICE MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
101	Meritorious Service Medal W/V		MCO 1070.1	MERITORIOUS SERVICE MEDAL W/ R	COMMENDATORY/DEROGATORY	Pers Awards
102	MMSR Reserve Retirement Package		MCO 1900.16	MMSR RES RET PACKAGE	SERVICE	Discharge
103	Montgomery GI Bill (MGIB)	DD Form 2366	MCO 1070.12	MONTGOMERY GI BILL (MGIB) DD FORM 2366	SERVICE	Contracts
104	Move In Housing Allowance (MIHA)	DD form 2556	MARADMIN 015/20	MOVE-IN HOUSING ALLOWANCE (MIHA)	SERVICE	Miscellaneous
105	National Aeronautics and Space Administration (NASA) Distinguished Service Medal		MCO 1070.1	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA) DISTINGUISHED SERVICE MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
106	NATO Award		MCO 1070.1	NATO AWARD	COMMENDATORY/DEROGATORY	Pers Awards
107	Navy Achievement Medal		MCO 1070.1	NAVY ACHIEVEMENT MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
108	Navy and MC Achievement		MCO 1070.1	NAVY AND MC ACHIEVEMENT	COMMENDATORY/DEROGATORY	Pers Awards
109	Navy and MC Achievement W/C		MCO 1070.1	NAVY AND MC ACHIEVEMENT W/ C	COMMENDATORY/DEROGATORY	Pers Awards
110	Navy and MC Achievement W/R		MCO 1070.1	NAVY AND MC ACHIEVEMENT W/ R	COMMENDATORY/DEROGATORY	Pers Awards
111	Navy and MC Achievement W/V		MCO 1070.1	NAVY AND MC ACHIEVEMENT W/ V	COMMENDATORY/DEROGATORY	Pers Awards
112	Navy and MC Commendation		MCO 1070.1	NAVY AND MC COMMENDATION	COMMENDATORY/DEROGATORY	Pers Awards
113	Navy and MC Commendation W/C		MCO 1070.1	NAVY AND MC COMMENDATION W/ C	COMMENDATORY/DEROGATORY	Pers Awards
114	Navy and MC Commendation W/R		MCO 1070.1	NAVY AND MC COMMENDATION W/ R	COMMENDATORY/DEROGATORY	Pers Awards
115	Navy and MC Commendation W/V		MCO 1070.1	NAVY AND MC COMMENDATION W/ V	COMMENDATORY/DEROGATORY	Pers Awards
116	Navy and MC Medal		MCO 1070.1	NAVY AND MC MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
117	Navy Cross		MCO 1070.1	NAVY CROSS	COMMENDATORY/DEROGATORY	Pers Awards
118	Notice of Absentee Wanted by the Armed Forces	DD Form 553	MCO 1070.12	DD FORM 553 (DESERTER/ABSENTEE WANTED BY ARMED FORCES)	SERVICE	Miscellaneous
119	Notice of Basic Eligibility (NOBE) Montgomery GI Bill Reserve (MGIB-R)	DD Form 2384/2384-1	MCO 1070.12	NOTICE OF BASIC ELIGIBILITY (NOBE) MONTGOMERY GI BILL RESERVE (MGIB-R)	SERVICE	Contracts
120	Notification of Change in a Marine's Official Record	NAVMC 11035		NAVMC 11035 NOTIFICATION OF CHANGE IN MARINE'S OFFICIAL RECORD	SERVICE	Miscellaneous
121	NROTC Scholarship Service Agreement	CNET 1533/38	MCRCO 1100.2	OFFICER INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING OCS/MECEP/ECP/PLC)	SERVICE	Contracts
122	NROTC Scholarship Service Agreement	NAVPER5 1110/24	MCRCO 1100.2	OFFICER INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING OCS/MECEP/ECP/PLC)	SERVICE	Contracts
123	Nuclear Weapon Personnel Reliability Program (PPR) Screening	OPNAV 5510/414	SECNAVINST 5510.35	NUCLEAR WEAPON PERSONNEL RELIABILITY PROGRAM (PPR) SCREENING	SERVICE	Miscellaneous
124	Offenses and Punishments	NAVMC 118 (12)	MCO 1070.12	OFFENSES AND PUNISHMENTS (NAVMC 118 (12))	COMMENDATORY/DEROGATORY	Pers Awards
125	Officer Appointment Acceptance and Record	NAVMC 763	MCO 1070.12	NAVMC 763 APPOINTMENT ACCEPTANCE AND RECORD	SERVICE	Contracts
126	Official Photo			PHOTO	PHOTO	X Type - No Subtype
