



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
DepO 1910.10K  
G-1

7 2 JUL 2013

DEPOT ORDER 1910.10K *chl*

From: Commanding General  
To: Distribution List

Subj: PROCESSING OF RECRUIT PERSONNEL FOR DISCHARGE

Ref: (a) DODI 6130.03  
(b) NAVMED P-117 (MANMED)  
(c) MCO P1900.16F (SEPSMAN)  
(d) MCRCO 1130.1 (QUAL CNTRL)  
(e) MCO 1752.5A (SAPRP)  
(f) MCRCO 1100.1 (EPM)  
(g) DEPO 1513.6D (RTO)  
(h) RTR PL 1-13 (6105 Use)

Encl: (1) RLS Moral Flowchart  
(2) Medical Flowchart  
(3) RLS Request to Continue Training  
(4) CG Response to RLS Request to Continue Training  
(5) BMC Request to Continue Training  
(6) CG Response to BMC Request to Continue Training  
(7) AC/S Rct Endorsement of BUMED Recommendation  
(8) Basis for Discharge Determination Matrix  
(9) RLS Basis for Discharge Determination comments sheet  
(10) RPC Drop Book Cover Sheet

1. Situation. It is the responsibility of everyone involved in the recruit training process to exercise every leadership and training technique available to ensure all recruits are given every opportunity to succeed. When all appropriate means have been exhausted, and it becomes apparent the recruit cannot or will not respond, then a recommendation for discharge will be made. Similarly, it is also an all hands responsibility to ensure recruits identified as having a disqualifying medical condition or other disqualifying circumstance are expeditiously processed for separation unless the condition or circumstance is waived and retention is approved by the appropriate authority. Enclosures (1) through (10) prescribe current procedures for processing recruits for discharge within this command and will be strictly adhered to.

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2. Cancellation. DepO 1910.10J and AC/S Recruiting Interim Guidance letter 1100 RCTG of 21 December 2012.

3. Mission. To establish policy and administrative procedures for the retention or discharge of unqualified or unsuitable recruits.

4. Execution

a. Commander's Intent. Recruits identified as possibly unqualified or unsuitable for service will not enter or remain in a training status until the disqualifying condition(s), circumstance(s) or unsuitability is resolved. The first step in the separation process is to carefully examine a recruit's problem to determine if a condition/basis for separation exists. The procedures and time constraints imposed by this order are dictated by sound management practices and fiscal considerations; however, salvaging a potentially productive Marine is and must remain the primary consideration of all concerned. All personnel involved in the processing of recruits recommended for discharge must ensure each recruit understands a possibility exists of being returned to training. Per reference (c), separation authority is delegated to CO, Recruit Training Regiment (RTR).

b. Concept of Operations

(1) Screening

(a) Mental, moral, and physical screening is a continuous process from arrival at recruit training until graduation. Recruit Liaison Section (RLS) conducts all initial qualification screening. When, based upon the appropriate reference, a recruit is found to be unqualified/unsuitable to start or continue training, the individual recruit will not enter or remain in a training platoon until the matter is resolved or waived by the Commanding General or specified delegated authority. Enclosures (1) and (2) depict the process by which recruits who are not qualified to remain in training shall be administratively processed for either a waiver or separation.

(b) When a recruit requires a waiver, he or she must have the waiver processed and approved prior to continuing training.

1. For receiving recruits, disqualifying conditions must be resolved prior to training company pick-up.

2. For recruits in training, disqualifying conditions must be resolved within three training days (but no later than TD-46).

3. In both cases, the additional option is to request the recruit to remain with their pick-up or training company via a Commanding General "continue-to-train request" pending a final decision on the disqualifying condition.

4. Additional consideration will be given to the amount of days a recruit has been at the Depot. Every effort will be made to graduate or separate recruits prior to 180 days on island (DOI). This timeline facilitates separating a recruit as an Entry Level Separation.

5. Recruits unable to meet the aforementioned timelines will be dropped to Support Battalion until a decision on the disqualifying condition is made. Enclosures (1) through (7) apply.

