UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

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BASE ORDER 5001.1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC) MARINE CORPS BASE CAMP LEJEUNE (SHORT TITLE: SOP FOR IPAC MCB CAMLEJ)

Ref: (a) MCO P5001.14_, MCAP
(b) ALMAR 058-05
(c) MCO P1080.40_, MCTFSPRIUM
(d) MCO 1740.13_, Family Care Plans
(e) DODFMR, Volume 7A
(f) MCO 10110.34_, U.S. Marine Corps Subsistence Program
(g) Joint Federal Travel Regulations (JFTR)
(h) MCO P1400.32_, ENLPROMMAN
(i) MCO P1900.16_, MARCORSEPSMAN
(j) MCO P1070.12, IRAM
(k) MCO P5800.16_, LEGADMINMAN
(l) MCO 5800.10_, Return of Marine Corps Absentees and Deserters
(m) MCO P4050.38_, Personnel Effects and Baggage Manual
(n) MCO P11000.22_, Marine Corps Housing Management Manual
(o) MCO P1751.3_, BAH Manual
(p) MCO 1050.16_, Appellate Leave Awaiting Punitive Separation
(q) Manual for Courts Martial, 2005
(r) MCO P4650.37_, MCTIM
(s) MCO 10110.47_, Basic Allowance for Subsistence (BAS)
(t) MCO 1741.11_, Survivor Annuity Program
(u) MCO P1000.6_, ACTS Manual
(v) MCO 7220.21_, Advance Pay Incident to PCS

Encl: (1) LOCATOR SHEET

Report(s) Required: Weekly Legal Status Report (Report Control Symbol MC-5800-01), par. 10001

1. Situation. Establish policies, procedures, responsibilities, and relationships with respect to consolidated administrative

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matters within the Marine Corps Base (MCB) Installation Personnel Administration Center (IPAC) at Camp Lejeune in accordance with references (a) through (v).

2. Mission

a. This Order is not designed to replace directives or instructions published by higher headquarters. It is published to provide a means to provide administrative policies, procedures, responsibilities, and administrative relationships with units and personnel supported by the IPAC consistent with the direction from higher headquarters.

b. These procedures are necessary for consistency, quality, and timely processing of administrative requests from commanders and individual Marines.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Review of this Order is recommended for all commanders and their staffs. The Commanding Officer, MCB, Camp Lejeune (Attn: Director, Base S-1), is responsible for the oversight and daily operation of the IPAC. Adherence to this Order will assist commanders in focusing on the combat readiness of their unit, while simultaneously maintaining personnel administrative readiness. The end-state is to provide commanders, Marines, and their family members effective personnel administrative support. Training in the use of administrative initiatives such as Marine On Line (MOL), and assistance in establishing or refining unit internal control procedures is available from IPAC, MCB Quality Assurance Branch.

(2) Concept of Operations. The complex nature of entitlements and administrative procedures necessitates an ongoing technical professional military education program. Therefore, this Order is a dynamic document, subject to ad hoc updates as higher headquarters publishes changes. The varied methods in which Marines and units deploy require flexibility and cooperation. In fact, it is essential to ensure administration is achieved in a timely and proactive manner. Due to this dynamic aspect, the Director, Base S-1 and Director, IPAC are authorized to deviate from this Order as the situation requires, under the provision of the references and their updates.

(3) Guidance

(a) Consolidated personnel administration has been mandated. As a result, the individual Marine must take greater responsibility in the accuracy of their Marine Corps Total Force System (MCTFS) and pay records. With the limitless amount of information on the internet and the availability of MOL and MyPay applications, there are tools available for Marines to use to ensure the correctness of their MCTFS and pay records. Marines must be mentored, educated and if necessary, directed to get involved in their own administration and pay.

(b) There will be instances of Marines being overpaid. A Marine who sees a significant increase in his or her pay for no apparent reason, is responsible for bringing the situation to the attention of his and her respective unit S-1 and the IPAC Customer Service Branch. His and her lack of action contributes to further overpayment.

b. Responsibilities

(1) Commanders

(a) Tenant and subordinate unit commanders are ultimately responsible for the accuracy of their Marines records and are expected to comply with this Order.

(b) In order to ensure that the responsibilities outlined herein are understood and practiced, internal control procedures at the local level must be established.

(c) Ensure S-1 and senior enlisted administrative personnel attend the scheduled semi-annual IPAC workshops to review and reconcile administrative issues.

c. Tasks

(1) Director, IPAC

(a) Ensure compliance with this Order and provide assistance to individuals and commanders with the execution of responsibilities listed in this Order.

(b) Coordinate a schedule for and hold semi-annual (minimum) administrative workshops with unit S-1s, senior enlisted administrative personnel and IPAC Branches.

(c) Execute all duties and responsibilities as covered by this Order and the references.

(d) Establish and track internal controls between the supported units in order to facilitate timely and accurate administrative workflow.

(e) Support commanders and Marines with flexible, timely and accurate customer service oriented personnel administration support, to include deployable liaison elements.

4. Administration and Logistics. Recommendations concerning the contents of this Order will be submitted to the Commanding Officer, Marine Corps Base, Camp Lejeune (Attn: Director, Base S-1 and Director, IPAC) via the appropriate chain of command. Distribution Statement A directives issued by the Commanding Officer, MCB Camp Lejeune is distributed via e-mail. This Order can be viewed at https://intranet.mcieast.usmc.mil/C8/C19/MCB%20ADJUTANT/default.aspx

5. Command and Signal

a. Command

(1) Applicability. This Order is applicable to Active Duty and Reserve Personnel located aboard Camp Lejeune assigned to II Marine Expeditionary Force (MEF); Headquarters, Marine Corps Installations East (MCIEAST); MCB Camp Lejeune; 2d Marine Division (MarDiv); 2d Marine Logistics Group (MLG); and the Training and Education Command (TECOM) school commands aboard Camp Lejeune and served by the IPAC.

(2) Concurrence. This Order has been coordinated and concurred with by the CG's of II MEF, MCIEAST and the Commanding Officer's of MCB Camp Lejeune and the TECOM school commands.

b. Signal. This Order is effective the date signed.

W. A. MEIER
By direction

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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC) MARINE CORPS BASE CAMP LEJEUNE (SHORT TITLE: SOP FOR IPAC MCB CAMLEJ)

Location: _____
(Indicate the location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
Chapter 1	**GENERAL INFORMATION (MISSION AND ORGANIZATION)**	**1-1**
1.	General	1-1
2.	Mission	1-1
3.	Hours of Operation	1-1
4.	Consolidated Personnel Policies	1-2
5.	IPAC Responsibilities	1-2
6.	Unit Commander Responsibilities	1-3
7.	Personal Action Requests (PARs)	1-6
8.	Check In	1-7
9.	Check Out	1-7
10.	Update and Extract (U&E) Cutoff Dates	1-7
11.	IPAC Structure	1-8
12.	Headquarters Branch	1-8
13.	Quality Control Branch	1-8
14.	Customer Service Branch	1-9
15.	Command Support Branch	1-9
16.	Outbound Branch	1-11
17.	Inbound Branch	1-11
18.	Unit Deployment Branch	1-12
19.	Wounded Warrior Cell	1-12
10.	Flow of Information	1-12
21.	Guard Mail	1-12
22.	Electronic Mail (E-mail)	1-12
23.	MCTFS Functional Area Reporting	1-13
24.	Electronic Signature (ELSIG)	1-13
25.	MCTFS Reporting Requirements	1-14
26.	Electronic Diary Feedback Report (EDFRs)	1-14
27.	Security and Access	1-15
28.	Accountability	1-15
29.	Responsibilities	1-15
Figure 1-1	Organizational Chart	1-16
Chapter 2	**QUALITY CONTROL BRANCH**	**2-1**
1.	General	2-1
2.	Internal Audit Section	2-1
3.	Administrative Assistance Liaison Section	2-4
4.	Data Systems Section	2-6
5.	Service Record Management Section	2-6

