



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:

1050

CMD

APR 05 2002

FORCE POLICY LETTER 1-02

From: Commander, Marine Forces Reserve
To: General Officers
Commanding Officers
Officers in Charge
Inspector-Instructors

Subj: APPROVAL OF TERMINAL LEAVE

1. Effective immediately, I will, personally, approve all requests for terminal leave from Active Component and Active Reserve Component colonels, lieutenant colonels, sergeants major and master gunnery sergeants retiring from Marine Forces Reserve.
2. Submit requests to me (attention AC/S G-1). Requests will be submitted not later than six months before the planned retirement date. Earlier requests are encouraged. Terminal leave requests, including requests for permissive temporary additional duty (PTAD), will be in standard naval format and include as enclosures the following: career retirement credit report; current leave and earnings statement; chronological listing of proposed TAD and leave dates; computation of effective leave period and reason PTAD is required.
3. Requests not meeting these criteria may be disapproved.

D. M. McCARTHY

Copy to:
CMC (RA)
CMC (MM)