(2) Entry Level Separations (ELS). Entry level separations cover a wide variety of cases and are listed in references (c) and (g). The most common basis for ELS are:

(a) Defective Enlistment

- Underage
- Erroneous
- Fraudulent

(b) Entry Level Performance and Conduct

- Incapability
- Lack of Reasonable Effort
- Failure to Adapt
- Minor Disciplinary Infraction

(c) Convenience of the Government

- Physical Condition Not a Disability
- Mental Condition Not a Disability

(d) Misconduct

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(3) Voided Enlistments. The enlistment of any recruit determined to have been dependent on drugs or alcohol at the time of such enlistment shall be voided and shall normally be given an uncharacterized separation. Dependency will be determined by a medical officer using appropriate medical/psychiatric criteria. The basis for separation is paragraph 6204.3 of reference (c).

(a) Dependency will be determined by a medical officer using appropriate medical/psychiatric criteria. If the Depot Substance Abuse Counseling Center (SACC) determines the recruit is alcohol or drug dependent, the recruit must be sent to the medical department for final determination by a medical officer.

(b) If the recruit is determined to be dependent by a medical officer, no further contact with the Depot SACC is necessary.

(4) Special Case Recruit Discharges. Recruits already sworn in, but fail to ship, or are determined to be ineligible for enlistment and have not yet reported to MCRD Parris Island will be joined by service record only and the appropriate unit diary entered reflecting "unauthorized absence", and immediately processed for discharge per references (c) and (f). Notification of rights requirement per reference (c) is waived for these cases.

(5) Multiple Basis for Discharge. Commanders, in consultation with RLS, will exercise their best judgment when multiple basis for separation exists. However, in the case of a multiple basis involving fraudulent enlistment, the fraudulent condition will be the primary basis unless waived by appropriate waiver authority, per reference (c).

(6) Type of Discharge. Reference (c) provides that when a discharge is characterized, it will be characterized as honorable, general, or under other than honorable conditions. However, not all discharges contain a characterization of service. The primary situation in which separations are not characterized involves personnel discharged during the first 180 days of continuous active military service; i.e., entry level status. Therefore, most recruit discharges will be described as an entry level separation. Enclosure (8) points out the rare exceptions when a recruit's discharge may be characterized as honorable, general, or under other than honorable conditions.

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## 5. Administration and Logistics

### a. Administration

(1) CO, RTR. Commanding Officer, RTR is responsible for all administrative requirements and time constraints imposed by this order.

(a) The separation process for recruits is handled through a combination of hard copy files and electronic processing. Hard-copy documents will be forwarded to Recruit Separation Platoon (RSP), Recruit Processing Company (RPC) with the recruit, per enclosure (10). The RAC shall be notified of all recruits joined to RSP.

(b) The following soft-copy documents shall be forwarded to RSP via the RPC website (<http://parrislandintra.net.nmci.usmc.mil/RTR/support/RPC/default.aspx>): notification of separation procedures, RLS statement, recruit evaluation card, battalion commander's recommendation, and RTR commander's endorsement. In addition, the following soft-copy documents shall be submitted only if they apply to the basis for separation: medical officer's statement, psychological evaluation, urinalysis results, WNOs, 6105s, sick-call chits, investigations, and memorandums for the record. The intent of the soft-copy package is to capture the recruit's suitability for future service and record of performance.

1. Recommendations for separation will be noted on the Recruit Evaluation Card by each level of the company chain of command. A recruit will receive notification of separation proceedings by the commander. The company commander will then forward the notification paperwork to the appropriate battalion commander for processing through the separation authority per references (c) and (e).

2. The following entries are required on the recruit evaluation card for a recruit being processed for separation:

a. An entry by the losing drill instructor containing the status of the recruit's weapon and bucket issue, their money valuable bag, debit/smart card, personal gear, and notification to the Recruiting Station (RS) (Operations Officer, Operations Chief, or Pool Program Specialist) if made.