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
Chapter 3	**CUSTOMER SERVICE BRANCH**	**3-1**
1.	General	3-1
2.	Triennial Audits	3-1
3.	Member Married to Member Audits	3-2
4.	Dependent Add/Loss Packages	3-2
5.	Servicemen's Group Life Insurance (SGLI) Traumatic Servicemen's Group Life Insurance (TSGLI) and Family Member SGLI	3-3
6.	Record of Emergency Data (RED)	3-3
7.	Tricare Family Member Dental Program	3-3
8.	Thrift Savings Plan (TSP)	3-3
9.	Electronic Funds Transfer (EFT)	3-3
10.	Direct Deposit Participation	3-4
11.	Basic Allowance for Subsistence (BAS)	3-4
12.	Meal Cards	3-5
13.	Basic Allowance for Housing (BAH)	3-6
14.	BAH Difference (BAH-DIFF)	3-7
15.	Continental United States (CONUS) Cost Of Living Allowance (COLA)	3-7
16.	Special Duty Assignment (SDA)/Hazardous Duty Pay (HDP)	3-7
17.	Electronic Leave and Earnings Statement (E-LES)	3-8
18.	MyPay	3-8
19.	Pay Discrepancies	3-9
20.	Solutions to Preventing Pay Problems	3-10
21.	NAVMC 11116 Miscellaneous Military Pay Order	3-10
22.	Suspect Pay Roster	3-10
23.	Assignment Incentive Pay (AIP)	3-10
Chapter 4	**COMMAND SUPPORT BRANCH**	**4-1**
1.	General	4-1
2.	Promotions and Training Section	4-1
3.	Awards and Legal Section	4-15
Figure 4-1	Promotion Timeline	4-7
Figure 4-2	Sample Regular NON REC Page 11 Entry	4-8
Figure 4-3	Sample Restriction Period NON REC Page 11 Entry	4-9

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
Figure 4-4	Sample Composite Score Worksheet	4-10
Figure 4-5	Leave Correction Form	4-13
Figure 4-6	Sample Page 11 Entry	4-23
Figure 4-7	Sample 6105 Counseling Entry	4-23
Chapter 5	**INBOUND BRANCH**	**5-1**
1.	General	5-1
2.	Reporting Instructions	5-1
3.	Check In Sheets	5-1
4.	Join Audit Section	5-1
5.	Document Flow	5-2
6.	Audit Procedures	5-2
7.	Meal Cards	5-4
8.	Preparation of PCSO Travel Claims	5-4
9.	PCSO Travel Settlements	5-5
10.	Travel Claim Discrepancies	5-5
11.	Marines Who Fail to Report	5-5
12.	Navy, Other Service Personnel and Civilian Personnel Inbound Procedures	5-6
13.	Fleet Assistance Program (FAP)	5-6
14.	Promotion Procedures for Inbounds	5-6
15.	Temporary Duty Under Instruction (TEMINS) Drops	5-7
Figure 5-1	Check In/Out Sheet Sample	5-8
Figure 5-2	Navy/Other Service/Civilian Personnel Join Checklist	5-10
Chapter 6	**DEPLOYMENT BRANCH**	**6-1**
1.	General	6-1
2.	Purpose	6-1
3.	General Duties and Responsibilities	6-1
4.	Specific Duties and Responsibilities	6-4
5.	Naval Administration	6-7
6.	Transition Teams	6-7
Figure 6-1	Pre-Deployment Milestones	6-8
Figure 6-1	General Rules for Deployed Entitlements	6-9
Chapter 7	**OUTBOUND BRANCH**	**7-1**
1.	General	7-1
2.	Separations Section	7-7

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
3.	Defense Travel System (DTS)/Temporary Additional Duty Section.	7-17
4.	TAD Process When DTS not in Use.	7-21
5.	Procedures for the Initial Claim	7-22
6.	30 Day Settlement Procedures	7-23
7.	The Final Claim in accordance with TAN 12-03/13-03.	7-23
8.	Supplemental Claims for Partial Settlements.	7-24
Chapter 8	**WOUNDED WARRIOR CELL**	**8-1**
1.	General.	8-1
2.	Wounded Warrior Cell Responsibilities.	8-1
3.	Personnel Casualty Reporting (PCR)	8-2
4.	Use of Electronic Mail (E-mail)	8-2
5.	Electronic Personal Action Requests (E-PARS)/Personal Action Requests (PARs).	8-2
6.	Checking In.	8-2
7.	Checking Out	8-2
8.	Permissive TAD (PTAD).	8-2
9.	Temporary Additional Duty (TAD).	9-2
10.	Travel Claims.	9-2
11.	Permanent Change of Assignment (PCA)	9-2
12.	Permanent Change of Station (PCS).	9-3
13.	Separations/Retirements.	9-3
14.	Legal.	9-3
15.	Allotments	9-3
16.	Meal Cards	9-3
17.	Dependent Add/Loss Packages.	9-3
18.	Common Access Cards (CAC) (ID Cards)	9-3
19.	Proficiency/Conduct (PRO/CON) Marks.	9-4
Chapter 9	**ADMINISTRATIVE SERVICE CENTERS (ASC)**	**9-1**
1.	General.	9-1
2.	ASC Responsibilities	9-2
3.	Use of Electronic Mail (E-mail).	9-3
4.	Electronic Personal Action Requests (EPARs)/Personal Action Requests (PARs).	9-3
5.	Checking In.	9-3
6.	Checking Out	9-3

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
7.	Permissive TAD (PTAD)	9-3
8.	Temporary Additional Duty (TAD)	9-3
9.	Travel Claims	9-3
10.	Permanent Change of Assignment (PCA)	9-3
11.	Permanent Change of Station (PCS)	9-4
12.	Separations/Retirements	9-4
13.	Legal	9-4
14.	Allotments	9-4
15.	Meal Cards	9-4
16.	Dependent Add/Loss Packages	9-5
17.	Common Access Cards (CAC) (ID Cards)	9-5
18.	Proficiency/Conduct Markings	9-5
19.	Administrative Reporting Unit Code (ADRUC)	9-5
20.	ASC (SOI/MCES) Responsibilities	9-6

Chapter 1

General Information (Mission and Organization)

1. General

a. The IPAC has cognizance over personnel administration for all commands located aboard Camp Lejeune. The IPAC is a centralized activity under the operational and administrative command and control of the Commanding Officer (Attn: Director, Base S-1), MCB Camp Lejeune.

b. IPAC. The IPAC is located in Building 6 and the inbound and outbound processing is located in Buildings 59 and 60 (Camp Lejeune Reception Center), aboard Camp Lejeune. The IPAC will function as the single centralized center on MCB Camp Lejeune providing personnel administrative support for all supported organizations. Administrative Service Centers (ASC's) are located at most camps on Camp Lejeune. Those locations are:

ADMINISTRATIVE SERVICE CENTER	BLDG M130 CAMP JOHNSON
ADMINISTRATIVE SERVICE CENTER	BLDG TC837 CAMP GEIGER
ADMINISTRATIVE SERVICE CENTER	BLDG BB12 COURT HOUSE BAY

2. Mission. The mission of the IPAC is to provide personnel administrative support and services to commanders, Marines, and family members in order to ensure military personnel records and pay accounts are accurate and properly maintained in order to prepare the individual for worldwide deployment with the operating forces. The IPAC is organized into the following branches:

* Headquarters
* Customer Service
* Command Support
* Unit Deployment
* Inbound
* Outbounds
* Quality Control
* Wounded Warrior Cell

3. Hours Of Operation. The IPAC hours of operation are from 0700 to 2200. This includes being open for business during the lunch hours of 1130-1330. For emergency situations, contact the Director, Deputy Director, IPAC Staff Non-Commissioned Officer in Charge (SNCOIC) or OIC of the respective Branch for assistance.

4. Consolidated Personnel Policies. The following policies for IPAC exist:

a. All personnel are required to check in with the front desk clerk of Building 6 for services with Command Support, Customer Service, Quality Control, Unit Deployment and Headquarters branches.

b. Requests for Leave and Earnings Statements (LES), Basic Training Records (BTRs), Basic Individual Records (BIRs), W-2 and W-2C, and Fitness Reports (FitRep) printouts will be processed by the individual Marine utilizing MOL, MyPay, and/or the command.

c. All disputes/disagreements or service problems will be addressed to the branch personnel chief or personnel officer. Interactive Customer Evaluation (ICE) comments are also encouraged. Contact information is requested to allow IPAC to follow-up with the customer.

