



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

JUL 13 2018

POLICY LETTER 16-18

From: Commanding General
To: All Hands

Subj: COMMAND LEGAL ACTION

Ref: (a) MCO 1900.16

1. Situation

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. Mission. 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.

3. Execution

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.

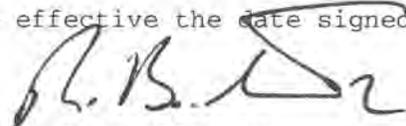
4. Administration and Logistics. Contact the Installation Personnel Administrative Center, (760) 830-1630, at Twentynine Palms if you have any questions about the CLA or administrative separations.

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5. Command and Signal

a. Command. This policy letter is applicable to MAGTF/TC, MCAGCC subordinate commands, and will remain in effect until otherwise directed by higher headquarters, or the undersigned.

b. Signal. This policy letter is effective the date signed.



R. B. TURNER, JR.

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