

DEPARTMENT OF THE NAVY

HEADQUARTERS UNITED STATES MARINE CORPS 3000 MARINE CORPS PENTAGON WASHINGTON, DC 20350-3000

MCO 6320.2E WWR 01 NOV 2007

MARINE CORPS ORDER 6320.2E

From: Commandant of the Marine Corps

To: Distribution List

Subj: ADMINISTRATION AND PROCESSING OF INJURED/ILL/HOSPITALIZED MARINES

Ref: (a) MCO 1770.2A (NOTAL)

(b) MCO P3040.4E

- (c) MCO P1070.12K
- (d) JAGINST 5800.7E
- (e) MCO P1000.6G
- (f) MARADMIN (396/07)
- (q) MCO P1080.40C
- (h) Joint Federal Travel Regulations, Volume I
- (i) MCO P1020.34G

Encl: (1) List of Activities Responsible for Hospitalized Personnel

- (2) Combat Injury/Illness Process Charts
- (3) Sample Notification Message
- (4) Sample Transfer by Service Record Book Request
- (5) Source of Supply for Marine Corps Clothing
- (6) Hospital Visit Form

Report Required: Visiting Officer's Form (Report Control Symbol EXEMPT) par. 5.b.l) and encl (6).

- 1. <u>Situation</u>. To publish instructions for providing prompt and complete administrative assistance to injured/ill/hospitalized Marines.
- 2. <u>Cancellation</u>. MCO 6320.2D.
- 3. <u>Mission</u>. All Marine Corps activities will be familiar with the instructions contained herein for administration and processing of injured/ill/hospitalized Marines. Expeditious administration and personal attention for Marines is vital in upholding the Marine Corps' standard, "taking care of our own."

4. Execution

a. The medical evacuation and/or transferring of Marines between medical facilities to effect treatment or use available bed space is controlled by the Global Patient Movement Requirements Center (GPMRC). In the case of medical evacuation, the GPMRC will designate the military or VA hospital to which the patient will be assigned. In the case of inter-hospital transfers, as determined by appropriate medical personnel and coordinated with the Naval District Medical Officer, the GPMRC will be the approving authority.

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b. When combat conditions exist, a Marine Corps directive in the 3040 series issued by the Commandant of the Marine Corps (CMC) (MM) will provide additional administrative instructions and designate additional commands as patient clearing/administrative agencies and casualty administrators to process evacuees.

5. Administration and Logistics

- a. For the purposes of this manual parent command is active duty command or reservists GFC. HTC is Home Training Center where member performs drills when not mobilized.
- b. When it becomes known that a Marine has been admitted to a medical facility, the commander of the responsible Marine Corps activity or the Marine's parent command, when the hospital is in the vicinity will make every effort to ensure that the patient is personally contacted by a Marine Corps representative within 24 hours after admission. Enclosure (2) pertains to the Combat Injury/Illness Process Chart and applies to the paragraphs below.
- (1) Enclosure (1) lists military and Veterans Administration (VA) hospitals located in the Continental United States (CONUS) and designates a specific Marine Corps activity responsible for providing support to Marines hospitalized in that facility. Commanders of the activities listed in enclosure (1) will establish liaison with their designated Hospital to ensure prompt notification by the medical facility when a Marine is admitted for treatment. This report is exempt from reports control under SECNAV M-5214.1, and requires no Report Control Symbol.
- (2) In cases where Marines are hospitalized outside of CONUS or within CONUS when no activity is designated, the nearest Marine Corps activity to the medical facility will assume cognizance of the Marine. These activities will establish a close liaison with the hospital to ensure prompt notification via a Personnel Casualty Report (PCR), with info to the Wounded Warrior Regiment (WWR) and CMC Casualty Assistance Section (MRPC), when a Marine is admitted for treatment.
- (3) Where possible, Marines will receive outpatient care from their permanent duty station. When an active duty patient cannot be returned to full duty, but can perform duty commensurate with the medical limitation, competent medical authority may determine in conjunction with the Marine's Commanding Officer, that the patient be transferred to a Wounded Warrior activity for ongoing care on an outpatient basis.
- (4) Marine reservists on active duty orders in excess of 30 days, become injured/ill/hospitalized beyond the termination date of those orders, may be retained on active duty and administered in accordance with the provisions of this order while continued care is required until returned to full duty or discharged through the Disability Evaluation System (DES). In lieu of retention on active duty, the reservist may elect to be released from active duty and request Line of Duty (LOD) benefits, formerly known as Notice of Eligibility (NOE), per reference (f). The request to WWR Reserve Medical Entitlement Determination (RMED) for an LOD must be completed by the Marine's parent Command on re-entry into the Reserve Component.
- (5) Marine reservists on active duty orders less than 30 days or during Active Duty Training (ADT) or Inactive Duty Training (IDT) will be administered per reference (a).