5. IPAC Responsibilities. The responsibilities of the IPAC include, but are not limited to, the following:

a. Provide administrative support in response to personal action requests (PARs) from individual Marines or command representatives.

b. Ensure all diary reportable items are correctly processed in the MCTFS via unit diary within three working days of receipt of validated source documents.

c. Preparation, maintenance, accountability, availability to the command, and ensuring the security of all Service Record Books (SRB) and Officer Qualification Records (OQR).

d. Endorsement and preparation of Permanent Change of Station Orders (PCSOs) and Permanent Change of Assignment Orders (PCAOs).

e. Prepare and distribute separation documents. This also includes processing approved requests for retirement and transfer to the Fleet Marine Corps Reserve (FMCR).

f. Monitor receipt of completed check out sheets.

g. Issuing and accounting for electronic meal cards.

h. Process bond and allotment requests that cannot be entered using a MyPay account.

i. Monitoring enlisted promotion eligibility and submitting requests for remedial promotions. MOL is the required method for the enlisted promotion process.

j. Monitor eligibility for awarding of the Good Conduct Medal.

k. Coordinate with unit Limited Duty Coordinators (LDC) to track personnel on limited duty status and report any changes to duty status and limitation codes.

l. Conduct the join, triennial, member married to member, pre- and post-deployment audits.

m. Provide personnel administrative support to unit commanders to include deployment support as required.

n. Report and processing of legal information received from the units.

o. While the Manpower Information Systems Support Office (MISSO) is responsible for the MOL system, the IPAC will provide administrative/backup support for MOL. This includes providing any administrative assistance that may be needed from commanders and Marines.

p. Coordinate with G-1 Personnel for all new join arrivals and assignments.

q. Provide responsive after hours casualty assistance by accessing personnel records for the commands.

6. Unit Commander Responsibilities. The following information is taken directly from reference (a); though IPAC has caused a reduction in the unit commander's administrative responsibilities; they are not eliminated. Per reference (a), commanders are responsible for ensuring personnel information and support documents for unit diary reporting into MCTFS (e.g. Temporary Additional Duty Orders (TADO); deployment rosters, page 11s, legal, promotion recommendations, etc.) are forwarded promptly and properly to IPAC (in most cases no later than three working days from the day an event occurs). Note: Action passed is not action completed. The need for supervisory oversight exists, and commanders and their designated representatives remain responsible for tracking and ensuring that information is entered properly into a Marine's record. For an IPAC Branch to

function effectively, a free and open exchange of information must exist between the supported command and the IPAC. Note: Commands are required to use MOL. Unit commanders retain responsibility for the following:

a. Conducting Request Mast for members of their command.

b. Conducting Non-judicial Punishment (NJP) on Marines of their command and provide completed Unit Punishment Book (UPB) forms (with their respective summary transcripts) to the IPAC Legal Section not later than three working days from occurrence.

c. Maintaining the minimum technical and operational directives and publications required to accomplish the command's assigned mission.

d. Distributing personal and official mail.

e. Submitting accurate and timely morning reports via MOL.

f. Providing the IPAC accurate and timely information for unit diary input in regards to TADO (including funded emergency leave orders), field rosters, deployment and non-deployable information (limited duty status), pay and entitlement changes, promotions, legal, and awards.

g. Submitting all semi-annual (Jan/Jul), and promotion proficiency and conduct markings into MOL. Submit proficiency and conduct markings to the IPAC for all reductions due to NJP/courts-martial, transfers, and discharge for unit diary input, and where applicable, entries into the service record.

h. Recommending Marines for awards or personal decorations, including, the preparation of Good Conduct Medal Certificates.

i. Recommending/Not Recommending Marines for reenlistment and providing a Page 11 entry when required.

j. Recommending/Not Recommending Marines for promotion and submitting only the "Non Rec" roster by 1630 on the 15th day of every month, via MOL. If the 15th falls on a weekend or holiday, non-recommendations must be submitted the last workday prior to the weekend or extended liberty period. Ensure all "Non Rec" Page 11's with signatures are submitted with rosters to the IPAC for appropriate SRB entries.

k. Preparing all promotion warrants from MOL for delivery to Marines and submitting "Will not Prom" Page 11 entries to the IPAC with appropriate signatures from the Marine and commanding officer.

l. Preparing leave, special liberty, and permissive (PTAD) requests utilizing MOL. Ensure daily reconciliation is complete to ensure proper posting of the periods via MOL.

m. Prepare all funded TAD orders via the Defense Travel System (DTS) for locally funded travel and as the system permits, all travel funded from external sources, utilizing Standard Accounting, Budgeting and Reporting System (SABRS) only as a last resort.

n. Ensure procedures are in place to retrieve and maintain effective control of meal cards while personnel are in a leave, hospital, or TAD status.

o. Ensuring separating Marines initiate contact with the IPAC 90 days prior to their planned terminal leave date in order to ensure pay, allotment, and separations documents are properly prepared and processed by the IPAC.

p. Counseling and authenticating Page 11 (6105) entries in the service record as required (Note: Only the commanding officer can sign 6105 entries).

q. Preparing recommendations for administrative discharges, and notifying the IPAC Separations Branch when any administrative separation is initiated and forwarded to the General Courts-Martial Convening Authority (GCMCA).

r. Timely reporting to IPAC of changes in status regarding unit personnel (includes periods of unauthorized absence (UA), hospitalization, confinement by civil authorities, marriage, divorce, birth of children, etc.).

s. Preparing, reviewing, and submitting training data into MOL via Training Management System (TMS).

t. When MOL cannot be used provide rosters to the IPAC for reporting company and platoon code changes for the unit. This is extremely important, as proper MCTFS codes aid units in creating company and branch rosters, ensures proper unit MCTFS entries are made, and increases accountability.

Note: Regardless of MOL, commands must submit all Special Orders (DSO/GSO/BSO/RSO etc.) to the IPAC for proper recording in the service record.

u. Issuing check in and check-out sheets for all members of their command. All check in sheets will be maintained at the command level and all check out sheets will be retained at the IPAC.

v. Establish procedures to identify and track the entitlement to Post-Deployment Mobilization Respite Absence (PDMRA) for personnel returning from a consecutive deployment.

w. Establish procedures to ensure source documents are forwarded to the IPAC for personnel who are qualified and approved for restoration of lost leave.

x. Establish procedures to identify and track the Special Duty Assignment (SDA) Pay and/or any incentive pay ensuring that the IPAC is informed when a member fails to perform the monthly requirement for the special/incentive pay.

y. Ensure Unit Transition Coordinator (UTC) completes the Survivor Benefit Plan (SBP) counseling upon completion of 18 years active service. Upon completion of counseling, update MCTFS via MOL for SBP local training.

z. Tour II Extension. Ensure the NAVMC Form 112 is submitted to the IPAC Separation section for MCTFS updating.

aa. In accordance with Division Order P3040.3, Division Commanders will have their Marines review their Record of Emergency Data (RED) semi-annually via MOL. Marines required to update their records will do so utilizing MOL. Marines who require updates that can not be accomplished via MOL will be directed to the IPAC Customer Service Branch for audit and update.

7. Personal Action Requests (PARs). To receive service at IPAC, PARs are required for all sergeants and below. The only exception to this rule is if an email was sent out from IPAC requesting the Marine report to a specific IPAC Branch. It is recommended that the Marine have a copy of that email when checking in at the reception/front desk of IPAC. All PARS must be endorsed at the company or battalion level. A PAR tracking number will be provided by the IPAC Quality Control Branch

personnel when the Marine checks in. The use of E-PARS is preferred for all personnel for tracking purposes and should be used whenever feasible. The use of E-PARs reduces the foot-traffic within IPAC. E-mails from SNCOs and officers are also acceptable when attachments are required, and should be sent to the organizational mailboxes of the IPAC. Note that some actions require forwarding from company 1stSgt/XO/CO, S1/G1 Officers/Chiefs, or battalion commands. The goal for completion of all PAR (electronic or paper) requests is within five working days from date received in IPAC.

