



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
MARINE FORCES NORTH
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

6010
CMD
MAY 03 2016

FORCE POLICY LETTER 9-16

From: Commander
To: Distribution List

Subj: COMMAND RESPONSIBILITIES REGARDING WOUNDED, ILL AND INJURED
MARINES

Ref: (a) SECNAVINST 1850.4E
(b) MARADMIN 259/04
(c) MARADMIN 310/09
(d) MARADMIN 472/09
(e) MARADMIN 636/09
(f) MARADMIN 308/11
(g) MARADMIN 263/12
(h) MCO 6320.2E
(i) MCO 1770.2B
(j) MCO P1900.16F
(k) Force Order 6000
(l) DoD 6025.18-R
(m) MCMEDS Manual

Encl: (1) Limited Duty/Physical Evaluation Board Command
Engagement Requirements
(2) Sample Medical Tracking Spreadsheet

1. Situation. There are a substantial number of Marines and Sailors throughout Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH) on some form of Limited Duty (LIMDU) or in the "Integrated Disability Evaluation System" (IDES), which impacts readiness and moral across the Force(s). As such, Commanders are directed to increase focus and ensure all wounded, ill, injured (WII) Marines are properly managed and tracked in accordance with the references.

2. Cancellation. Force Policy Letter 03-11.

3. Mission. To ensure timely, diligent management of WII Marines and Sailors across the Force throughout the limited duty/IDES process. This Policy Letter re-emphasizes the direction outlined in the references and sets specific guidelines for commanders regarding this matter.

4. Execution

a. Commander's Intent. Timely processing of WII Marines and

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Sailors is inherent to the Corps' tradition of "taking care of our own". It is ultimately the Commander's responsibility to establish effective processes that facilitate timely transition throughout the phases of recovery without delay. Commanders shall also ensure WII Marines and Sailors maintain professional standards and conduct at all times during the medical process.

b. Concept of Operations. Commanders, LIMDU Coordinators, Medical Providers, and Inspector Generals will adhere to the guidance set forth in this policy letter to improve oversight for Marines and Sailors.

c. Tasks

(1) MARFORRES Command Inspector General. Include the above-listed steps in all Commanding General's Inspections and Assist Visits as an addition to any steps required in pertinent Automated Inspection Reporting System (AIRS) checklists.

(2) Major Subordinate Command (MSC)

(a) Appoint an MSC LIMDU Coordinator (preferably E7 or above) to oversee the program and provide guidance to all of the LIMDU Coordinators within the command.

(b) Continuity is integral to accomplishing the required duties of a LIMDU Coordinator. For this reason, each MSC LIMDU Coordinator must have at least 12 months remaining on station prior to being appointed.

(3) Commanders. The term "Commander" refers to Commanding Officers, Inspector-Instructors and Officers in Charge of any unit or detachment within MARFORRES and MARFORNORTH. However, this Policy Letter does not limit other leaders from appropriately engaging this subject.

(a) Oversee the care and administration of WII members within the Command as well as track progress from point of entry into the IDES through resolution of the medical condition or transition to a veteran's status.

(b) Establish procedures that ensure requests for all medical hold extensions for Marines and Sailors are sent to Reserve Medical Entitlement Determination (RMED), Wounded Warrior Regiment (WWR) via Marine Corps Medical Entitlement Data System (MCMEDS). In accordance with reference (c), this action must occur before placing Reserve Marines on any type of medical hold orders past the expiration of original orders.

(c) Appoint a unit LIMDU Coordinator (Staff Noncommissioned Officer (SNCO) or above) in writing to provide

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coordination between the member, Medical, and the Command's administrative personnel, per references (e) and (j).

(d) Conduct a monthly review of all WII members with the LIMDU Coordinator, Medical Provider and Administrative Officer or equivalent with the following objectives:

1. Receive timely, regular updates on the status, condition, and any missed appointments for all WII Marines and Sailors.

2. Verify the Service member and the Command have completed requirements to date and identify the next milestone or requirement in the IDES/Physical Evaluation Board (PEB) process.

3. Confirm duty status in Marine Corps Total Force System (MCTFS).

4. Protect any/all healthcare information provided.

(e) Ensure Marines and Sailors make medical appointments despite whether the medical provider is civilian or military.

1. For Active Duty/Active Reserve, and Selected Marine Corps Reserve/Individual Mobilization Augmentees personnel serving on active duty/inactive duty, an unexcused absence from a scheduled medical appointment is an unauthorized absence under Article 86 of the Uniform Code of Military Justice.