c. CONUS Hospitalization

- (1) When a Marine requires care, and the medical facilities, as dictated by competent medical authorities are not in the immediate vicinity of the permanent duty station, the responsible activities listed in enclosure (1) will assume cognizance for the duration of treatment. The responsible activities will release initial/supplemental PCR(s) in accordance with reference (b) and info CMC (WWR). Further, notification to (MMEA-86) will be completed via enclosure (3). Additionally, the responsible activities will submit a hospitalization visit form, enclosure (6), to HQMC (WWR) and MARFORRES (MFR) G-1 on a weekly basis and/or when the patient's status changes (i.e., CONLV, condition, Change of facility).
- (2) When, as directed by competent medical authority, a Marine requires care outside the vicinity of the parent command and the period of care is expected to be 90 days or less, the Marine will not be transferred to the responsible activity listed in enclosure (1). The Marine's parent command will report Marine TAD to nearest Marine Corps Activity listed in enclosure (1) and info CMC (MMEA-86) via enclosure (3). Activities listed in enclosure (1) will attach the Marine TAD, provide administrative oversight and complete MCTFS reporting such as to/from sick and administer convalescence leave in coordination with the parent command.
- (3) When as directed by competent medical authority, a Marine requires care outside the vicinity of the parent command, and the prognosis of care is expected to exceed 90 days at a single facility, the Marine will be transferred by service record to the responsible activity listed in enclosure (1). The Marine's parent command will initiate the request for transfer by service record book via enclosure (4) to the CMC (WWR), which will coordinate with HOMC (MMEA-86). Reservists being returned to their HTC will not normally be TR by SR. Only in those cases having been approved for a TR by SR due to unusual circumstances will a TR by SR be directed. If an injured reservist is required to remain away from the parent command in order to receive proper medical treatment and there is no requirement for movement of dependents or household goods, the Marine will not require TR by SR but will be sent TAD EXCESS to either the WWR or a command closest to where medical treatment is being received. At such time as the reservist is found fit for full duty or determined to be unfit by the Physical Evaluation Board (PEB), the TAD status will be terminated and the reservist will be sent back to the parent command for deactivation or discharge. Consideration of the appropriate action to direct a TR by SR will be handled on a case by case basis and in coordinated with HQMC (MMEA-86), HQMC (WWR), and MARFORRES (G1).
- (4) When Marines are discharged from one treatment center and referred to another for further care by competent medical authority, and if the prognosis for care will exceed 90 days, the parent command will initiate the request for transfer by service record book via enclosure (4) to the CMC (WWR), which will coordinate with HQMC (MMEA-86). Reservists being returned to their HTC do not require TR by SR. SRB/OQR, and health and dental records will be forwarded per instructions contained in reference (c). Forward line of duty investigation (LODI) per reference (d) and any pending disciplinary action. Ensure a copy of the personal effects inventory (NAVMC 10154) is included in the document side of the SRB/OQR. In no case will the date of transfer be later than 95 days from the date of admission to the hospital. Exceptions to the forgoing will be referred to the CMC (WWR) for disposition. In these cases, the gaining command in conjunction with the parent command

will indicate specific justification for non-transfer within the 95 day period; however, be under the immediate cognizance of the Marine Corps activity listed in enclosure (1). Ensure a copy of the personal effects inventory (NAVMC 10154) is included in the document side of the SRB/OQR.