8. Check In. All Marines are required to report to the IPAC Inbound Branch (Building 59) upon arrival for PCS, when directed PCA, Reserve Marines ordered to active duty, upon assignment to Active Duty Operational Support (ADOS), To/From TAD in excess of 30 days, assignment to the Fleet Assistance Program (FAP) or upon termination from FAP. All Marines will be provided the opportunity to check in with the agencies external (Base Housing, Marine Corps Community Services (MCCS), ID Card Center, Vehicle Registration, TRICARE, etc.) to the local commanders except for the Consolidated Issue Facility (CIF). These agencies are located in Buildings 59 and 60 the Camp Lejeune Reception Center (CLRC). For further guidance, please refer to chapter 5 of this Order.

9. Check Out. All Marines transferring or going TAD in excess of 30 days are required to report to the IPAC prior to departing the unit for administrative processing. Marines transferring or departing on TAD in excess of 30 days are required to checkout of those places designated on their command checkout sheet provided by their unit S-1. Completed checkout sheets are required before Marines can pickup tickets (PCSO only) and orders from the IPAC PCS Section. The IPAC will file the checkout sheet with the official file copy of the Orders. For further guidance, please refer to chapter 7 of this Order.

10. Update And Extract (U&E) Cutoff Dates. An understanding of the U&E procedure will enable unit leaders at all levels to better assist those Marines in their charge to prevent/correct discrepancies, and is approximately ten days prior to the respective pay date. All entries that effect pay and allowances are reported into MCTFS. Each payday has a corresponding U&E payday. The U&E date occurs twice monthly and all pay and entitlement entries successfully reported prior to the established cut-off dates will be reflected in the following pay period. (Example: The U&E date for the payday of 15 November is 5 November. A Marine gets married on 1 November and reports

to IPAC on 6 November to complete the required paperwork for Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS). This information is reported on the unit diary on the 7th of November. The Marine will not see a pay increase on 15 November because it was reported on the unit diary after the U&E cutoff date of 5 November. However, the action reported will reflect on the 1 December pay period crediting the Marine with all pay and allowances retroactive to his date of marriage of 1 November.)

11. IPAC Structure. See figure 1-1 of this Order.

12. Headquarters Branch. The Headquarters Branch of the IPAC exercises internal control of all IPAC functional areas and provides for all general administration functions for IPAC personnel. In addition, IPAC Headquarters is responsible for:

a. Management of IPAC personnel training requirements.

b. Personnel accountability reporting for IPAC personnel.

c. Coordination of IPAC Guard Mail to supported organizations and support activities.

d. Management of the IPAC budget.

e. Provide administrative personnel support as required to deployed units. Requests for personnel administrative support must be submitted by the major subordinate command (MSC) with justification via the Commanding General (CG), II MEF; Commander, U.S. Marine Corps Forces Command (COMMARFORCOM); CG MCIEAST, and Commanding Officer, MCB Camp Lejeune (Director, Base S-1).

13. Quality Control Branch. Monitor unit diary reporting. Extract, work, monitor, and ensure Electronic Diary Feedback Reports (EDFR) are certified in a timely manner. Review, monitor, and conduct random audits identifying internal control problems and trend discrepancies in pay. Also, they are responsible for test cycle software installation, special queries/Oracle Data Storage Enterprise (ODSE) reports; provide a self-inspection audit team within the IPAC and commands supported by IPAC. Quality Control Branch is responsible for centralized filing of all internal appointment letters, and assumption of command letters from supported units.

a. Management of the MCTFS process, to include allocation of unit diaries, oversight on diary feedback reports, transmission of unit diaries to the MISSO, retrieval of required reports.

b. Management of Automated Data Processing Equipment (ADPE) assets.

c. The Service Record Maintenance Section will complete and maintain all daily maintenance/security to the service records maintained and serviced by the IPAC. They also provide a scan-on-demand service record electronically via E-mail or copies to a compact disc.

14. Customer Service Branch. The Customer Service Branch is responsible for the following administrative areas: administrative service for pay related PARs, allotment requests, pay and entitlements reporting, and completion of triennial and member to member audits.

a. Pay and Audit Section. The Pay and Audit Section is responsible for tracking and monitoring all pay and entitlements for personnel supported by the IPAC. They audit and resolve pay discrepancies and submit requests for pay adjustments or special payments to the Disbursing Officer. It is also responsible for tracking, monitoring, and completing all required triennial and member to member audits of service records maintained within the IPAC.

b. Allotment Section. The Allotment Section is responsible for the completion of all requested allotment requests not completed utilizing the MyPay System. They will track and input all annual required Combined Federal Campaign (CFC) and Navy and Marine Corps Relief Society (NMCRS) charity allotments.

c. Dependency Section. The Dependency Section will provide customer service action such as, dependency packages and general personnel administrative functions.

15. Command Support Branch. The Command Support Branch administrative responsibilities are in the following areas: Promotions Section, Awards Section, Legal Section and Limited Duty Section.

a. Promotions Section. The Promotions Section is responsible for monitoring the enlisted promotion process through MOL. This includes entry of Page 11 entries for "Non-recommendations" for promotion, remedial promotion package

preparation/tracking, and re-computation of composite scores. Promotion warrants for sergeant and below and "select grade rosters" will be processed via MOL by the unit (this Branch will provide the completed (ready for commander's signature) sergeant and below promotion warrants and "select grade rosters" to individual commanders, only when MOL is not available. Proficiency and conduct marks for Marines promoted will be processed via MOL by the unit (the IPAC will input proficiency/conduct marks into MCTFS when MOL is not available). Additionally, this Section provides commanders with monthly rosters of Marines assigned to the Body Composition Program (BCP).

b. Leave Section. The Leave Section is responsible for tracking and monitoring all periods of leave reported through MOL that subsequently fail to post to MCTFS from all commands the IPAC supports.

c. Awards Section. Responsible for verification and the subsequent reporting of personal and unit awards received via PAR/EPAR into MCTFS. However, this responsibility does not include awards that can be processed through the Improved Awards Processing System (iAPS), awards received by Marines that are currently forward deployed, or as a result of corrective actions necessary and required to complete a pre- or post-deployment audit, or any other audit performed within the IPAC. Additionally, the Awards Section is responsible to address Inconsistency Reports for Global War on Terrorism Service Medal (GWOTSM), National Defense Service Medal, and the Marine Corps Good Conduct Medal.

d. Legal Section. The Legal Section is responsible for the administrative processing of all legal related entries to include NJP, courts-martial, appellate leave, In Hands of Civil Authorities (IHCA), UA, and/or desertion. The Legal Section reports all relevant entries into MCTFS and completes required service record entries. The Legal Section is further responsible for forwarding all service records for Marines who have been placed in an involuntary appellate leave status, as well as Marines who have been declared a deserter for more than 180 days, to designated higher headquarters.

e. Limited Duty Section. Coordinate with unit Limited Duty Coordinators (LDC) and assist in the tracking of personnel on limited duty status and report any changes to duty status and

limitation codes into MCTFS. An Expiration of Active Service (EAS) under 120 days will be processed by the Separation Section.

16. Outbound Branch. The Outbound Branch has overall cognizance of the PCS, PCA, and separation process for Marines. They also report entitlements (if applicable) from settled Defense Travel System (DTS) claims for Marines who go TAD.

a. Permanent Change of Station Orders (PCSO) and Permanent Change of Assignment (PCA) Orders Section. This Section is responsible for endorsing all PCSO and PCAO issued by Headquarters Marine Corps (HQMC) for all personnel belonging to Headquarters MCIEAST, MCB Camp Lejeune, II MEF, II MEF Headquarters Group (II MHG), 2d MarDiv, 2d MLG, MARSOC and TECOM school commands administratively attached to MCB Camp Lejeune. This Section also maintains responsibility for all port call submissions for Marines ordered overseas.

b. Separations Section. The Separations Section is responsible for the identification and processing of all Marines pending release from active duty, retirement, and transfer to the FMCR, administrative separation, and Physical Evaluation Board (PEB) discharges.

c. DTS/TAD Section

(1) The DTS Section is responsible for reporting personnel administrative requirements associated with TAD, command level oversight of the DTS, provide administrative assistance that may be needed from local commanders and Marines.

(2) Funded TAD will be processed through the commands via DTS, to include all Marines, Sailors and civilians when applicable.

(3) Processes all attachments/detachments who are TAD to supported units.