2. Personnel not on active/inactive duty that are in receipt of Line of Duty (LOD) benefits and fail to make medical appointments may jeopardize continued eligibility. Missed medical appointments consume government resources, cause substantial delays in the IDES process, and erode productivity in the medical community.

(f) Process WII Sailors in accordance with the references (a) and (k).

(4) Medical Providers. The term "medical provider" refers to all United States Navy medical personnel assigned to or in support of MARFORRES and MARFORNORTH personnel.

(a) Obtain and provide medical information necessary to the commander to facilitate risk assessment readiness, and mission accomplishment, pursuant to references (c) and (j).

1. This will include diagnosis; a description of the treatment plan, planned impact on duty or mission, recommended duty/deployment restrictions and the prognosis.

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2. Information provided shall be disclosed only to personnel with a need to know the information.

3. Protect all healthcare information provided.

(b) Provide end-to-end medical accountability in the Medical Readiness and Reporting System (MRRS) for Marines and Sailors in their command, per reference (k).

(c) Work alongside the LIMDU Coordinator to obtain medical information reportable to the Commander in accordance with references (e), (f), (j), (l) and the HIPAA.

(d) Ensure medical information is only shared with necessary personnel.

(5) LIMDU Coordinators

(a) Will be a SNCO or above, appointed in writing, and will be familiar with each reference in this policy.

(b) Serve as the liaison between the Marine, the unit, and the medical provider. Request, gain access to MCMEDS and provide monthly updates per references (e) and (m).

(c) Make personal contact and counsel (via phone or in person) Marines and Sailors on the IDES process as required by enclosure (1).

(d) Ensure that appropriate source documentation regarding medical status is provided to the unit Administration Officer or equivalent and verify that it is appropriately recorded in MCTFS.

(e) Work alongside medical providers to obtain medical information able to be reported to the Commander in accordance with references (e), (f), (j), (l) and the Health Insurance Portability and Accountability Act (HIPAA). Medical information will only be shared with necessary personnel.

(f) Ensure Non-Medical Assessments and LOD determinations are completed as required and on time.

(g) Provide regular updates on unit point of contact information with the local Medical Treatment Facility (MTF), specifically the Patient Administration and Medical Board Departments. Unit point of contact information will include organizational mail boxes. This information will be updated as needed, and not less than annually.

(h) Ensure a tracking mechanism is built and used. Enclosure (2) is a sample spreadsheet that may be used for that

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purpose. This is an inspectable requirement of the MARFORRES, Inspector General and will be updated. This will be updated upon new assignment, transfer or relief of duties, and annually provided to the Force Limited Duty Coordinator upon request.

5. Administration and Logistics. Point of contact for this Policy Letter is the MARFORRES Command Inspector General.

6. Command and Signal. This Policy Letter is applicable to all MARFORRES and MARFORNORTH units and is effective upon the date it is signed.

A handwritten signature in black ink, appearing to read 'Rex C. McMillian', with a large, stylized flourish at the end.

REX C. MCMILLIAN

DISTRIBUTION: C, D

Directives issued by this Headquarters are published and distributed electronically.

Limited Duty/Physical Evaluation Board Command Engagement Requirements

The below list highlights events that may occur during the Limited Duty (LIMDU)/Physical Evaluation process that require Command engagement. This Guide provides only the minimum requirements when the Commander must engage. Additional attention by LIMDU Coordinators and small unit leadership is recommended throughout the process.

1. When a Marine accumulates 60 days or more of light duty for the same condition.
2. When an injury requires surgery and 60 days or more of light duty for recovery. This is not applicable to maternity leave or light duty as a result of pregnancy or child-birth.
3. When a Marine is initially placed on limited duty.
4. At the fourth month of any period of limited duty or designated re-evaluation date. The Marine on limited duty must be medically re-evaluated at the fourth month of each period of limited duty. The unit may need to ensure that this reevaluation is scheduled as much as 60 days in advance, because of possible delays with appointment scheduling.
5. When the Marine assigned to a second or subsequent period of Limited Duty.
6. At any point when a Marine is assigned to the Integrated Disability Evaluation System (IDES), which includes referral to a Medical Evaluation Board (MEB) or a Physical Evaluation Board (PEB).
7. When the Marine is scheduled to meet a Veterans Administration (VA) Military Service Coordinator to develop a VA claim for disability.
8. When the Marine has received the Report of a Medical Evaluation Board (MEB).
9. When the Marine has prepared and mailed his PEB package and weekly thereafter until findings are provided.
10. Upon receipt of findings from the PEB.
11. When the Marine accepts/declines the PEB findings.
12. Upon the Marine's request for a formal PEB, request for appeal or reconsideration.
13. Weekly until such time the Marine is either separated or returns to duty.

