***CIVILIAN CONVICTION - 6210.7***

Marines may be processed for separation when civilian authorities have convicted a Marine or are taking action to find the Marine guilty and the offense warrants separation or a punitive discharge would be authorized for the same or a closely related offense to the UCMJ. A military or civilian conviction is not required for discharge under this provision.

Checklist

* CO’s letter recommending separation with the following Enclosures:
* 1- Notification of Separation Proceedings
	+ BCNR/NDRB form (MARCORSEPMAN Appendix D)
	+ Acknowledgement of Rights to be Exercised or Waived
* 2 - Copy of Service Record Book (Right and Left side)
	+ - 3 - 3270 printout of BIR, BTR, ROS, AWDS, D119 (under 30 days old)
		- 4 - Documentation supporting the civilian conviction
	+ Civil court documents
	+ Police report
* 5 - Character statements with recommendations from the following:
	+ OIC
	+ SNCOIC
	+ CO’s Interview Letter
	+ SgtMaj’s Interview Letter

\*Required by the Wing CG\*

* + - PTSD checklist and memo

If Applicable:

* SACC evaluation for alcohol or drug related incidents
	+ Evaluation letter must state if Abuser or Dependent
	+ Certificate of Treatment Completion
	+ Letter of Treatment Refusal
		- Copy of the Pre-Trial Agreement (PTA)
		- Results of Trial with SJA Review, Page 13 complete in SRB

Note:

TAMP/TAP, Final Physical, and Treatment for Alcohol or Drug Dependency must be completed prior to separation. Documentation showing completion of TAMP/TAP and Final Physical is NOT required, but the CO’s recommendation letter should mention the completion of these requirements or provide the schedule and/or expected completion date.