17. Inbound Branch. The Inbound Branch is responsible for processing all personnel arriving PCS to Camp Lejeune and rejoining personnel executing PCAO between all commands aboard Camp Lejeune. The Inbound Branch provides assistance and education in areas of pay, entitlements, and support for the updating of information for new joins. This Branch will conduct all initial join audits, ensure accuracy of the individual's service and pay records, and the completion of the PCS travel

claims process. This Branch is also responsible for processing Marines checking in for the FAP or checking out from FAP.

18. Unit Deployment Branch. The Unit Deployment Branch is assigned as a single point of contact for all personnel administrative responsibilities for units deploying or conducting local field exercises. This responsibility encompasses pre-deployment and post-deployment audits, unit diary reporting, service record book maintenance, pay and entitlements review, and other administrative actions within the scope of reporting unit administration.

19. Wounded Warrior Cell (WWC). The Wounded Warrior Cell (WWC) is assigned as a single point of contact for all personnel administrative responsibilities for all wounded warriors assigned to the Wounded Warrior Battalion-East (WWB-E). The WWC is a stand-alone admin cell under the direct supervision of the Deputy Director, IPAC.

20. Flow of Information. In an effort to reduce the requirement for Marines to physically visit the IPAC or an ASC for routine personnel actions, Marines are encouraged to utilize E-mail with source documents attached as required. Individual Marines may also hand deliver documents to the IPAC for action. Once the Installation Personnel Administrative Center Solution (IPACS) online system is available Marines can utilize this system to submit all requests. Marines are also encouraged to utilize the MyPay web site https://mypay.dfas.mil/mypay.aspx or the MOL web https://tfas.mol.usmc.mil/TFAS/login.do

21. Guard Mail. IPAC will provide runner service to the following supported organizations once a day between 1300-1500 for guard mail. Each G-1 will establish a centralized drop-off/pick-up point for this runner service.

* Headquarters Support Battalion, MCB Building 8
* MCIEAST/MCB G-1/S-1, Building 1
* II MEF G-1, Building H-1
* 2d MarDiv G-1, Building H-1
* 2d MLG G-1, Building 2

22. Electronic Mail (E-mail). The preferred method for transmitting information is E-mail. For the protection of Personal Identifying Information (PII) all e-mails must be public key infrastructure (PKI) compliant and password protected when they contain personal information. The organizational mailbox

(OMB) accounts will not accept encrypted e-mail so it is important to place the PII in either a Word, Excel, or PDF file with password protection. Unit S-1 personnel are provided a monthly password issued by IPAC. You must ensure the password is provided to the IPAC OMB account in a separate e-mail if other than the monthly IPAC issued password is used. Instructions of how to password protect the files can be obtained from the Quality Control Branch. E-mail provides certification of delivery and immediate feedback to the sender for tracking purposes. To ensure that internal controls are maintained on information transmitted via E-mail, Branch Mail Box accounts must originate official requests for action. Such requests must be addressed to the appropriate IPAC OMB as listed below:

Branch	Mail Box Address
Quality Control Branch/Service Records Request	MCB_IPAC.OPS@USMC.MIL
Quality Control Branch	MCB_IPACS.EPARS@USMC.MIL
Unit Deployment Branch	MCB_IPAC.UDS@USMC.MIL
Wounded Warrior Casualty Cell	MCB_IPAC.CCELL@USMC.MIL
Personal Casualty Report (PCR)	MCB IPAC PCR@USMC.MIL

Note: All E-mail PAR requests for units within the Camp Lejeune area will be submitted to the Quality Control Branch OMB listed above. The exceptions are the deployed units who will submit to the Unit Deployment Branch OMB and information concerning Casualties must be sent to the Wounded Warrior Casualty Cell OMB and the actual Personnel Casualty Report (PCR) must be sent to the PCR OMB. An IPAC PAR tracking number will be assigned upon receipt of the EPAR. If an E-PAR tracking number is not assigned within 48 hours from submission please contact that branch OIC or SNCOIC for action.

23. MCTFS Functional Area Reporting. With the migration of unit diary reporting to a server-based system, the concept of functional area reporting has been established. Under this concept, each branch of the IPAC has the capability and responsibility for performing all unit diary-reporting requirements arising from pay and personnel actions generated by that Branch. All commanders have the capability to submit all unit reporting requirements arising from personnel training and career planning actions generated by their respective commands via MOL/TMS.

24. Electronic Signature (ELSIG). The ELSIG consists of a user created three character seed, which when processed with the

user's social security number, generates a seven character, alphanumeric ELSIG. Both the ELSIG and SEED are required to access the server-based MCTFS system.

a. Master ELSIG (M-ELSIG). The M-ELSIG for Reporting Unit Code (RUC) 45020 is assigned to the Manpower Division, MCB Camp Lejeune and is requested from the MISSO-02, Camp Lejeune. The M-ELSIG will be used to assign the Director's ELSIG.

b. Upon assignment of the M-ELSIG, the M-ELSIG will be placed in a sealed envelope and locked in a secure container accessible only by the Director and/or the ELSIG Control Officer (ECO).

c. The M-ELSIG must be sighted by the Director and/or ECO on a quarterly basis. The envelope will be initialed and dated each quarter.

d. ELSIG Control Officer (ECO). An officer assigned to IPAC will be designated as the ECO and an ECO ELSIG will be generated using the Director's ELSIG. The ECO is responsible for the assignment, review and cancellation of "Preparer" and "Viewer" ELSIGs utilized to access the server-based MCTFS system for RUC 45020.

e. Security. Personnel assigned an ELSIG will thoroughly familiarize themselves with the ELSIG security requirements contained in reference (c).

25. MCTFS Reporting Requirements. Each preparer is responsible for the research, preparation, review and certification of unit diaries affecting pay entitlements and personnel information.

26. Electronic Diary Feedback Reports (EDFRs)

a. EDFRs will be extracted by the Internal Audit Section within the Quality Control Branch on each working day a cycle has been processed.

b. The Quality Control Branch will review EDFRs on a daily basis to identify, research and monitor all rejected transactions within one working day. Advisory transactions will be reviewed and flagged for each Branch to take corrective action, as appropriate. The Branch directly affected will complete all corrective action within five working days.

c. Final action on EDFRs will be completed within five working days.

27. Security and Access. Service records contain private and sensitive personal information protected under the Privacy Act of 1974. The IPAC is bound by rules and regulations governing the disclosure and security of information contained in service records.

a. Access is limited to those IPAC personnel conducting official business.

b. Original service records will be stored in a secure area.

c. Service records will not leave the IPAC except for PCS or separations purposes. A copy of the service record will be made upon authorized requests (i.e. legal action or TAD in excess of 30 days requiring records).

d. Authorized personnel of supported organizations and activities may review service records upon written request via their S-1. Due to the difficulty of maintaining hard copies and scanned copies of service records, scanned copies are the only records available for review.

28. Accountability. The location of service records will be tracked to ensure accountability at all times.

a. A service record accountability audit will be conducted by the Service Record Maintenance Section within the Quality Control Branch on a monthly basis. Service records on-hand within IPAC will be physically sighted and service records identified as "signed out" within the IPAC will be verified.

b. Branches within IPAC will sign for, hold and account for service records on those Marines undergoing processing by that Branch.

29. Responsibilities. Reference (a) outlines the specific administrative responsibilities of the individual Marine, unit commander, G-1, S-1 and administrative officers.

