

Notification in a Nutshell

The Marine Corps is required to give notice to the Marine of administrative separation procedures. The authority is **MCO P1900.16F** with Change 2 (MARCORSEPMAN), Chapter 6, Enlisted Administrative Separations. Paragraphs 6303 (Notification Procedures) and 6304 (Administrative Board Procedures) are important to review. Also, **Force Order P5800.6A** (MARFORRES LEGAL SOP), Chapter 5, must be reviewed and imposes more detailed or restrictive requirements than the MARCORSEPMAN.

In a nutshell, the unit is required to send a notification letter (see Figure 5-2 of the SOP) to the Marine's current address via Certified Mail, RESTRICTED Delivery, Return Receipt Requested per Force Order P5800.6A, paragraph 5100.8. If SNM is served in person, SNM must sign the PERSONAL RECEIPT OF NOTIFICATION OF DISCHARGE PROCEEDING, see Figure 5-7 of the SOP). If mailed, one of two things will happen. SNM will sign the PS Form 3811 or refuse to accept the letter. If signed, the PS Form 3811, along with the PS Form 3800 provides sufficient proof of notification. If SNM does not return the AOR within 20 days, indicate that on the "For Command Use Only" section at the bottom of the AOR and proceed with processing.

If SNM refuses to sign for the letter, the certified mail, restricted delivery envelope addressed to SNM will be returned to the unit "unclaimed" or "undeliverable". The envelope and the unsigned 3811 showing restricted delivery become part of the package as proof the unit attempted to notify SNM at his current address. The returned envelope, PS Forms 3800 and 3811 are sufficient proof of notification. In this case, the "For Command Use Only" section at the end of the AOR is completed by the command, and the Affidavit of Service (see Figure 5-6 of the SOP) indicates whether or not SNM returned the AOR.

Affidavit of Service (AOS): It is important that the notification letter is referenced and the date mailed listed on the AOS matches the postmark on the PS Form 3800. The date sworn (by a commissioned officer) must be at least 20 days AFTER the letter was delivered to SNM (see date of delivery on PS Form 3811). The notification letter informs SNM he/she has 20 days to respond to the unit. If the "unclaimed" envelope is returned to the unit, the date sworn should be after the date returned.

Insufficient proof of notification is the main reason adsep packages are kicked back to the unit when the judge advocate conducts the legal review.

IMPORTANT NOTE - The certified mail, restricted delivery numbers must be identical on the following:

- Notification letter;
- PS Form 3800;
- PS Form 3811;
- Affidavit of Service;
- Notification tab in MCEAS;
- USPS Tracking & Confirmation page (if PS Form 3811 not available);
- Mail to SNM's most current address and ensure the address is identical on the TBIR, AOS, PS Forms and Envelope, if returned to sender.