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Example: SNR counseled on his drop to RSP. SNR's rifle and bucket issue have been turned in. SNR's money valuable bag, debit/smart cards, and personal gear were verified. RS Montgomery notified 20130110 at 1100, POC Staff Sergeant Smith (Ops Chief), (555)123-4567.

b. An entry by the losing company officer containing the basis of separation and specific cause, notification to the RS (unless notified by drill instructor), notification to the next of kin (NOK), status of the Identification (ID) card, and the results of the personal interview (no allegations, under investigation, resolved). The next of kin must be a blood or legal relation (mother, grandfather, guardian, spouse), and must be contacted by a company officer prior to drop.

Example: SNR counseled on her drop to RSP for fraudulent enlistment, specifically for ADHD, EPTE. NOK notified 20130110 at 1125, POC David Jones (father), (555)765-4321. ID card verified. PI conducted, allegations resolved.

c. An entry by the gaining drill instructor containing the status of his money valuable bag, debit/smart card, personal gear, and any problems that might interfere with the recruit's ability to be separated from the Marine Corps.

Example: SNR counseled on his assignment to RSP. SNR money valuable bag, debit/smart card, and personal gear were verified. SNR reported he has no personal or medical issues at this time.

(b) The Recruit Administration Center (RAC) will assist in all recruit separations by ensuring every recruit assigned to RSP attends the DPU discharge processing classes and that all final discharge documentation/filing is completed.

(c) The RSP will ensure every recruit receives a discharge physical as soon as possible from the Depot Branch Medical Clinic and is medically cleared for separation by medical prior to discharge.

(d) All separation packages will have a 6105 as appropriate, see reference (c) and enclosure (10).

(e) All discharges will be processed as rapidly as possible. Normally, two working days within any echelon of command or staff section is considered adequate processing time. Every effort will be made to ensure resolution of the case

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(i.e., CG/CMC decision) prior to TD-46. If discharge action cannot be made prior to TD-46, the recruit will be placed in a legal hold status and discharged or returned to training once the case is adjudicated. In such cases, the recruits involved must be carefully counseled on what is taking place so their plans and those of their families can be adjusted accordingly.

(f) Additional consideration will be made to the amount of days a recruit has been at the Depot. Every effort will be made to separate or graduate recruits prior to 180 days on island (DOI).

(2) Legal

(a) The Staff Judge Advocate will review all administrative discharge recommendations based on misconduct, all requests for separation in lieu of trial by court-martial, all cases in which an administrative discharge board is convened and all discharges where the recommended characterization is other than honorable. The review must contain an opinion stating whether the proceedings are "sufficient in law and fact." Included in the opinion will be the legal basis for separation and a recommendation as to character of separation when appropriate.

(b) If a recruit is confined as a result of a court-martial, the CO, RPC is responsible to ensure the recruit receives a discharge physical, attends a discharge processing class at RAC, and forwards the recommendation for administrative separation via the chain of command to Commanding Officer, RTR or the Commanding General as appropriate. These actions must be completed five days prior to the recruit's release date from confinement. Once the convening authority has acted on the court-martial result, the commander should forward the original completed court-martial package and SRB to RAC so the punishment can be reported via the unit diary.

(3) Officer In Charge (OIC), RLS. The RLS OIC will interview all recruits processed for separation per enclosures (1) and (2). In the case of fraudulent and erroneous enlistments where recruiter malpractice is suspected, RLS will ensure the appropriate Marine Corps District conducts an investigation as required per references (c), (d) and (f). Additionally, in the case of Erroneous, Fraudulent, and Convenience of the Government discharges, the A/CS Recruiting will review the recommendation for discharge/retention to determine reenlistment eligibility (RE code), assign/confirm detectability codes and resolve recruiting allegations

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or errors as appropriate per enclosure (9).

(4) Officer in Charge, Recruit Administration Center (RAC). The RAC shall make every effort to complete recruit discharges/separations within three business days of receiving the recruit's completed package. Recruit Separation Platoon shall inform the RAC of all recruits joined to RSP. Additionally, in cases involving the need for Stop Orders, the RLS shall coordinate with the RAC.

(5) Officer in Charge, Branch Medical Clinic (BMC). The OIC, BMC will ensure all necessary medical care, physicals and documentation required for the type of discharge recommended is provided in the most expeditious manner.

(a) Recruits will be medically approved for separation by a medical officer.