d. Medical Evacuees from Commands Located Outside CONUS

- (1) <u>Noncombatant OCONUS Cases</u>. If competent medical authority directs that the Marine be MEDEVAC to CONUS, then subsequent transfers in CONUS will be handled in accordance with paragraph 5b.
- (2) Upon being MEDEVAC from one OCONUS facility, to another OCONUS medical facility regardless of location, request disposition instructions from the CMC (MMEA/MMOA/WWR) by message.
- e. <u>Civilian Hospitalization in Foreign Countries</u>. The Commanding Officer of a Marine admitted to a foreign civilian hospital will, upon notification, release a PCR and immediately request disposition instructions from the CMC (MMEA/MMOA/WWR) by message. The following information will be included in the request:
- (1) Hospitalized Marine's name, grade, social security number, and \mbox{MOS} .
 - (2) Name and location of hospital.
 - (3) Marine's diagnosis, condition, and prognosis.
- (4) Location of Marine's dependents (if any, indicate if residing with Marine).

f. Release from Hospitalization

- (1) Marines who have undergone a PEB and have been found unfit to perform the duties of their grade will, upon release from hospitalization, be retained by their organization pending disposition instructions from the CMC (MMSR-4).
- (2) Upon release from a period of hospitalization of less than 30 days, the Marine will be returned to the parent command. Exceptions to the forgoing are outlined in subparagraph 5f.
- (3) Upon completion of a period of hospitalization exceeding 30 days (including any outpatient treatment required), the Marine's commanding officer will request disposition instructions from the CMC (MMEA/MMOA) per reference (e).
- (4) The commander, who has administrative control of a Marine who is to be separated for physical disability, will establish procedures to ensure that the Marine receives pre-separation counseling and that the Marine submits (or an annotation is made for refusal to submit) a Veteran's Application for Compensation or Pension at Separation from Service VA Form.

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- (1) For ill/injured Marines transferring for further treatment from a non-Navy medical treatment facility to any other medical treatment facility, the travel is funded by Operation & Maintenance (O&M), Navy funds administered by Bureau of Medicine and Surgery.
- (2) For Marines assigned to a Department of the Navy command or activity, ordered to a hospital in an outpatient status, the travel is chargeable to the funding source which supports the TAD travel of the Navy/Marine Corps Command/Activity to which assigned.
- (3) For Marines assigned to anything other than a Department of the Navy command or activity, and ordered to a hospital in an outpatient status, the travel is chargeable to the funding source which supports the travel of the command/activity to which the patient is assigned for administrative purposes.
- (4) Any questions concerning funding should be addressed to the CMC $(\ensuremath{\mathtt{RFM}})\,.$
- (5) When Marines are moved via TAD orders for medical treatment related to contingency operations, the orders should cite the appropriate funding source designated to support that operation. Commands who fund medical TAD using unit O&M funds, when the travel is the result of an illness or injury sustained in a designated contingency operation, should seek reimbursement for those expenses through their comptroller.
- g. <u>Personal Assistance</u>. The following information supplements current instructions and is designed to assist responsible activities in providing support to patients.
- (1) Pay. The responsible activity will report either a join or attach entry on the unit diary per reference (g). The appropriate duty status and strength category codes of the patient will be reported in conjunction with the join entry. The date of join or attachment will be the day of arrival at the treatment facility. All other information will be reported as it becomes available.

(2) Household Goods and Travel of Dependents

- (a) Every effort will be made to ensure each Marine is afforded the benefits related to transportation and/or storage of household goods and dependent's travel, if applicable, as entitled by reference (h).
- (b) The necessary arrangements for shipment/storage of household goods and/or required tracer action to locate household goods which have been shipped but not received will be coordinated with the Military Traffic Management Office (TMO) responsible for serving the geographical area in which the hospital is located.
- (c) If household goods are received by an activity and the Marine's location cannot be determined locally, the activity will submit a message to the CMC (MMSB) requesting status/current location of the Marine so that the household goods may be forwarded to the proper destination.