Organizational Chart

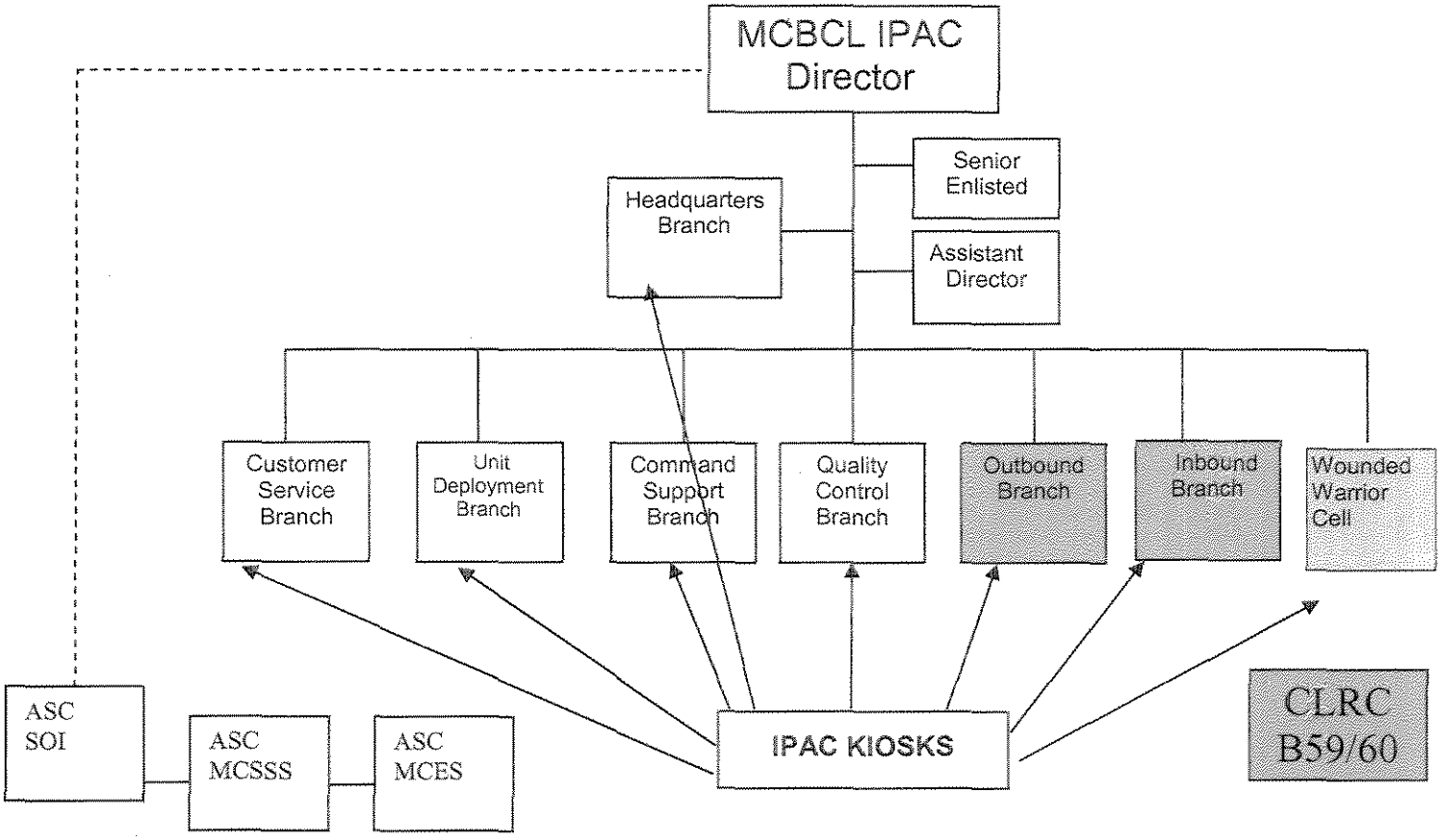

Figure 1-1.--Organizational Chart

Chapter 2

Quality Control Branch

1. General. The Quality Control Branch is comprised of four sections; Internal Audit Section, Administrative Assistance Liaison Section, Data Systems Section, and the Service Record Maintenance Section. Contact can be made with the Quality Control Branch via the organizational Ee-mail MCB_IPAC.SYSTEMS@USMC.MIL.

2. Internal Audit Section

a. The Internal Audit Section will:

(1) Ensure information is reported immediately.

(2) Ensure information reported is accepted by MCTFS.

(3) Ensure proper training is conducted to ensure accurate and timely reporting of unit diary information.

(4) Distribute Bi-Monthly the EDFR tracking the acceptance and rejection rate of unit diary entries submitted from the IPAC.

(5) Manage, work, and track all information received on the EDFR and inform Branch's of trends within their respective reporting Branch. Daily monitoring of EDFR cycles will be conducted to ensure they are completed and certified within five working days or seven working days for inconsistency report (ICR) EDFRs.

(6) The Timeliness Management Report (TMR) will be pulled on the 5th for the previous month's activity. The IPAC will review the TMR in order to discuss trends and deficiencies that occurred the month prior. The TMR displays the number of total diary transactions, time rated transactions, total rejections, timeliness percent, and rejection percent. The Marine Corps goal for timeliness is 96%.

(7) Develop a technical training syllabus for each branch within the IPAC.

(8) Monitor the internal operations of branch/section procedures.

(9) Develop an annual schedule to determine when ICRs will be extracted and delivered to IPAC Branch Heads for research and corrective action after the end of the month U&E processes. The following reports will be provided:

(a) Customer Service Branch

1. Triennial Audit

2. To sick

3. Limited duty

4. State Tax/Home of Record

5. Leave over 60 days

6. Missing MGIB status Code

7. Individual location code is not Camp Lejeune NC and member not TAD.

(b) Inbound Branch

1. Marines joined in the last 30 days

2. Open BAH type II

3. Billet MOS = 0000

4. New joins rating a bonus

(c) Legal

1. UA IHCA/IHFA

2. Legal Confinement Status

3. TL not reported

(d) Pay

1. CONUS COLA

2. Marines in receipt of BAH/Diff

3. Marine in receipt of BAH O/R

4. Service Spouse Codes

5. Marines in receipt of ACIP

6. Marines in receipt of incentive pay

7. FSA yet not TAD

8. Marines not in receipt of any BAH

9. Marines in receipt of BAH at Dependent zip code

10. Marines without Direct Deposit

(e) Promotions

1. Promotions Restriction

2. Composite Score Zero

3. Marines missing promotion PRO's/CON's

4. Marines missing SA PRO's/CON's

(f) TAD

1. FSA-T

2. Expired PERS Tempo

3. Open Field Rations

4. Humanitarian TAD Attachments

(g) Deployments

1. FSAT

2. Expired PERS Tempo

3. Hostile Fire Pay

4. Hardship Duty Pay

5. Open Tax Exclusion

6. Deployed Per Diem

7. Open Field Rations

8. PFT Waiver for Deployment

9. Career Sea (duty) Pay

10. Open Crisis Code

11. Members listed as deployed to Loc, IZ, AF, KU, or ZZ w/no Crisis Code.

(h) Outbound

1. Outbound Roster

2. Expired ECC

3. ECC 90 day no "Will re-enter"

4. Marines pending Medical Discharge

5. 18-30 years of Service (SBP)

(10) Function as the Quality Control for the IPAC by providing instructions and onsite assistance to each branch/section upon request.

(11) The Quality Control Branch reviews and assigns all EPARs as they are received. Quality Control will monitor the IPACS, MOL EPAR, or separate EPARs system to ensure they are answered within three working days.

3. Administrative Assistance Liaison Section. The OIC of the Quality Control Branch will coordinate with the Base, 2d MarDiv, 2d MLG, TECOM school commands, and II MHG G-1/S-1 to establish a schedule to conduct periodic reviews of those functional areas which impact timely reporting within the G-1/S-1 Branch within all the commands in which the IPAC supports. These audits are required to ensure accurate and timely information is provided and reported on personnel in order to provide quality support and service to both the Marine and the command. Areas that require

particular attention are Legal, MOL (Promotion Recommendations, Leave, PTAD, Training, Off-Duty Education, Career Planning), Deployment data, Personnel Tempo Events, Administrative Separations, Travel controls, DTS/Order writing, and Government Travel Charge Card (GTCC) Program. Commanding officers should conduct appropriate training and inspections to ensure adequate internal controls exist. Sample inspection guidelines are contained on web site, http://www.hqmc.usmc.mil/ click on Manpower and Reserve Affairs, Active Marine, Manpower Information (MI), Marine Corps Administrative Assistance Team (MCAAT), and Information for Administrators to view the most recent MCAAT Checklist.

a. The Administrative Assistance Liaison Section will:

(1) Utilize the Automated Inspection Reporting Systems (AIRS) Inspection Checklists and the MCAAT checklist when conducting administrative visits to units supported by the IPAC. Each supported unit will be visited at least bi-annually. The inspection schedule will be coordinated with the Director, Base S-1 and tenant G-1/S-1.

(2) Utilize MCAAT and AIRS Inspection Checklists when conducting internal analysis of a department/branch. This analysis will take place on a bi-annual basis at a minimum.