Sample Medical Tracking Spreadsheet

	BILLET	RANK	L. NAME	F. NAME	MI	WORK	CELL	EMAIL	ALT
	COMMANDING OFFICER								
	INSPECTOR INSTRUCTOR								
	SENIOR ENLISTED								
	ADMIN CHIEF								
	MEDICAL DEPARTMENT REPRESENTATIVE								
	LIMITED DUTY COORDINATOR								
	ALTERNATE CONTACT								

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Compliance Report
HQMC
Fiscal Year 2016 (Print Date 04/13/2016)
Filtered On: Unit Type = SMCR, Unit Level = Group/Regiment, Metrics Report Type = LOD/MED HOLD Activity,

RIC	Type	First Name	Last Name	Rank	Last Action	Time Since Last Medical Update	Notes
29441	LOD	HQTRS CO CLR 45-Marietta, GA		CPL	Approved	0	MEDICAL UPDATE due in 30 days.
04043	LOD	DET 1 MAINT CO CLB 451 CLR 45-Omaha, NE		SGT	Approved	1	1x eval APPROVED on 12 Apr 2016. MEDICAL UPDATE due in 29 days. Routing requires diagnosis, prognosis and treatment plan for full 6 month LOD benefits. If no appt within 29 days, UNIT to provide MEMORANDUM FOR RECORD or scheduled appt to keep case compliant.
04027	LOD	DET 1 TRANS SVCS CO CLB 25 CLR 45-MCJCL NC		LCPL	Approved	6	1x eval APPROVED on 6 Apr 2016. MEDICAL UPDATE due in 24 days. Routing requires diagnosis, prognosis and treatment plan for full 6 month LOD benefits and RMSQ to be completed by Marine.
04074	LOD	MT CO CLB 451 CLR 45-Orlando, FL		LCPL	Submitted for Approval	13	MEDICAL EXTENSION routing under RMEED review.
29441	LOD	HQTRS CO CLR 45-Marietta, GA		CPL	Approved	13	MEDICAL UPDATE due in 17 days. Marine directed to MTF for MEB for PFFD or immediate referral to PBA. UNIT to provide medical notes from 5 Apr 2016 appt.
04027	LOD	DET 1 TRANS SVCS CO CLB 25 CLR 45-MCJCL NC		CPL	Returned for Edits	15	INCAP PAY routing RETURNED FOR EDITS on 6 Apr 2016 for corrections to remove drill dates and match medical notes for both 204(g) and 204(h) request. Correct and resubmit.
04037	LOD	RD SVC CO CLR 45-Smyrna, GA		LCPL	Approved	21	MEDICAL UPDATE due in 9 days. UNIT to provide completed RMSQ. Marine letter using correct template with all fields filled in and updated prognosis and treatment plan.
04038	LOD	SUP CO CLB 451 CLR 45-Raleigh, NC		LCPL	Approved	21	1x eval APPROVED on 23 Mar 2016. MEDICAL UPDATE due in 9 days. Routing requires diagnosis, prognosis and treatment plan for full 6 month LOD benefits. UNIT to resubmit P&R statement with updated form, provide ER notes and RMSQ to be completed by Marine.
04027	MEHOLD	DET 1 TRANS SVCS CO CLB 25 CLR 45-MCJCL NC		SGT	Approved	21	MEDICAL UPDATE due in 9 days. UNIT to provide copy of MROVS modification to match 1 Sep 2016 in next routing.
04043	LOD	DET 1 MAINT CO CLB 451 CLR 45-Omaha, NE		CAPT	Approved	27	MEDICAL EXTENSION or RETURN TO DUTY routing due in 3 days. LOD benefits expire on 26 Apr 2016. Current medical note states RTTD with limitations, medical note must state RTTD with no limitations to properly close case.
29441	LOD	HQTRS CO CLR 45-Marietta, GA		LCPL	Approved	28	MEDICAL UPDATE due in 2 days. UNIT to provide prognosis and treatment plan in next routing, add G/SGT Harris to CONTACT TAB and Marine to update Employer info in MOL.
04074	LOD	MT CO CLB 451 CLR 45-Orlando, FL		LCPL	Submitted for Medical Review	28	MEDICAL UPDATE under RMEED review.
04043	LOD	DET 1 MAINT CO CLB 451 CLR 45-Omaha, NE		CPL	Submitted for Medical Review	29	MEDICAL UPDATE under RMEED review.
04061	LOD	DET 3 SUP CO CLB 451 CLR 45-Charleston, SC		LCPL	Approved	30	MEDICAL UPDATE due. UNIT to include notes from 11 Apr 2016 appt. If drill/care unavailable, direct Marine to closest MTF for proper diagnosis, prognosis and treatment plan.
04061	LOD	DET 3 SUP CO CLB 451 CLR 45-Charleston, SC		SGT	Submitted for Admin Review	30	MEDICAL UPDATE under RMEED review. May be RETURNED FOR EDITS as no legible notes from Dec 2015 to present have been provided no proof of pg 11 counseling for non-compliance.
							Time Since Last Medical Update 31 - 60 Days = Class I
04048	LOD	COMM COMPANY CLR 45-Greensboro, NC		CMO2	Approved	32	MEDICAL UPDATE due. Marine has 30 May 2016 P&R date. If no further appts are scheduled, memorandum for record of status every 30 days until DISCHARGE will keep case compliant.
04043	LOD	DET 1 MAINT CO CLB 451 CLR 45-Omaha, NE		MGT/SGT	Submitted for Medical Review	35	MEDICAL UPDATE under RMEED review.
04048	LOD	COMM COMPANY CLR 45-Greensboro, NC		LCPL	Approved	37	MEDICAL UPDATE due. UNIT to address latency of medical updates since Marine has drilled every month since injury.
04049	MEHOLD	DET 4 MAINT CO CLB 451 CLR 45-Greensboro, NC		SGT	Approved	39	MEDICAL UPDATE due. UNIT to provide copy of IDBS referral, modified MROVS and report of changed ECC in MCRS
29441	LOD	HQTRS CO CLR 45-Marietta, GA		LCPL	Approved	42	MEDICAL UPDATE due. UNIT to include completed RMSQ and updated prognosis and treatment plan.
04060	LOD	DET 2 SUP CO CLB 451 CLR 45-Wash DC		CMO4	Approved	45	STATUS CHANGE (inactive) routing due with Pg 11 LOD waiver to properly close case. Marine has Mandatory removal date of 1 May 2016
04049	LOD	DET 4 MAINT CO CLB 451 CLR 45-Greensboro, NC		SGT	Returned for Edits	49	NO CHANGE IN LAST 4 WEEKS. MEDICAL UPDATE submitted on 24 Feb 2016 RETURNED FOR EDITS on 13 Mar 2016 as it does not include pre, post-op and surgical notes as requested.
04029	LOD	H&S CO CLB 25 CLR 45-Red Bank, NJ		LCPL	Submitted for Unit Review	54	MEDICAL EXTENSION routing as SUBMITTED FOR UNIT REVIEW on 13 Apr 2016, requires UNIT action to fwd for RMEED review.
04045	LOD	DET 3 MAINT CO CLB 451 CLR 45-Indianapolis, IN		CPL	Submitted for Approval	57	MEDICAL EXTENSION routing under RMEED review.
							Time Since Last Medical Update 31 - 60 Days = Class II
04051	LOD	UNDG SPT CO CLR 45-Savannah, GA		LCPL	Submitted for Unit Review	100	MEDICAL EXTENSION routing was RETURNED FOR EDITS on 23 Mar 2016. UNIT has routing as SUBMITTED FOR UNIT REVIEW since 31 Mar 2016, requires UNIT action to fwd for RMEED review.

