DATE:

* **REQUESTS MUST INCLUDE THE FOLLOWING:**

 LETTER OR AA FORM

COMPANY COMMANDER ENDORSEMENT (**IF APPLICABLE**)

COMMANDING OFFICER ENDORSEMENT

* **ENCLOSURES**

TBIR

DEPENDENT DATA SHEET

LEGAL, MEDICAL OR COMPETENT OFFICIAL JUSTIFICATION

MISC ENCLOSURES

* **REFERENCES**
	+ MCO 1300.8 W/CH 1-8
		- MARINE CORPS PERSONNEL ASSIGNMENT POLICY
	+ MCO JTR
	+ MCO 7220.56
* ERD policy is governed by Joint Travel Regulations (JTR). Review the reference for guidance on eligibility criteria.

The Marine Corps is limited on the number of ERDs that can be authorized based on those circumstances that meet the eligibility criteria of the JTR and monetary constraints. Commands and Marines must exhaust all available resources to resolve such circumstances before requesting an ERD. It must be understood that if a Marine sends his/her family members back to the States without an ERD approval and/or without following the proper procedures (i.e., seeking guidance/relief from supporting establishments like legal, medical, family advocacy, behavioral health, financial planner, Chaplain, etc.), the Marine may incur a financial risk of not being reimbursed for travel or may not be entitled to a housing allowance. Acting without prior approval does not "tie the hands" of HQMC in forcing the issuance of an ERD (e.g., sending the family members back to the States without approval thinking the Marine Corps will now be forced to issue an ERD). In order to ensure that ERDs are used judiciously and as a last resort, MMIB-3 is closely scrutinizing every ERD submission. The following, at a minimum, must be included in ERD packages:

* This circumstance must be evidenced (i.e., include paperwork from proper supporting establishments) by the authorizing/approving official's statement (command endorsement). This statement must outline the situation, attest to the fact that it is a last resort, and demonstrate that the situation is affecting the Marine's duty performance. If the situation deals with medical issues, documentation and a recommendation from a competent medical authority is required. If the situation deals with marital issues, it is mandatory to include recommendations from pertinent supporting establishments like legal, medical, family advocacy, behavioral health, financial planner, Chaplain, etc. A legal separation agreement is not required as supporting documentation. MMIB-3 and MPO understand that a legal separation agreement cannot be required as it may be considered non-binding, coercive, and falsely entered into; however, including one provides a stronger case for approval and provides MMIB-3 with documentation for audit purposes.
* Every submission will be looked at on a case by case basis (meaning, even with the above, the request may be denied). Since ERDs are funded by the PCS budget, CMC (MMIB-3) is the final approval authority (this change is forthcoming in the updated MCO P1300.8R). In the event an ERD gets disapproved, there are other options available to the Marine. The Marine may request a tour conversion/tour curtailment; may request a humanitarian transfer; or may request financial relief from humanitarian organizations like Navy Relief. The above options must be requested through the proper chain of command and there is no guarantee of approval.

**THIS PACKAGE HAS MET ALL CRITERIA ON THE CHECK LIST**

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