(3) Provide oversight on the timely completion of the Command Reporting Unit Code (CRUC) resident within the Assistant Chief of Staff, G-1 at each supported command: II MEF, II MHG, 2d MarDiv, 2d MLG, and MCB Camp Lejeune.

(4) Conduct proper proficiency training for units supported by IPAC. Training will be conducted as requested. The Administrative Assistance Liaison Section will be responsible for all aspects of their designated training, to include the material, availability, preparation, and presentation of the training.

(5) Provide subject matter experts (SME), as required, to assist Commanding Officer Inspection Programs (COIP) or CGIP teams inspecting units aboard MCB Camp Lejeune.

4. Data Systems Section. The responsibilities of the Data Systems Section include but are not limited to the following:

a. Maintaining a current inventory of all ADPE assets assigned to the IPAC. This inventory will be reconciled on a quarterly basis to ensure that all assigned assets are accounted for. Discrepancies discovered during the quarterly reconciliation will be immediately identified to the Data Systems OIC for resolution.

b. Developing and maintaining server-based applications designed to streamline information availability to the IPAC and supported organizations and improve the personnel administrative process.

c. Being responsible for accountability of all ADPE, computer, printer, and scanner assets within IPAC and coordinate with the Director, Base S-6, NMCI, or MISSO for any computer maintenance, service, and/or applications.

d. Development and presentation of internal ADPE and system training for the IPAC personnel.

e. Performing all IPAC Terminal Area Security Officer (TASO) functions for the Kansas City and St. Louis domains.

f. Only NMCI authorized software will be loaded on computers. Coordination will be made with the Data Systems Branch to install required administrative software programs.

g. Serving as the direct line of communication between IPAC, Director, Base S-6, and NMCI. All communications or computer support requests will be forwarded to the Data System Section for action.

h. Track and monitor all access to any automated system belonging to the IPAC.

5. Service Record Maintenance Section. The Service Record Maintenance Section is responsible for:

a. All SRB/OQRs are located within the IPAC and are maintained and monitored by the IPAC Quality Control Branch. This Section is responsible for accountability and update scanning of the SRB/OQR.

b. To ensure accountability and maintenance of service records, SRB/OQRs will not normally be checked out of the IPAC. If a copy of the record is needed for any reason a scanned copy (Automated Service Record (ASR)) will be produced and provided by e-mail (encrypted) upon request of the unit S-1/Adjutant.

c. Individual Marines are not authorized to check out their own SRB/OQR but may review and will be provided copies of their record upon request.

d. The ASR is established using computer technology as designed by the Adobe Acrobat software. Paper service records are scanned and converted into Adobe Acrobat format as soon as the service record is processed into IPAC and filed in social security sequence. A firewall and server access rights lists are in place to protect information to comply with the Privacy Act of 1974.

e. The Service Record Maintenance Section will provide automated field service record updates upon request of the Deployed S-1 (scan on demand). Additionally, selected pages of the service record will be scanned and provided to deploying units via a CD-ROM.

Chapter 3

Customer Service Branch

1. General. This chapter will cover services and administrative functions under the cognizance of the IPAC Customer Service Branch. The Customer Service Branch mission is to provide courteous, timely, and responsive administrative service to Marines and family members.

2. Triennial Audits

a. As required by chapter 12 of reference (c), triennial SRB/OQR audits will be conducted every three years.

b. The triennial SRB/OQR audit will be conducted by a personal interview with the member and comparison of data in the MCTFS.

c. The BIR/BTR will be audited and corrective action taken. The audited BIR/BTR, complete with signatures and dependant certification, will be filed in the SRB/OQR. The date the BIR/BTR is signed will be used as the BAH certification date.

d. The RED will be audited and corrective action reported on unit diary. The audited and certified RED will be filed in the SRB/OQR until the next update to this document is required.

e. The Record of Service (ROS), Personnel Tempo (S112) TMOS, Awards, Career Sea, Remarks Summary, BTR, and Education Screens in MCTFS will be audited and corrective action taken as required.

f. In an effort to reduce the number of times a Marine is required to visit IPAC, Marines may declare any visit for routine service as their triennial audit. Such audits must be completed within three years from the date of the last completed audit process or triennial audit. This audit must also include all required actions for the triennial audit.

g. Marines are required to inform IPAC of any changes that may affect the status of pay and entitlements. Such changes include, but are not limited to: marriage/divorce, separation for purpose of divorce, birth/death/acquisition of a dependant, change in BAH status/residence on or off base.

h. At the beginning of each month, rosters are generated identifying Marines with audits over three years. These rosters will be sent to the commands for referral of their Marines to IPAC to conduct the required audits, to include triennial audits.

3. Member Married to Member Audits

a. As required by chapter 12 of reference (c), Member Married to Member audits/review will be conducted semi-annually. All documentation used in the audits will be maintained in the Customer Service Branch.

b. At the beginning of January and July, a roster will be requested and generated from the Quality Control Branch. The roster will be reviewed and information extracted from MCTFS to conduct the audit/review. For members married to other service members, notification will be forwarded to the Marines command for referral to the IPAC to conduct the audit.

c. The audits can be accomplished without the members present. The audit will consist of a comparison of each members entitlements utilizing TRS Remark Summary screens, LES, or ODSE for potential or unauthorized and or dual payments of entitlements. If its determined that a discrepancy exists, the members will be notified and corrective action taken.

d. Although not required, during the audits/reviews, verification of up to date special power of attorneys will be accomplished per reference (c) and (d).

e. Marines Married to other Members of the Armed Forces. Due to the fact that other service information is not accessible utilizing MCTFS, the member is responsible for providing the information that is required for the audit. At a minimum, a current copy of the other service spouse LES along with a point of contact and phone number of the administrative office will be provided. If a discrepancy is detected during the audit, the IPAC will contact the other service spouse's administrative office for coordination to correct the discrepancy.

4. Dependant Add/Loss Packages. Marines who experience a change in marital status or gains/losses a family member, such a change must be submitted to the IPAC Customer Service Branch for

reporting the correct information into MCTFS and for a complete review of all entitlements and MCTFS records. Marines requiring this type of administrative service must report to the IPAC in person with all supporting documents, i.e. marriage/birth certificates, divorce decrees, etc. Note: ID cards are issued by the DEERS/RAPIDS ID Card Center. Marines must also visit that ID Card Center to complete dependant add/loss updates.

5. Servicemen's Group Life Insurance (SGLI), Traumatic Servicemen's Group Life Insurance (TSGLI) And Family Member SGLI (FSGLI). Marines must verify their SGLI/TSGLI/FSGLI during join, pre/post deployment and triennial audits or during an addition or loss of family members, or any time the Marine desires to change the SGLI contract (Note: SGLI is separate from the RED). Increases in coverage are effective the first day of the month the new SGLI form was executed. Decreases in coverage are not effective until the 1st day of the month following the month the new SGLI was signed. Marines must verify that the correct SGLI premium is being deducted from their pay (contained in the LES). Notification will be sent to spouse when primary next of kin is not the primary or sole beneficiary.

6. Record of Emergency Data (RED). RED information is vital to contacting family members in the event of death or serious injury. Each Marine is responsible for ensuring the information on their RED is current and accurate. These changes include address/telephone changes of family members, parents, guardian information, and child(ren) information. Some RED information can be updated via MOL at www.mol.usmc.mil. During required audits signatures will be captured.

7. Tricare Family Member Dental Program. Personnel offices no longer have the capability to report enrollments or dis-enrollments of dental coverage for service members. For inquires regarding such coverage, Marines must contact United Concordia Companies Inc (UCCI) directly by calling (888) 662-2256 or visiting www.ucci.com on the internet.

8. Thrift Savings Plan (TSP). Procedures for enrollment are outlined in Pay and Allowances Advisory Notice (PAAN) 46-01 and MARADMIN 423/01. Enrollment may be accomplished via MyPay website https://mypay.dfas.mil/mypay.aspx. Additional information on TSP may be found at the TSP website www.tsp.gov or call the thrift line at (504) 255-8777.

9. Electronic Funds Transfer (EFT). All Marines who are on direct deposit will receive special payments, travel advances,

and travel settlements electronically via their direct deposit accounts. If a payment has not been received within 48 hours upon notification that an EFT payment was made, the member must notify IPAC and their chain of command immediately.

