



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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IN REPLY REFER TO:
1910
SJA

MAY 02 2013

POLICY LETTER 3-13

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: MARINE CORPS ELECTRONIC ADMINISTRATIVE SEPARATIONS (MCEAS)

Ref: (a) MCO P1900.16F

1. Situation.

a. It has been difficult to achieve the processing timelines required in the reference with consistency. Improper or missing documentation has accounted for the majority of the lengthy processing timelines for involuntary administrative separations. From 1 January 2011 to 31 August 2011, the average processing time for an involuntary administrative separation in the I Marine Expeditionary Force Headquarters Group (I MHG) was 57 calendar days for a non-board package and 107 calendar days for a package requiring a board. Those numbers are well over the 15 working day deadline for non-board packages and 50 working day deadline for board packages as established by the reference. Since transitioning to the Marine Corps Electronic Administrative Separations (MCEAS) system on 1 September 2011, the average processing time for I MHG packages not requiring a board has decreased from 57 to 37 calendar days, and for packages requiring a board, the processing time has decreased from 107 to 44 calendar days. Along with the decrease in processing times, there is a significant decrease in improper or missing supporting documentation as well as improvement in the overall quality of the packages.

b. I want to ensure Marines subject to involuntary administrative separations are provided a fair, timely and efficient process. The lack of a standardized process for involuntary administrative separations and standardized checklists are the main factors that have frustrated commanders in efficiently processing administrative separations. The MCEAS system provides a standard process and checklists. Another noteworthy aspect of the MCEAS system is that it provides all personnel involved in the process the ability to view the progress of the package from creation to final action.

2. Mission. All I Marine Expeditionary Force (I MEF) major subordinate commands (MSC) to transition to the MCEAS system no later than 1 July 2013 in order to improve the effectiveness and efficiency of the involuntary administrative separations process.

3. Execution.

a. No later than 15 May 2013, each MSC G-1 will provide the Manpower Information System Support Office 3 (MISSO-3) a copy of their command structure. This command structure will contain each Special Court-Martial Convening Authority (SPCMCA) and the administrative routing sequence to the General Court-Martial Convening Authority (GCMCA) for administrative separations. Each SPCMCA block will contain the Monitored Command Code (MCC) and Reporting Unit Code (RUC).

b. No later than 3 June 2013, MCEAS training for I MEF MSCs will be completed. The I MEF SPCMCAs, who are not located on Camp Pendleton, will coordinate this training through their respective Staff Judge Advocate (SJA) office. Each MSC SJA will contact the SJA, I MEF to schedule MCEAS training for their units.

c. No later than 17 June 2013, all System Authorization Access Requests (SAAR) will be submitted to MISSO-3 for access to MCEAS. The approved SAAR is contained at the link in subparagraph e below.

d. No later than 1 July 2013, all I MEF MSCs will start processing involuntary administrative separations using MCEAS.

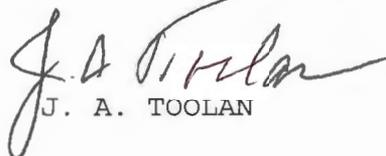
e. Information pertaining to MCEAS to include the training brief and a training compact disc image is located at the following link: <https://eis.usmc.mil/sites/imef/sja/Marine%20Corps%20Electronic%20Administrative%20Separations/Forms/AllItems.aspx>

4. Administration and Logistics. The office of the SJA, I MEF will train the trainer for each MSC SJA office. Participants are encouraged to visit the site listed above to download and print all training material. Training material will not be provided at the training location.

5. Command and Signal

a. Command. This policy letter is applicable to I Marine Expeditionary Force Headquarters Group, 11th Marine Expeditionary Unit, 13th Marine Expeditionary Unit, 15th Marine Expeditionary Unit, 1st Marine Division, 1st Marine Logistic Group, and 3d Marine Aircraft Wing. This policy letter will remain in effect until otherwise directed by higher headquarters or the undersigned.

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


J. A. TOOLAN

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