



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

1900  
SJA/RMD 3C  
**AUG 25 2021**

POLICY LETTER 9-21

From: Commanding General  
To: All Hands

Subj: INVOLUNTARY ADMINISTRATIVE SEPARATIONS

Ref: (a) MCO 1900.16 w/Ch 2

1. Purpose

a. Many organizations across the Marine Corps have difficulties consistently achieving the involuntary administrative separation processing timelines required in the reference. The lack of standardized checklists, lack of standardized procedures, and improper or missing documentation accounts for a majority of the lengthy processing delays. To better track, as well as improve, the overall quality of the packages, the Marine Corps developed the Command Legal Action (CLA) module within Marine Online, under the "Resources" tab.

b. I want to ensure Marines subject to involuntary administrative separation are provided a fair, timely, and consistent review process. The CLA provides a standardized process and checklists for all commands to utilize. It also provides all personnel involved in the process the ability to view the progress of each package from creation to final action.

2. Cancellation. MAGTFTC, MCAGCC Policy Letter 9-20.

3. Information. All subordinate commands with Special Court Martial Convening Authority, under the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), will utilize the CLA in order to improve the effectiveness and efficiency of the involuntary separations process.

4. Action

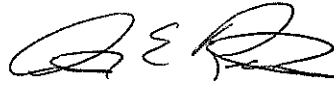
a. Coordinate with the Manpower Information System Support Office 3 (MISSO-3) at Camp Pendleton for access to the CLA for submission of administrative separations. All personnel needing access to the CLA to review or submit administrative separations must submit the System Authorization Access Request form to MISSO-3. These are the MISSO-3 contact phone numbers: (760) 725-5701 or (760) 725-5370.

b. Individuals involved with the CLA should review applicable training modules located at <https://eis.usmc.mil/sites/missa/knowledge/Training%20Content/Home.aspx>. Choose the training that pertains to the Marine's specific role.

5. Contact the Installation Personnel Administrative Center, (760) 830-1630, at Twentynine Palms if you have any questions about the CLA or administrative separations.

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6. This policy letter is applicable to MAGTFTC, MCAGCC subordinate commands, and will remain in effect until otherwise directed by higher headquarters, or the undersigned.

A handwritten signature in black ink, appearing to read 'A. E. Renforth', with a stylized, cursive script.

A. E. RENFORTH

DISTRIBUTION: A