6000

 MED

 22 Oct 12

Certified: 7012 1010 0002 2415 7717

From: Commanding Officer, Unit Name

#### To: Rank First MI. Last 1234567890/0000 USMCR, ADDRESS

####

Subj: TEMPORARILY NOT PHYSICALLY QUALIFIED (TNPQ)

Ref: (a) MCO 1001R.1K

1. Per the reference you are advised that you have been placed on TNPQ (Drill) effective 30 Oct 2012 for your injury/illness.

2. Within 5 days of receipt of this letter, not exceed your next scheduled drill, you are required to submit all medical documentation to MCIRSA Medical to substantiate this status. Failure to submit these documents will result in your TNPQ (Drill) status changing to reflect unauthorized absence.

3. While in a TNPQ status, you are required to submit medical updates every 30 days to substantiate your status. Medical documents must contain, your diagnosis, prognosis (anticipated date of return to full duty), and any duty limitation(s). All medical documents must be submitted to MCIRSA Medical via fax or email. Your next scheduled medical update is due for the month(s) of July and August.

4. In order to be released from TNPQ status, you must be evaluated by your provider and released back to full duty.

Note: The statement **“RETURNED TO FULL DUTY WITH NO LIMITATIONS,”** must be in the provider’s note. You cannot be returned to full duty if you have **ANY** limitations.

5. Failure to provide required documentation could result in termination of your TNPQ status and administrative actions including, but not restricted to, administrative separation and/or (for enlisted personnel) reduction in grade.

6. If you have any questions, please contact SSgt Hardcharger Devildog at Comm: (123) 456-7890 or e-mail: hardcharger.devildog@usmc.mil.

H. DEVILDOG

By direction

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