(3) Uniform Clothing

- (a) Enlisted Marines returned from a combat area for treatment by the Medical Evacuation System (MEDEVACS) shall be furnished individual clothing per reference (i). Commanders of activities administering to patients in an area where a retail clothing outlet (RCO) or military clothing sales store (MCSS) is available shall submit requests for clothing to that clothing activity, using Form NAVMC 604 and DD Form 1348, as appropriate.
- (b) For those commands not supported by a RCO or MCSS, requisitions shall be submitted to the Defense Supply Center Philadelphia (DSCP), Pennsylvania 19102, using military standard requisitioning and issuing procedures per current directives.
- (c) A listing of retail clothing outlets and military clothing sales stores is contained in enclosure (5) for the purpose of determining the source from which clothing may be obtained most expeditiously.

6. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.

R. S. COLEMAN

Deputy Commandant for

Manpower and Reserve Affairs

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VA MedCtr Tuscaloosa, AL 35404 (205) 554-2000 888-269-3045

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Corpus Christi, TX 78419 (512) 961-2885/3235/3271

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Commanding Officer MATSG, NAS, Whidbey Island Oak Harbor, WA 98278-6000

NavHosp Whidbey Whidbey Island, WA

Inspector-Instructor H&S Co.(-), 4th LSB 4th MLG, USMCR Bldg. 9690, Box 339500 Fort Lewis, WA 98433 (253) 968-7156

VA MedCtr Seattle, WA 98108-1597 (206) 762-1010 800-329-8387

VA MedCtr Tacoma, WA 98493 (253) 582-8440 800-329-8387

Madigan Army MedCtr Tacoma, WA

(253) 582-8440 800-329-8387

Madigan Army MedCtr Tacoma, WA

VA MedCtr Vancouver, WA 98661 (360) 696-4061 800-949-1004

Inspector-Instructor Btry. P, 5th Bn, 14th Marines 4th MarDiv, USMCR 5101 North Assembly St. Spokane, WA 99205 (509) 327-4216 VA MedCtr Spokane, WA 99205-6197 (509) 434-7000 800-325-7940

USAFH, Fairchild AFB Spokane, WA

VA MedCtr Walla Walla, WA 99362 (509) 525-5200 888-687-8863

Inspector-Instructor Co. B, 4th Tank Bn. 4th MarDiv, USMCR 1702 Tahoma Ave. Yakima, WA 98902 (509) 575-6953

WEST VIRGINIA

Inspector-Instructor Co A, 4th CEB 4th MarDiv, USMCR 103 Lakeview Drive Charleston, WV 25313 (304) 776-4806 VA MedCtr Beckley, WV 25801 (304) 255-2121 877-902-5142

VA MedCtr Huntington, WV 25704 (304) 429-6741 800-827-8244

Inspector-Instructor Co K, 3d Bn, 25th Marines 4th MarDiv, USMCR 1600 Lafayette Ave. Moundsville, WV 26401 (304) 845-2662/2790 VA MedCtr Clarksburg, WV 26301 (304) 623-3461 800-733-0512

WISCONSIN Inspector-Instructor

VA MedCtr

Co G, 2d Bn, 24th Marines 4th MarDiv, USMCR 1430 Wright Street Madison, WI 53704 (608) 241-2022