(b) No recruit will be discharged while undergoing medical evaluation related to a medical board or PEB until the process is completed and approved by medical authority, except in cases of a Fraudulent Enlistment with proper notification to Medical Boards per references (a) - (c). All recruits being medically separated will be provided a paper copy of their medical records prior to separation.

(c) Recruits have the option per paragraph 8505 of reference (c) to waive their rights to a PEB prior to final action. The recruit will be required to sign a page 11 entry per reference (c) stating that they are willing to give up any right to medical care and benefits from the Department of the Navy.

(6) Director, Drill Instructor (DI) School. Director, DI School will ensure the Series Commander Course students are provided a copy of this order and are familiarized with its contents and the recruit separation process.

(7) G-7 MCRD/ERR Inspector. During scheduled and routine inspections, the G-7 will ensure a careful examination of all requirements pertaining to Depot Order 1910.10K is being upheld. Compliance and noncompliance of said order is to be documented in the final written report.

b. Logistics

(1) The RTR CO will ensure tracking of all recruits



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over 120 days on island to ensure recruits graduate within 180 days of shipping to recruit training; enclosures (1) and (2) pertain.

(2) The AC/S Recruiting, RLS and BMC will ensure tracking of all submitted waivers.

6. Command and Signal

a. In any case where the Commanding Officer, RTR and the AC/S Recruiting disagree, the Commanding General will make the final determination on separation/retention of a recruit.

b. In all cases where a recruit who is being processed for discharge has been a victim of sexual assault within 12-months prior to the discharge, the Commanding General shall remain the only discharge authority. This cannot be delegated per reference (e).

c. Annually, the G-1 will ensure this order is reviewed by the AC/S Recruiting, G-1, BMC, RTR, Support Battalion, and the RAC. Every effort will be made to ensure review is completed in conjunction with review of reference (g).

d. Communication of actions taken to process a recruit for a waiver, separation, and retention shall be made by AC/S Recruiting, G-1, BMC, RTR, Support Battalion, and the RAC.

  
R. L. GRABOWSKI  
By direction

DISTRIBUTION: A



UNITED STATES MARINE CORPS  
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PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:

1500

G-1

23 AUG 2013


DEPOT ORDER 1910.10K Ch 1

From: Commanding General  
To: Distribution List

Subj: CHANGE TRANSMITTAL FOR DEPOT ORDER 1910.10K PROCESSING OF  
RECRUIT PERSONNEL FOR DISCHARGE

Encl: (1) New page insert to Depot Order 1910.10K.

