



UNITED STATES MARINE CORPS

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

IN REPLY TO

1050

CMD

MAR 19 2004

FORCE POLICY LETTER 2-04

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

Subj: APPROVAL OF TERMINAL LEAVE

Canc: Policy Letter 1-02

1. Effective immediately, I will personally approve all requests for terminal leave from Active Component and Active Reserve Component colonels, sergeants major and master gunnery sergeants retiring from Marine Forces Reserve.
2. Submit requests to me (via 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.

  
J. J. KINNERUP

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