127	Opt Out of Consideration for Promotion FOR USE BY HQMC ONLY		MARADMIN 611/23	OPT OUT OF CONSIDERATION FOR PROMOTION	SERVICE	Miscellaneous
128	Orders Home Pending Final Disposition of Physical Evaluation Board (PEB) Proceedings Orders		MCO 1900.16	ORDERS HOME PENDING FINAL DISPOSITION OF (PEB)	SERVICE	Discharge
129	Outstanding Volunteer Service		MCO 1070.1	OUTSTANDING VOLUNTEER SERVICE	COMMENDATORY/DEROGATORY	Pers Awards
130	Overseas Housing Allowance (OHA)	DD Form 2367	MARADMIN 015/20	OVERSEAS HOUSING ALLOWANCE (OHA)	SERVICE	Miscellaneous
131	Permanent Decertification from the Personal Reliability Program		SECNAVINST 5510.35	PERMANENT DECERTIFICATION FROM THE PERSONAL RELIABILITY PROGRAM	SERVICE	Miscellaneous
132	Personal Effects Inventory	NAVMC 10154	MCO 1070.1	PERSONAL EFFECTS INVENTORY	SERVICE	Discharge
133	Physical Disability Discharge from the USMCR with Severance Pay Orders		MCO 1900.16	TEMPORARY DISABILITY RETIREMENT LIST (TDRL) TO DISCHARGE WITH SEVERANCE PAY LETTER	SERVICE	Discharge
134	Physical Disability Discharge with Severance Pay Orders		MCO 1900.16	TEMPORARY DISABILITY RETIREMENT LIST (TDRL) TO PERMANENT DISABILITY RETIREMENT LIST (PDRL) LETTER	SERVICE	Discharge
135	PLC Service Agreement	NAVMC 10460	MCO 1070.12	OFFICER INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING OCS/MECEP/ECP/PLC)	SERVICE	Contracts
136	Presidential Service Certificate & Badge		MCO 1610.7	PRESIDENTIAL SERVICE CERTIFICATE & BADGE	COMMENDATORY/DEROGATORY	Other
137	Privacy Act Statement	NAVMC 11000	MCO 1070.12	ENLISTED INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING TRAINING); OFFICER INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING OCS/MECEP/ECP/PLC)	SERVICE	Contracts
138	Professional Military Education (PME) completion certificate		MCO 1553.4	Select Matching Course name in O-RMA	COMMENDATORY/DEROGATORY	Schools
139	Punitive Letters of Censure		JAGINST 5800.7	PUNITIVE LETTER OF CENSURE	COMMENDATORY/DEROGATORY	Other
140	Purple Heart		MCO 1070.1	PURPLE HEART MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
141	Record of Conviction by Court Martial	NAVMC118(13)	MCO 1070.12	COURTS MARTIAL PACKAGE	SERVICE	Discharge
142	Record of Conviction by Court Martial, Supplementary Page	NAVMC 118(13a)	MCO 1070.12	COURTS MARTIAL PACKAGE	SERVICE	Discharge
143	Record of Military Processing Series	DD Form 1966	MCO 1070.12	ENLISTED INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING TRAINING)	SERVICE	Contracts
144	Release from Active Duty and Transfer to the Temporary Disability Retired List (TDRL) Orders		MCO 1900.16	ACTIVE DUTY TO TEMPORARY DISABILITY RETIREMENT LIST (TDRL) LETTER	SERVICE	Discharge
145	Release from Active Duty Orders and Transfer to the Fleet Marine Corps Reserve (FMCR) Orders		MCO 1900.16	TRANSFER TO FMCR OR RETIREMENT ORDERS	SERVICE	Discharge
146	Release from Active Duty Orders and Transfer to the Retired List Orders		MCO 1900.16	TRANSFER TO FMCR OR RETIREMENT ORDERS	SERVICE	Discharge
147	Removal, Revocation, or Nullification of Promotion Letter FOR USE BY HQMC ONLY			REMOVAL, REVOCATION, OR NULLIFICATION OF PROMOTION LTR	COMMENDATORY/DEROGATORY	Other
148	Report of Return of Absentee	DD Form 616	MCO 1070.12	DD FORM 616 (REPORT OF RETURN OF ABSENTEE)	SERVICE	Miscellaneous
149	Request for Resignation		MCO 1900.16	REQUEST FOR RESIGNATION	SERVICE	Discharge
150	Results of Trials		MCO 1070.12	COURTS MARTIAL PACKAGE	SERVICE	Discharge