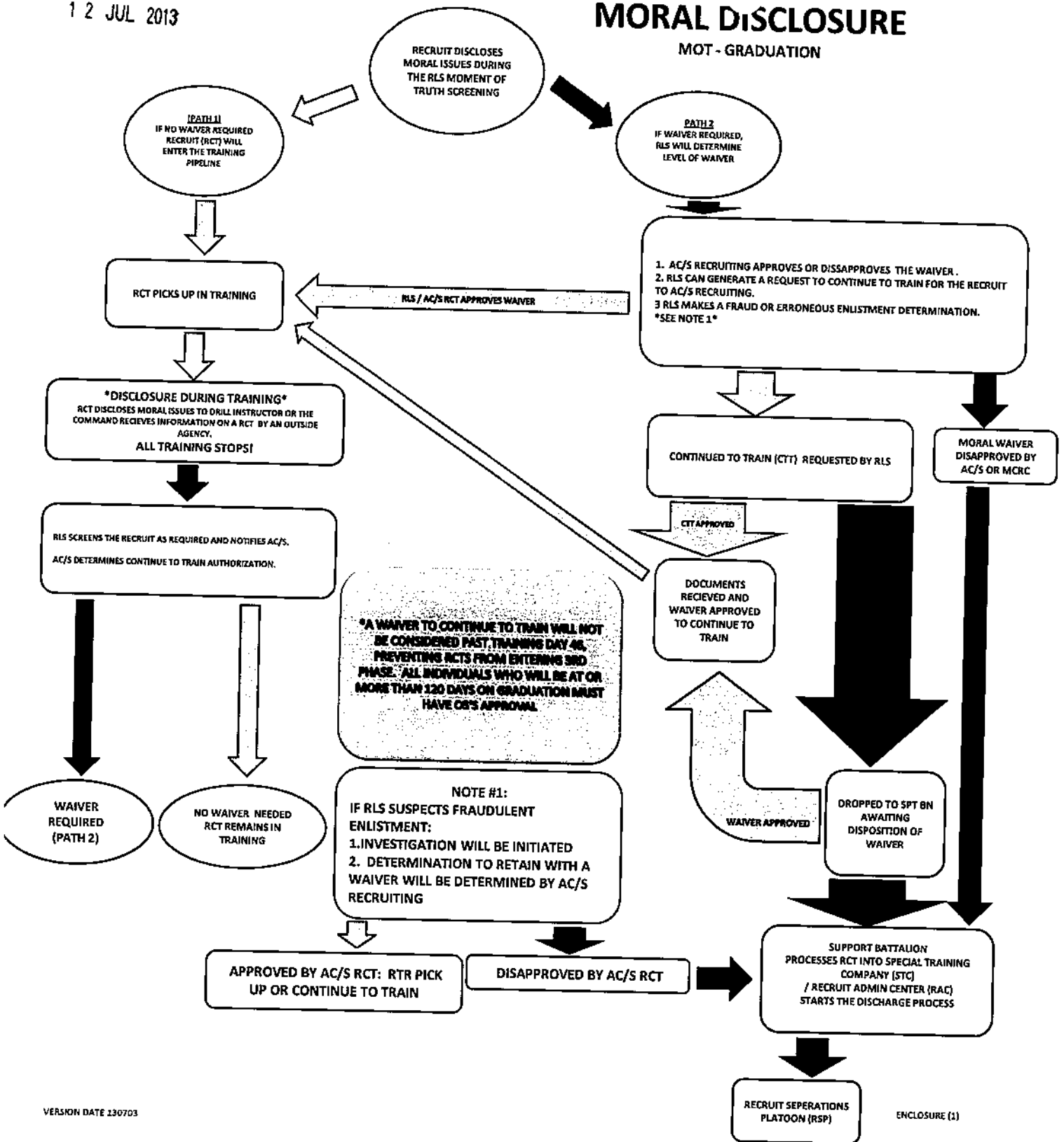
1. Situation. To transmit a new page insert to the basic order.
2. Execution. Remove current enclosure (8) to the Depot Order and replace with the corresponding page contained in the enclosure to this change transmittal.
3. Summary of Change. SPD Code of enclosure (8) column will remain "blank", as codes are not for general distribution and can only be distributed or accessed with a limited distribution or controlled access.
4. Filing Instructions. File this change transmittal directly behind the signature page of the basic order.

  
R. L. GRABOWSKI  
Chief of Staff

DISTRIBUTION: A

# MORAL DISCLOSURE

MOT - GRADUATION



# MEDICAL DISCLOSURE

DepO 1910.10K

RECRUIT PRESENTS TO HAVE A DISQUALIFYING CONDITION OR IS FOUND TO HAVE IAW DoDI 6130.03 (MOT TO TD - 64)

REFER TO:  
DoDI 6130.03, NAVMED P-117 Art 18-21 (MANMED) FOR DETERMINATION OF MEDICAL CONDITION (EXISTED PRIOR TO SERVICE OR NOT, SERVICE AGGRAVATED, SERVICE RELATED). \*\*FOR CASES WHICH EXISTED PRIOR TO SERVICE AND NOT WAIVED, RLS WILL MAKE DETERMINATION FOR FRAUDULENT ENLISTMENT AND RECOMMEND RETENTION OR DISCHARGE TO AC/S RCT

A REQUEST TO CONTINUE TO TRAIN (CTT) AWAITING WAIVER APPROVAL WILL NOT BE CONSIDERED PAST TRAINING DAY 45, PREVENTING RCTS FROM ENTERING 3RD PHASE. ALL INDIVIDUALS WHO WILL BE AT OR MORE THAN 120 DAYS ON GRADUATION MUST HAVE CG'S APPROVAL

CONDITION IS IMMEDIATELY CONFIRMED

CONDITION NOT VERIFIED

REFER TO RECRUIT SICKCALL (PHYSICAL EXAM) OR MENTAL HEALTH (MENTAL HEALTH EXAM)  
1. ORDER CIVILIAN MEDICAL RECORDS (CMR)  
2. SCHEDULE FOLLOW UP

MEDICAL OFFICER (MO) DEEMS RECRUIT UNSUITABLE FOR TRAINING AT THIS TIME.