Madison, WI 53705 (608) 256-1901

VA MedCtr Tomah, WI 54660 (608) 372-3971 800-872-8662

Inspector-Instructor

Co F, 2d Bn, 24th Marines 4th MarDiv, USMCR

2401 South Lincoln Memorial Dr.

Milwaukee, WI 53207 (414) 481-3806

VA MedCtr Milwaukee, WI 53295

(414) 384-2000 888-469-6614

WYOMING

Inspector-Instructor MACS-23 (E/WC) 4th MAW, USMCR

5609 Randall Ave., Bldg. 245 Cheyenne, WY 82005

(307) 630-6592

VA MedCtr

Cheyenne, WY 82001 (307) 778-7550 888-483-9127

VA MedCtr

Sheridan, WY 82801 (307) 672-3473 866-822-6714

USAFH, Francis E, Warren AFB

Cheyenne, WY

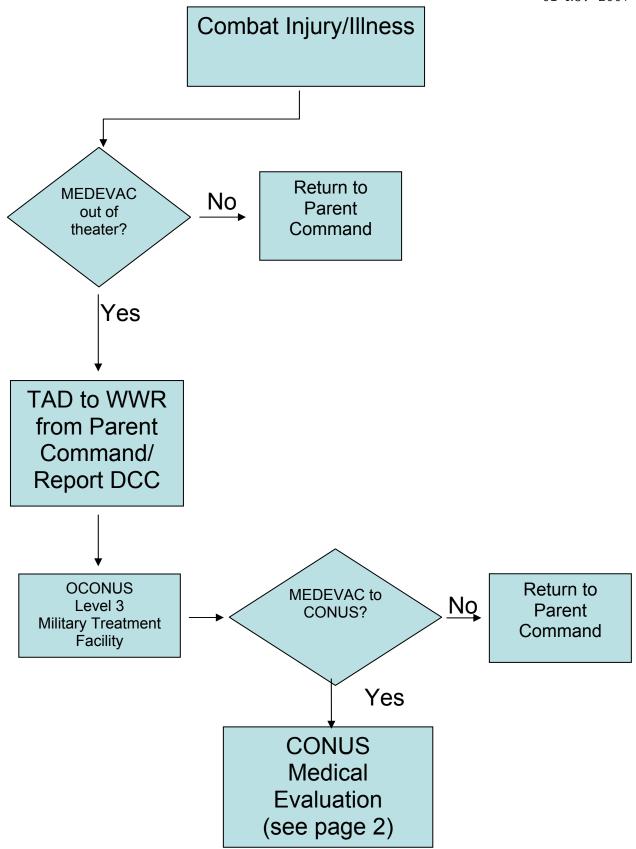


Figure 1-1.--Combat Injury/Illness Process Chart

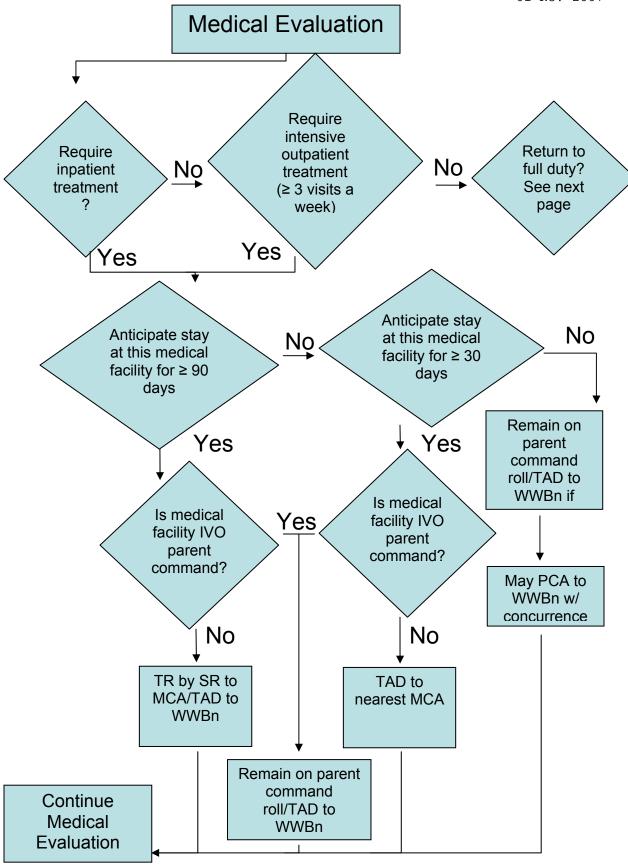


Figure 1-2.--Combat Injury/Illness Process Chart

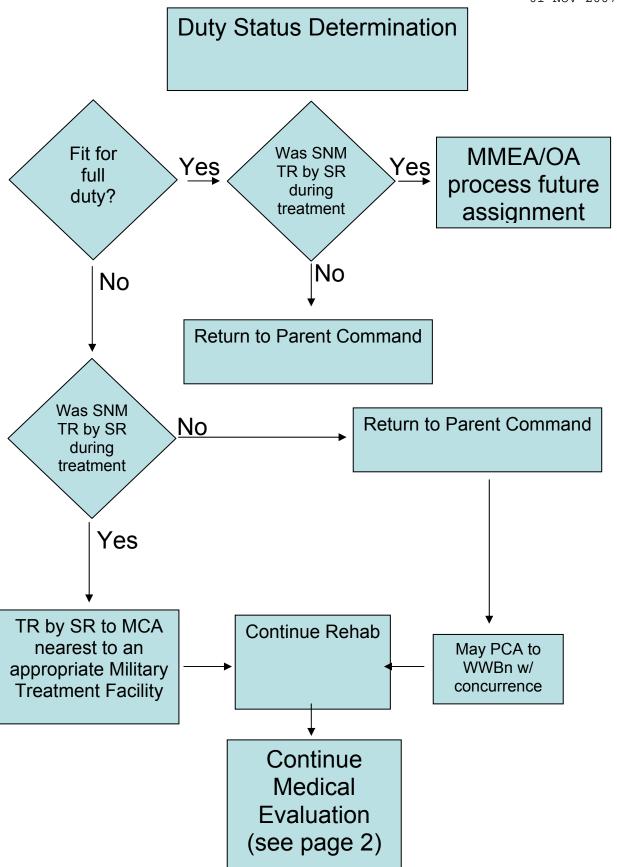


Figure 1-3.--Combat Injury/Illness Process Chart

SAMPLE NOTIFICATION MESSAGE

