MCRC FROST CALL 036-02 DATED 19 JULY 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: DISTRIBUTION OF RECORDS TO HQMC (MMSB-20 QUANTICO)

Ref: (a) MCO P1100.72B Short Title: MPPM
(b) Meeting btwn MMSB-20 and MCRC G-3 of 15 Jul 02

1. Purpose. To notify all levels of the Marine Corps Recruiting Command, the documents required by HQMC (MMSB-20) for the Official Military Personnel File (OMPF).

2. Background. Recent changes to Individual Records Administration Manual (IRAM) define the documents that will be entered into the OMPF of Marines. The OMPF is initiated once accessed onto active duty/active duty for training. The required documents submitted to MMSB-20, listed in Chapter 4 of reference (a), have been modified. Reference (b) outlined the required documents that will be scanned for insertion into the new members OMPF. MMSB-20 receives in many cases a complete copy of residuals, including EPSQ, Waivers, Character References and Personal Statements.

3. Information. MMSB-20 requires the records listed below:

a. DD 1966 Series
b. DD 2807-1 & DD 2808 w/~~DD~~ SF 513's (if applicable)
c. DD 4 & All Annexes (Voided and Valid)
d. Degree or Diploma or HS Verification Letter (No Transcripts)
e. DD 214/DD 215 or DD 368 (if applicable)
f. Birth Certificate or DD 372
g. Divorce Decree(s) involving member (if applicable)

4. Action. Effective **5 August 2002** all shippers' packages when broken down at MEPS will only contain the above documents for mailing to MMSB -20. No additions to this list should be submitted. These changes will be entered into the pending revision of reference (a).

5. Point of contact is Capt B. Mora, MCRC G-3, at commercial (703) 784-9466 or DSN 278-9466.

S. B. WITTLE
By direction