MEDICAL OFFICER (MO) DEEMS RECRUIT SUITABLE FOR TRAINING

DROP TO STC  
\*\*RLS SCREENING CONDUCTED  
FOLLOW UP WITH MEDICAL WEEKLY UNTIL CONDITION CONFIRMED

MO MAKES RECOMMENDATION TO MEDICAL DISPOSITIONS OFFICER (MDO)

MDO MAKES RECOMMENDATION TO CG, VIA AC/S RCT FOR REQUEST TO CONTINUE TO TRAIN (CTT), INCLUDING THE DETERMINATION OF MEDICAL CONDITION (EXISTED PRIOR TO SERVICE OR NOT, SERVICE AGGRAVATED, SERVICE RELATED)

\*\*RLS WILL SCREEN TO DETERMINE IF FRAUDULENT FOR CASES EXISTING PRIOR TO SERVICE.  
1. WILL START INVESTIGATION IF NEEDED  
2. AC/S RCT WILL DETERMINE IF RETAINABLE W/ WAIVER OR DISCHARGE FOR FRAUDULENT

CONDITION CONFIRMED

CONDITION RULED OUT

CTT DISAPPROVED

CTT APPROVED

MDO AND AC/S RCT RECOMMEND WAIVER

DROP TO TRAINING

DROP TO STC AWAITING DISPOSITION

CONTINUE TRAINING

FOLLOW UP VISITS WEEKLY UNTIL CONDITION CONFIRMED.

CONDITION CONFIRMED

CONDITION RULED OUT

MDO AND AC/S RCT RECOMMEND WAIVER

NO  
DROP TO RSP

CONTINUE TO TRAIN

DROP TO RSP

REQUEST BUMED WAIVER IAW MANMED

BUMED WAIVER RECOMMENDATION RECEIVED.

MDO FORWARDS TO AC/S RCT

AC/S RCT CONCURS WITH BUMED SEPARATION RECOMMENDATION  
AC/S RCT DOES NOT CONCUR WITH BUMED SEPARATION RECOMMENDATION  
AC/S RCT CONCURS WITH BUMED RETENTION RECOMMENDATION

DROPPED TO RSP FOR SEPARATION  
REFER CASE TO CG MCRC

ENCLOSURE (2)



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION,  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

1100  
RCT

From: Officer in Charge, Recruit Liaison Section  
To: Commanding General, Eastern Recruiting Region

Subj: REQUEST TO CONTINUE TRAINING IN THE CASE OF RECRUIT IAM A  
JONES EDIPI 0123456789 / TD-XX / DOI-XXX

1. Subject recruit has been identified as having a disqualifying moral condition in accordance with MCRCO 1100.1 (EPM) for continued service in the Marine Corps.
2. Subject recruit is pending review of civilian police records in order to determine waiver eligibility.
3. Based on the information provided the moral issue does/does not preclude the recruit from training. The Recruit Liaison Section is recommending authorization to continue training pending waiver determination.

«Signee»

Copy to:  
AC/S Rct  
RTR S-1  
RPC  
Files

Enclosure (3)



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

1100  
RCT

From: Commanding General, Eastern Recruiting Region  
To: Officer in Charge, Recruit Liaison Section

Subj: RESPONSE TO REQUEST TO CONTINUE TRAINING IN THE CASE OF  
RECRUIT IAM A JONES EDIPI 0123456789 / TD-XX / DOI-XXX

1. Approved/Disapproved.
2. Subject recruit is authorized/not authorized to continue training while awaiting waiver determination.
3. Subject recruit will not pass training day 46 or 120 DOI or graduate while waiting on waiver determination without prior approval from the Commanding General, Eastern Recruiting Region.