151	Retirement by Reason of Permanent Physical Disability Orders		MCO 1900.16	ACTIVE DUTY TO PERMANENT DISABILITY RETIREMENT LIST (PDRL) LETTER	SERVICE	Discharge
152	Sea Service Deployment Ribbon (SSDR) Waiver		MCO 1070.1	SEA SERVICE DEPLOYMENT RIBBON (SSDR) WAIVER	COMMENDATORY/DEROGATORY	Other
153	Secretary of Defense Identification Badge			SECRETARY OF DEFENSE IDENTIFICATION BADGE	COMMENDATORY/DEROGATORY	Other
154	Secretary of Transportation Commendation for Achievement		MCO 1070.1	SECRETARY OF TRANSPORTATION COMMENDATION FOR ACHIEVEMENT	COMMENDATORY/DEROGATORY	Other
155	Secretary of Treasury Commendation of Achievement		MCO 1070.1	SECRETARY OF TREASURY COMMENDATION OF ACHIEVEMENT	COMMENDATORY/DEROGATORY	Other
156	Security Termination Statement (OPNAV 5511-14)	OPNAV 5511-14	SECNAVINST 5510.30	SECURITY TERMINATION STATEMENT (OPNAV 5511-14)	SERVICE	Miscellaneous
157	Service Member Death Certificate			CASUALTY PACKAGE	SERVICE	Miscellaneous
158	Service Member Pre-Separation/Transition Counseling	DD 2648	MCO 1900.16	DD FORM 2648 (PRE-SEPARATION COUNSELING CHECKLIST)	SERVICE	Discharge
159	Servicemen's Group Life Insurance (SGLI)	SGLV 8286	MCO 1070.12	ENLISTED INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING TRAINING); OFFICER INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING OCS/MECEP/ECP/PLC); SGLI ELECTION AND CERTIFICATE (SGLV 8286)	SERVICE	Contracts/Miscellaneous
160	Servicemen's Group Life Insurance- Spouse Coverage	SGLV 8286A	MCO 1070.12	ENLISTED INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING TRAINING); OFFICER INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING OCS/MECEP/ECP/PLC); SGLI ELECTION AND CERTIFICATE (SGLV 8286)	SERVICE	Contracts/Miscellaneous
161	Silver Life Saving Medal		MCO 1070.1	SILVER LIFE SAVING MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
162	Silver Star		MCO 1070.1	SILVER STAR	COMMENDATORY/DEROGATORY	Pers Awards
163	SMCR Medal Certificate		MCO 1070.1	SELECTED MARINE CORPS RESERVE (SMCR) MEDAL CERTIFICATE	COMMENDATORY/DEROGATORY	Pers Awards
164	Soldier's Medal		MCO 1070.1	SOLDIER'S MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
165	Special Leave Accrual (SLA) Final Determination Letter		MARADMIN 188/25	SPECIAL LEAVE ACCRUAL (SLA) FINAL DETERMINATION LETTER	SERVICE	Miscellaneous
166	State of Legal Residence Certificate	DD form 2058	MCO 1070.12	DD FORM 2058 (STATE OF LEGAL RESIDENCE)	SERVICE	Contracts/Miscellaneous
167	Statement of Trial Results		MCO 1070.12	COURTS MARTIAL PACKAGE	SERVICE	Discharge
168	Statement of Understanding -Enlistment Contract Annex		MCO 1130.53	ENLISTED INITIAL ACCESSION PACKAGE (THIS INCLUDES DOCUMENTS RELATED TO SEPARATION PRIOR TO COMPLETING TRAINING)	SERVICE	Contracts
169	Termination of Flight Status		MCO 1000.6	TERMINATION OF FLIGHT STATUS	COMMENDATORY/DEROGATORY	Pers Awards
170	Unit Punishment Book (UPB) ***if the Marine elects to appeal do not submit until the appeal is complete***	NAVMC 10132	MCO 1070.12	NON JUDICIAL PUNISHMENT (NJP) PACKAGE (INCLUDES UPB)	COMMENDATORY/DEROGATORY	Other
171	United Nations Medal		MCO 1070.1	UNITED NATIONS MEDAL	COMMENDATORY/DEROGATORY	Pers Awards
172	Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions	SF 813		SF 813 VERIFICATION OF A MILITARY RETIREE'S SERVICE IN NONWARTIME CAMPAIGNS OR EXPEDITIONS	SERVICE	Miscellaneous