04080	DET 2 SUP CO CLB 451 CLR 45-Wash DC	LOD	LCPH	Reviewed Termination	187	NO CHANGE IN LAST 6 WEEKS. Case SUSPENDED due to no inactivity since 21 Sep 2015. Unit to print SUSPENSION LETTER and send certified copy to Marine and upload proof of delivery. LOD benefits expired on 4 Dec 2015.
04088	SUP CO CLB 451 CLR 45-Raleigh NC	LOD	SGT	Returned for Edits	268	MEDICAL EXTENSION routing was RETURNED FOR EDITS on 24 Mar 2016 for 3rd time. UNIT to edit and update command letter as noted in Dec 2015 routing, complete a RMSQ and provide pg 11 Counseling for non-compliance of member that has drilled consistently without providing medical updates.
14666	DET PERS RET & PROC CO CLR 45-Smyrna GA	LOD	CPL	Returned for Edits	356	NO CHANGE IN LAST 3 WEEKS. MEDICAL EXTENSION routing submitted on 3 Mar 2016 was RETURNED FOR EDITS on 21 Mar 2016 due to both letters sent were the incorrect format that was provided to both Sgr Bletcher and Col Martinez to correct. UNIT to correct letters and resubmit.
04029	HAS CO CLB 25 CLR 45-Red Bank NJ	LOD	SSGT	Submitted for Medical Review	408	INCAP PAY routing resubmitted on 12 Apr 2016 under RMED review.

Time Since Last Medical Update

> 90 Days = Class II