«Signee»

Copy to:  
AC/S Rct  
RTR S-1  
RPC  
Files

Enclosure (4)



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

1100  
RCT

From: Officer in Charge, Branch Medical Clinic  
To: Commanding General, Eastern Recruiting Region

Subj: MEDICAL REQUEST TO CONTINUE TRAINING IN THE CASE OF  
RECRUIT IAM A JONES XXX XX 1234 / TD-XX / DOI-XXX

1. Subject recruit as been identified as possibly having a disqualifying medical condition IAW DODI 6130.03 for continued service in the Marine Corps.
2. Subject recruit is pending review of civilian medical records and/or medical work-up for the suspected condition of XXXXXXXX.
3. Based on the information provided and physical exam, the medical condition does not pose a physical threat to the individual recruit. The Medical Officer is recommending authorization to continue training pending medical work-up.

I. A. MEDICAL

Copy to:  
AC/S Rct  
RTR S-1  
RLS  
RPC  
Files

Enclosure (5)



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

1100  
RCT

From: Commanding General, Eastern Recruiting Region  
To: Commanding Officer, Branch Medical Clinic

Subj: RESPONSE TO MEDICAL REQUEST TO CONTINUE TRAINING IN THE  
CASE OF RECRUIT IAM A JONES XXX XX 1234 / TD-XX / DOI-XXX

1. Approved/Disapproved.
2. Subject recruit is authorized/not authorized to continue training while awaiting approval of a medical waiver.
3. This recruit will not pass training day 46 or 120 DOI or graduate while waiting on approval of a medical waiver without prior approval from Commanding General, Eastern Recruiting Region.

I. A. GENERAL

Copy to:  
AC/S Rct  
RTR S-1  
RLS  
RPC  
Files

Enclosure (6)





**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
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1100  
RCT

FIRST ENDORSEMENT on BUMED Rec ltr SSIC Off Code of DATE

From: AC/S Recruiting, Eastern Recruiting Region  
To: Commanding Officer, Branch Medical Clinic

Subj: PHYSICAL QUALIFICATION FOR RETENTION IN THE UNITED STATES  
MARINE CORPS ICO RECRUIT JASON R. JONES EDIPI 0123456789  
/ TD-XX / DOI-XXX

1. Subject recruit is approved/disapproved for retention based on recommendation from Bureau of Medicine and Surgery.
2. Point of contact for this matter is I. M. Marine at (843) 228-XXXX.

I. A. CHIEF

Copy to:  
RTR S-1  
RLS  
RPC  
Files

Enclosure (7)

