



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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1 Jun 11

POLICY LETTER 7-11

From: Commanding Officer, 15th Marine Expeditionary Unit
To: Distribution List

Subj: ADDITIONAL GUIDANCE FOR THE I MARINE EXPEDITIONARY FORCE
PERSONNEL TRANSFER INFORMATION REQUIREMENTS

Ref: (a) I MEF Policy Letter 4-10 I Marine Expeditionary Force
Personnel Transfer Information Requirements
(b) Leaders Guide for Managing Marines in Distress Website
(<http://www.usmc-mccs.org/Leadership/>)
(c) Combat Operational Stress Control Website
(<http://www.usmc-mccs.org/cosc/>)

1. I Marine Expeditionary Force (I MEF) has directed the implementation of personnel transfer information requirements in order to reduce the gaps in the ability to provide decisive, engaged leadership to every Marine and Sailor on a daily basis. These requirements are a completed Transfer Screening Checklist (with Financial Worksheet) and a completed I MEF Medical Screening Form. Both will accompany the Marine or Sailor in accordance with reference (a).

2. The purpose of this policy letter is intended to clarify specific requirements established by reference (a) in order to ensure all members of the 15th Marine Expeditionary Unit (MEU) are screening personnel affected by the reference.

3. Effective immediately, all personnel departing the 15th MEU in either a Permanent Change of Station (PCS) status, a Permanent Change in Assignment Status (PCA), termination of Temporary Additional Duty (TAD) status, and a "to TAD" status will have a completed Transfer Screening Checklist and I MEF Medical Screening Form.

4. Tasks All members of the 15th MEU will become familiar with references (b) and (c) in order to increase familiarity with the resources available to assist Marines in Sailors who are in distress because of their current situations or as a result of combat.

a. Major Subordinate Commanders. Ensure procedures are established in your respective command to ensure the Transfer Screening Checklist and the I MEF Medical Screening Form are completed prior to the departure of personnel that fall within the guidelines established by this policy letter.

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b. Command Element Executive Officer/Sergeant Major. Screen personnel for completion of the Transfer Screening Checklist and I MEF Medical Screening Form during the check-out process.

c. Command Element S-1

(1) Screen personnel for completion of the Transfer Screening Checklist and I MEF Medical Screening Form during the check-out process.

(2) Ensure a copy of reference (a) is available for the Command's use.

d. Command Element Section Officers-in-Charge

(1) Ensure the Transfer Screening Checklist and the I MEF Medical Screening Form are completed prior to the departure of Command Element (CE) personnel that fall within the guidelines established by this policy letter.

(2) Ensure a copy of the Transfer Screening Checklist is maintained in your counseling records until departure from the command.

e. Command Element Medical Staff

(1) Ensure the I MEF Medical Screening Form is completed for CE personnel that fall within the guidelines established by this policy letter. A copy of the form will be placed in the medical record.

(2) Ensure CE personnel arriving to the command are screened to ensure their world-wide deployability.


S. D. CAMPBELL

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