NATNAVMEDCEN BETHESDA MD//MAR//

(MARINE'S PARENT COMMAND)

INFO CMC WASHINGTON DC//MMEA/MMOA/MHP-10/WWR//

UNCLAS //NO6320//

MSGID/GENADMIN/HQCO//

SUBJ/NOTIFICATION OF HOSPITALIZATION ICO (MARINE'S RANK, NAME, SSN

AND MOS)

REF/A/DOC/CMC MMEA/30AUGXXXX//

AMPN/REFERENCE A IS MCO 6320.XX//

POC/ NAME/RANK/DSN NUMER/-/UNIT/COMM NUMBER/-//

- 1. PER THE REFERENCE, THE FOL INFO IS PROVIDED:
 - A. NAME, LAST 4 SSN, MOS AND LOCATION OF FACILITY:
 - B. MARINE'S DIAGNOSIS, CONDITION, AND PROGNOSIS:
 - C. LOCATION OF MARINE'S DEPENDENTS (IF ANY, INDICATE IF

RESIDING WITH MARINE):

- D. ESTIMATE LENGTH OF CARE:
- E. LEGAL PROBLEMS/LEGAL/CIVIL ACTION PENDING IF KNOWN
- F. EFFECTIVE DATE JOIN OR ATTACHED AS APPLICABLE
- G. LODI AND ANY DISCP ACT PEND FWD VIA SEP CORRESP ON ____
- H. REMARKS:

Sample Transfer by Service Record Book Request

RAAUZYUW RUWDHAI2104 0512111-UUUU--RHMFIUU.