## Basis for Discharge Determination Matrix

Sleepwalking, Bedwetting, Pseudofolliculitis Barbae, Allergies, Learning Disabilities, Heat Intolerance, Other Physical Conditions Not Disabling	Convenience of the Government	Physical Condition Not a Disability	6203.2	Entry Level Separation	3P	
Simple Phobia	Convenience of the Government	Fear of Water, Heights, Etc	6203.2	Entry Level Separation	3F	
Minor, Under age 17	Defective Enlistment	Minority	6204.1a	VOID Enlistment	NA	
Minor, Age 17 without Parental Consent	Defective Enlistment	Minority	6204.b	VOID Enlistment	3F	
Erroneous Enlistment	Defective Enlistment	Does Not Meet Pre-enlistment Educational Standards	6204.2	Entry Level Separation	3E	
Erroneous Enlistment	Defective Enlistment	Pregnant at time of Enlistment	6204.2	Entry Level Separation	3F	
Erroneous Enlistment	Defective Enlistment	Medical Reason	8404.5C	Entry Level Separation	3P	
Erroneous Enlistment	Defective Enlistment	Other Disqualifying Factors Unknown to member (Unauthorized Waiver, etc), I.E. Gage Ears, Tattoos	6204.2	Entry Level Separation	3C	
Fraudulent Enlistment	Defective Enlistment	Deliberate Failure to Disclose Pre-service Medical Condition/Treatment	6204.3	Entry Level Separation	3P	
Fraudulent Enlistment	Defective Enlistment	Deliberate Failure to Disclose Correct Education documents	6204.3	Entry Level Separation	3E	
Fraudulent Enlistment	Defective Enlistment	Deliberate Failure to Disclose Pre-service Other	6204.3	Entry Level Separation	3F	
Fraudulent Enlistment	Defective Enlistment	Deliberate Failure to Disclose Pre-service Police/Juvenile Record	6204.3	Entry Level Separation	3F	
Fraudulent Enlistment	Defective Enlistment	Deliberate Failure to Disclose Prior Military Service	6204.3	Entry Level Separation	3F	
Fraudulent Enlistment	Defective Enlistment	Deliberate failure to disclose prior drug use	6204.3	Entry Level Separation	3F	
Entry Level Performance and Conduct	Lack of Reasonable Effort	Will not expend reasonable effort, refuses to train	6205	Entry Level Separation	3F	
Entry Level Performance and Conduct	Incapability	Failure to meet a graduation requirement (PFT, Swim, Academics, Rifle Range, Weight, Crucible)	6205	Entry Level Separation	3F	
Entry Level Performance and Conduct	Failure to Adapt to the Marine Corps Environment	Fails to Adapt to the MC Environment	6205	Entry Level Separation	3F	
Entry Level Performance and Conduct	Minor Disciplinary Infractions	Disrupts training.	6205	Entry Level Separation	3F	
Misconduct	Drug Abuse	Positive Urinalysis other than initial testing	6210.5	Entry Level Separation	4B	
Misconduct	Commission of a Serious Offense	Commits Offense for which a punitive discharge could be awarded	6210.6	Other Than Honorable	4	
Request Early Discharge to Attend School	Convenience of the Government	92 Day Reserve Request Discharge due to an inability to complete recruit training prior to college commensurate date	6405	Entry Level Separation	1A	
Hardship	Convenience of the Government	Recruit Request discharge based on an existing Hardship	6407	Entry Level Separation	3H	
Voluntary Separation	Separation In Lieu of Trial by Court-Martial	Charges have been preferred (Offense can result in punitive Discharge)	6419	Other Than Honorable	4	

\*\*All basis for separation are viewed on a case by case basis. This chart is not an absolute, but is a starting point for the routing process.



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PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

1100  
RCT

From: Officer in Charge, Recruit Liaison Section Eastern  
Recruiting Region  
To: Commanding Officer, Recruit Training Regiment  
Subj: DISCHARGE DETERMINATION REGARDING RECRUIT JOHN S. DOE  
EDIPI 0123456789 / 8000 USMC

1. Subject recruit has been deemed a fraudulent enlistment/erroneous enlistment/convenience of the government discharge for the following reason (s):

**Justification:** Comments pertaining to the basis for discharge.

2. Point of contact is the Recruit Liaison Section at  
(843) 228-2676.

I. A. MARINE

Enclosure (9)

Recruit Name: \_\_\_\_\_ EDIPI: \_\_\_\_\_ Drop date: \_\_\_\_\_

Type Separation: \_\_\_\_\_ Is this a RAPID? YES no  
RD, FD or TD: \_\_\_\_\_ Plt: \_\_\_\_\_ Co: \_\_\_\_\_ Days on island: \_\_\_\_\_

Electronic Separation Process Hard Copy Documents:

**RECRUIT INFORMATION PAGE**

**RECRUIT INVENTORY SHEET**

**SICK CALL CHITS**

**RSP ISSUE RECEIPT FROM BUCKET**

**COMBO AND MSL ENVELOPES**

**RIFLE CARD**

**BAGGAGE CHECK TAG**

**\*\*\*List of electronic documents:**

- 1. Notification Page (Company Commander)**
- 2. Reason for drop documents**
- 3. RLS screening/RLS Basis Determination Sheet**
- 4. Recruit Evaluation Card**
- 5. Battalion Commander letter**
- 6. RTR Commander letter**

ATTACH ID CARD IF THE RECRUIT HAS ONE. IF NOT,  
ANNOTATE IN MCTIMS (eg. Green Card, Dependent ID, Redo  
Fingerprints, etc)

ALL STAPLED IN THE TOP LEFT HAND CORNER