DATE:

* **REQUESTS MUST INCLUDE THE FOLLOWING:**

LETTER OR AA FORM

COMPANY COMMANDER ENDORSEMENT (**IF APPLICABLE**)

COMMANDING OFFICER ENDORSEMENT

* **ENCLOSURES**

TBIR

DEPENDENT DATA SHEET

ORIGINAL BASIC ORDERS

MEDICAL OR LEGAL LETTER

MISC ENCLOSURES

* **REFERENCES**
	+ MCO 1800.8
		- MARINE CORPS PERSONNEL ASSIGNMENT MANUAL

Curtailment of Overseas Tours. While the nature of military service may require the transfer of Marines prior to completion of their prescribed tours, such actions will be kept to the absolute minimum. Of note, tour curtailments are separate and distinct from conversion of an accompanied tour to an unaccompanied tour. Curtailments may be granted on a case-by-case basis by the CMC (MMEA/MMOA/RAM) provided that it is the only recourse available and is clearly in the best interest of the Marine Corps. **Requests must be endorsed by the first colonel in the Marine’s chain of command**. Approval authority for curtailments greater than 12 months rests with the Director, Manpower Management (MM/RA). Approval authority for curtailments less than 12 months rests with MMOA/MMEA/RAM.

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

S-1 Signature