ZNR UUUUU ZUI RHHMMCB0194 0551840

R 202111Z FEB 03

FM NAVMEDCEN SAN DIEGO CA

TO CMC WASHINGTON DC//MRA MM//MMEA-86//WWR//

INFO CG MCRD WRR SAN DIEGO CA

SEVENTH MAR

SECONDBN SEVENTH MAR

CG 1ST MARDIV

BT

UNCLAS //N00259//

MSGID/GENADMIN/NAVMEDCEN SAN DIEGO CA//

SUBJ/REQ TR BY SRB CASE OF LCPL HARD L DOG 000 00 0000 1111 USMC//

REFERENCE/A/MCO 6320.2D/-/19JUL1995//

POC/SHAWN CHENEY/SSGT/MARLNO/LOC:NAVMEDCEN SAN DIEGO

/EMAIL:CHENEYSM@MCRDSD.USMC.MIL COMM: (619)532-6104//

RMKS/PER THE REFERENCE IT IS REQUESTED THAT SNM BE TR BY SRB TO CG MCRD

WRR SAN DIEGO CA (MCC 017) NLT 28 FEB 03. SNM IS CURRENTLY PENDING

PEB FINDINGS AND IS RECEIVING CONTINUED CARE AT THIS FACILITY.

SNM'S CURRENT CMD IS LOCATED IN OKINAWA JA. ADDITIONALLY SNM IS NO

LONGER WORLDWIDE DEPLOYABLE.

2. DUE TO THE NATURE OF TR IT IS REQUESTED THAT CMD ENSURE

COMPLIANCE WITH ALL ADMIN PROCEDURES OUTLINED IN REFERENCE (A). ENSURE

ORIGINAL ORDERS ACCOMP SRB/HR/DR AND HHG/PERSEFFS TO NEW CMD BY MOST

EXPEDITIOUS MEANS.//

BT #2104 NNNN

SOURCE OF SUPPLY FOR MARINE CORPS CLOTHING

Activity Address Code	Address
MMAU10	Retail Clothing Outlet DSSC Branch, MCLB Albany, GA 31704-5000
MMBU10	Retail Clothing Outlet Bldg 204 DSCC Branch, MCLB Barstow, CA 92311-5000
MMCU10	Clothing Branch Bulk DSCC Division Base Material Bn Marine Corps Base Camp Pendleton, CA 92055-5000
MMUI10	Clothing ISP DSSC Material Division, MCRD Parris Island, SC 29905-5000
MMKU10	DSSC Retail Clothing Outlet MCB Kaneohe Bay, HI 96863-5000
MMLU10	Clothing Branch Bulk DSSC, MCB Camp Lejeune, NC 28542-5000
MMNU10	DSSC Clothing Outlet Bulk, MCAS Cherry Point, NC 28533-5000
MMQU10	DSSC Clothing Bulk MCCDC Quantico, VA 22134-5000
MMRU10	DSSC Clothing Bulk Issue Point, Camp S. D. Butler Unit FPO AP 98733-5000
MMSU10	Clothing Bulk Outlet DSSC Branch, MCRD San Diego, CA 92140-5000
MMTU10	Retail Clothing Bulk Stock, MCB Twentynine Palms, CA 92278-5000
MMYU10	DSSC Clothing Outlet Bulk MCAS, Yuma, AZ 85369-5000

SOURCE OF SUPPLY FOR MARINE CORPS CLOTHING

MM1310	Retail Clothing Outlet Naval Support Activity Mid-South Millington, TN 38054-0001
MM4710	Clothing Issue Point USMC, Clothing Detachment Naval Base, Camp Elmore Norfolk, VA 23511-0001
MM8710	Clothing Issue Point HqBn, HQMC, Henderson Hall Arlington, VA 22214-5000

VISITING OFFICER'S FORM

1.	All Personnel Visiting Wounded Warriors are required to complete this form and forward to Marine Forces Reserve Admin Assist Unit (Wounded Warrior Liaison Officer) upon completion of the visit.						
2.	Warriors Name:	Rank:	SSN Last 4				
		Treatment Facility:					
3.	Visiting Marine:Unit:						
4.	Date and Time of Visit:						
5.	Request made by Marine to	you:					
6.	Action which you will take	on Marines request:					
7.	Action which you recomme being:						
8 I	Family Concerns and issues:_						
9. —	Marines condition/Status: _						
	Visiting Marine's Signature		Date				
10	. Additional Comments:						
11	. MFR Review Signature and	l date					
12	. Date forwarded to WWBn I	East or WWBn Wes	t:				