



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

IN REPLY REFER TO:
1100
G-1
12 Mar 03

COMMANDING GENERAL'S POLICY LETTER 1-03

From: Commanding General
To: Distribution List

Subj: RELIEF OF RECRUITERS FOR CAUSE OR GOOD OF THE SERVICE

Ref: (a) MCRC ltr 1500 RT of 1 Oct 97, Volume III, Guidebook for Recruiting Station (RS) Operations
(b) MCO P1000.6G, ACTSMAN
(c) CG MCRC Policy Letter 11-02
(d) MCO 7220.12M
(e) MCO P1610.7E, PES

1. Situation. Reference (a) provides policy and guidance concerning the relief of recruiters for cause (RFC) and for good of the service (GOS). Recommendations for relief of recruiters (8411s) are prepared by Recruiting Station Commanding Officers (RS CO), and sent to the Commandant of the Marine Corps (MMEA85) for approval, via the District CO and the Region CG. Recommendations for relief of career recruiters will include the CG, MCRC, in the routing chain prior to submission to CMC MMEA-85. CMC (MMEA) acknowledges receipt of the relief request and directs voiding of a recruiter's additional or primary MOS (8411 or 8412, as appropriate) per reference (b). Reference (c) is hereby cancelled.

2. Mission. Commanders will follow the guidance in reference (a), as amended by this policy letter, concerning the relief of recruiters in order to expedite the relief process.

3. Execution

a. Commander's Intent. My intent is to ensure recruiters have the best chance for success by providing them with the best leadership, training and quality of life possible. Recruiters will only be relieved when absolutely necessary. My goal is to increase the number of recruiters who successfully complete a tour on recruiting duty. End state: Recruiters are relieved for cause or GOS only when absolutely necessary for mission accomplishment and the needs of the Marine Corps.

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b. Concept of Operations/Guidance

(1) RS COs will closely monitor the performance of the Marines assigned to their RSs. Per reference (a), RS COs must ensure newly assigned recruiters are trained and evaluated. Upon completion of the 3/6/9 month evaluation summary, RS COs should judge the progress the recruiter has made, order additional training and assistance as required, determine if the recruiter is ill-suited to recruiting duty, and/or recommend relief for the good of the service, if appropriate. Normally no recruiters will be relieved for GOS based on lack of production after they have been assigned to the RS for more than 12 months.

(2) Commanders will adhere to the guidance in reference (a) concerning submission of recommendations for relief, as amended by this policy letter.

c. Tasks

(1) RS COs

(a) As necessary, suspend recruiters from their recruiting duties pending approval of relief packages.

(b) Prepare and forward recommendations for relief of recruiters within 14 days of suspension.

(2) District COs

(a) Review and endorse requests for relief prior to forwarding to the Region. Ensure forwarding of relief recommendations within 14 days of receipt. This time line can be extended to 30 days if the fitness report needs to be returned to the MRO for the opportunity to rebut any additional adverse comments by the RO.

(b) Approve termination of Special Duty Assignment (SDA) Pay. Ensure a page 11 entry is made in the Marine's SRB concerning the termination of SDA pay, per reference (d).

(3) Region CGs

(a) Exercise approval authority for relief of 8411 recruiters. Forward relief packages on 8411s directly to CMC (MMEA-85) for review, voidance of MOS 8411 and request for transfer or retention on station. Forward a complete copy of the relief package to CG, MCRC (G-1).

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(b) Make recommendations to the CG, MCRC, concerning relief of Career Recruiters.

(c) Ensure timely and accurate preparation and forwarding of recommendations for relief. Ensure relief request packages are sent to the CG, MCRC, for 8412s within 60 days of suspension.

(4) Assistant Chief of Staff (AC/S), G-1, MCRC. Perform administrative review of recommendations for relief to ensure compliance with reference (a) and this policy letter. Prepare endorsements for the CG, MCRC. Compile statistics relative to RFC and GOS.

4. Administration and Logistics

a. The original CD or DC fitness reports documenting relief of a recruiter should be processed per reference (e). Include a copy of the fitness report, as appropriate, with the relief recommendation. Ensure that unacceptable comments are not included in the fitness report per paragraph 4012.5 of reference (e).

b. The following administrative requirements supplement the guidance in reference (a).

(1) RFC (lack of production, misconduct, malpractice). Include the following:

(a) RS CO's letter recommending relief.

1. Lack of production. Follow the format in reference (a). Include copies of appropriate documents; i.e., 3, 6, and 9-month evaluations, training and assist visit reports, letters of caution or probation.

2. Misconduct. Detail the misconduct and any disciplinary action taken. Provide copies of the Unit Punishment Book or investigation (without enclosures) if relieved for misconduct. Inclusion of recruiter training records is not required in cases of RFC request for misconduct.

3. Change of Duty (CD) or CMC Directed (DC) Fitness Report. Ensure section J.2 of the fitness report is completed and the MRO's statement is attached, if appropriate. Mention of recommended or pending Relief for Cause packages are not appropriate in Section I comments.

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4. Rebuttal statement. Ensure the Marine is provided an opportunity to submit a statement in rebuttal to the relief request (or statement that he doesn't want to rebut).

(b) Ensure all allegations from rebuttal statements of Marines who are suspended from recruiting duties, either in fitness report rebuttal statements or in statements submitted in rebuttal to the RFC request, are addressed by reporting officials prior to forwarding the request for RFC package.

(2) GOS (medical, inability to recruit, family problems). Include the following:

(a) RS CO's letter recommending relief.

(b) Doctor's statement, if appropriate.

(c) Documentary evidence of training and assist visits if relieved for inability to recruit.

(d) Other documentation, as necessary, to justify the relief for GOS.

(e) In GOS cases, do not prepare fitness reports until the Marine transfers.

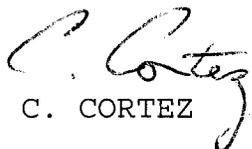
5. Command and Signal

a. Command Relationships

(1) The CG, MCRC, is responsible for establishing policy for the relief of recruiters. The CG, MCRC, will exercise approval authority for relief of Career Recruiters and recommend voiding the primary MOS and transfer or retention on station, as appropriate, to the CMC (MMEA).

(2) Region CGs are responsible for ensuring compliance with relief policy.

b. Signal. None.


C. CORTEZ

Distribution: A/D