



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

IN REPLY REFER TO:

CMC-MMSR
15 May 95

WHITE LETTER NO. 11-95

From: Commandant of the Marine Corps
To: All General Officers
All Commanding Officers
All Officers in Charge

Subj: RETIRING MARINES

1. White Letter No. 7-93 addresses the importance of our retired Marines as an integral part of the Marine Corps Total Force. As Marines from the Regular and Reserve components prepare to join our community of retired Marines, it is imperative that we, as commanders, tend to their administrative needs.

2. Since implementation of the Department of Defense mandated Defense Retiree and Annuitant Pay System, the Marine Corps has fallen significantly behind the other Services in proper administrative processing of retirements. While this is troublesome, the more significant impact is that our retiring Marines are not receiving timely initiation of their retired pay. This must cease.

3. We have conducted field training and published guidelines and detailed procedures to document the system. Each retirement package contains a memorandum reemphasizing required actions. Advisories are issued monthly identifying pending and late retirement processing. Nevertheless, continuing errors indicate that we need to elevate the level of priority given to the administrative actions required for retiring Marines. Commanders must ensure the following is done: effect a drop in the Marine Corps Total Force System within 3 days after the retirement date, properly report permanent home mailing addresses, and submit Retired Pay Data Forms 30 days prior to the effective retirement date.

4. I expect each of you, as commanders charged with the welfare of all our Marines, to ensure absolute compliance with the requirements necessary to properly retire Marines. They have given the best years of their lives to serve our Corps and will continue to be part of the Total Force. We owe them the personal attention necessary to ensure a smooth transition and timely pay.

*This is not routine.
Get on top of it!*

C. E. Mundy, Jr.
C. E. MUNDY, JR.