10. Direct Deposit Participation. Direct deposit participation is mandatory for all Marines who are in a good pay status and not pending separation. Per current regulations, direct deposit must be discontinued on all Marines pending separation (commands should notify the IPAC once the Special Courts-Martial Convening Authority (SPCMA) forwards the separation package).

11. Basic Allowance For Subsistence (BAS)

a. BAS is paid to enlisted members authorized to subsist separately from government messing facilities per reference (e).

b. Marital status alone does not entitle a member to BAS. Marines in the grade of gunnery sergeant/E-7 and above are automatically entitled to full BAS. Staff sergeants/E-6 and below must be authorized to receive full BAS. In special cases, members may request full BAS for medical, religious reasons, or due to irregular work hours. No member is authorized to receive full BAS while in possession of a meal card or while participating in field duty. Marines receiving full BAS, who are placed on restriction, are required to report to the IPAC Customer Service Branch or their local ASC Branch for issuance of a meal card. Sergeants and below who permanently move into the barracks from off base are also required to obtain a meal card from IPAC. Full BAS may not be approved retroactively.

c. Commanding Officer's Approval Requirements

(1) The preferred option is to have unit commanders include in the endorsement whether he/she is directing BAS monthly be approved if the BAH "own right" request is approved by the installation commander. This will allow the IPAC Customer Service Branch personnel to start the BAS monthly (stop the DMR deduction) immediately upon receipt of the meal card.

(2) An additional option is to have the commander approve a separate written request from the member. Once the commander approves the entitlement the Customer Service Branch personnel will be able to start the BAS monthly (stop the DMR deduction) immediately upon receipt of the meal card.

12. Meal Cards. The Inbound Branch will issue the MCB Camp Lejeune meal cards to sergeants and below living in the barracks. All staff sergeants single or unaccompanied will be issued a meal card. All eligible members in accordance with reference (f) will be instructed to fill out a ComRats Form (NAVMC 10522) and signed off by their commander. Meal cards will be prepared and handled as controlled documents with positive accountability at all times. The Inbound Branch is designated as the secondary point for meal cards for personnel assigned to support MCIEAST, II MEF, and MCB Camp Lejeune organizations. The primary control point is located in the Customer Service Branch. Refer to reference (f) for meal card issue instructions. Meal cards will be issued as follows:

a. Upon joining the Camp Lejeune area, the Inbound Branch at Building 59, CLRC, will issue the meal card, regardless of command assigned.

b. If a replacement meal card is needed due to loss, or mutilation of the meal card, the meal card will be issued by the Customer Service Branch IPAC at Building 6. A lost/stolen Meal Card Statement must be completed; these forms must contain a stamp from the Provost Marshal Office (PMO). IPAC will notify the facility managers of the local mess hall(s) in writing, to provide the name (and serial number to which the card was issued) of lost or stolen meal cards.

c. The meal cards will be recovered/collected by the IPAC as follows:

(1) Upon transfer/separation by Orders/Separation's Section.

(2) Personnel being reassigned to another monitored command code (MCC) aboard Camp Lejeune will retain their meal card.

d. All commanders aboard Camp Lejeune must ensure procedures are in place to collect meal cards from all personnel departing on leave, PDMRA, and/or TAD/PTAD. Procedures must also exist to return the meal card promptly upon the Marine's return.

e. During routine personnel inspections, meal cards should be inspected to ensure serviceability and that only authorized personnel have meal cards. Any fraudulent use of meal cards will be reported immediately to the Customer Service Branch SNCOIC or OIC.

f. The Inbound Branch will use a Commandant of the Marine Corps (CMC) approved, automated meal card database to maintain control and accountability for all meal cards. Designated SNCOs from IPAC will be assigned in writing to perform meal card issuing functions. No tape or "white out" will be used in making corrections to the meal cards however, pen and ink changes are authorized. Make changes by striking through the erroneous information with a single line and then signing the change. Joint inventories, of the automated meal card database and of all blank meal cards on-hand, will be done on a monthly basis by the Issuing Officer/Agent and the Director of IPAC or upon reassignment or relief of the Director or Issuing Agent Officer/Agent. A joint inventory letter will be prepared and logbook entry will be made when the joint inventory is conducted, and will specify the inclusive serial numbers of all blank meal cards on hand. Suspected loss or theft of blank meal cards and discrepancies identified during the joint inventory will be investigated.

g. When the automated meal card database is not available for use, the on-hand meal card DD Form 714 will be used. Meal Cards will be requisitioned from the MCB Serv-Mart/Self-Service Facility via the controlled item requisition form. A copy of the Serv-Mart/Self-Service packing list will be retained in the Meal Card Logbook until the supply is exhausted. In the event the packing list is lost, a Memorandum for the Record should be prepared identifying on-hand meal cards.

13. Basic Allowance For Housing (BAH)

a. BAH is based on geographic duty location, pay grade, and family member status/location. The intent of BAH is to provide uniformed service members accurate and equitable housing compensation based on housing costs in local civilian housing markets and is payable when government quarters are not provided Refer to chapter 10 of reference (g).

b. BAH Own Right (O/R) is not authorized for members in pay grade E-6 and below unless requested for and approved by the local group/regimental commander for all E-6's and Commanding Officer, MCB Camp Lejeune for all E-5's and below. If members report in within the first sixty days and are authorized BAH "own right" they must also go to the Inbound Branch to ensure a supplemental Travel Claim is submitted for DLA "own right". All requests must be submitted to the IPAC for proper reporting and retention.

(1) Marines must provide the Customer Service Branch a copy of the Base endorsement that approved the BAH "own right" request in order to have their BAH "own right" started. A complete copy of the request is not required.

(2) BAS and BAH are completely separate entitlements. Please see remarks for BAS monthly in paragraph 12 above to ensure proper payment of BAS monthly is made.

c. Members are required to notify the IPAC Customer Service Branch of any changes that affect their entitlement to BAH. These changes may include any gain or loss of family members (i.e., marriage, birth, divorce, abandonment or death of family members). Additionally, BAH is required to be certified by the member during every audit (join process, triennial or deployment/readiness audit) or as changes to the BAH entitlement occur. Pay problems resulting from late notification on the member's part will not normally receive favorable endorsement for waiver of liquidation of indebtedness.

14. BAH Difference (BAH-DIFF). BAH-DIFF is the difference between BAH-II at the "with dependents rate" and BAH at the "without dependents rate". Marines who claim BAH solely based upon the payment of child support, may be eligible for BAH-DIFF if such child support is equal or greater than the amount of BAH-DIFF. If child support payments are less than the amount of BAH-DIFF and the member has no other qualifying criteria which would make him eligible for a greater BAH rate, the member is entitled only to BAH-partial. If a Marine is authorized to reside off base, and child support payments are equal to or greater than the amount of BAH-DIFF, the member is entitled to BAH at the "with dependents rate".

15. Continental United States (CONUS) Cost of Living Allowance (COLA)

a. CONUS COLA is authorized for all members to help offset the higher cost of living.

b. Generally, the COLA entitlement for this area is zero dollars. In some cases there may be entitlement to CONUS COLA based on PCAO (no cost moves).

16. Special Duty Assignment (SDA)/Hazardous Duty Pay (HDP). Certification of SDA/HDP (Jump, Scuba, Demo, Flight Pay, 1stSgt/SgtsMaj/MGySgts in Senior Enlisted Billets, and Flight Duty Pay) is conducted on a monthly basis. A copy of competent

orders is required for all Marines assigned to billets entitled to SDA. Orders, along with rosters listing members in receipt of SDA/HDP are maintained in separate folders for each type of special pay and reviewed monthly. Additionally, the annual certification of the Career Planners SDA pay is verified monthly by ensuring Career Planner billets are assigned in accordance with respective unit table of organizations (T/Os) and unit special orders. The IPAC Customer Service Branch must be expeditiously notified when a member's status changes.

17. Electronic Leave And Earnings Statement (E-LES). Per current regulations, the individual Marine is responsible for auditing the E-LES for accuracy. At a minimum, the Marine must verify the pay grade, state code (where state taxes are being paid), number of federal and state exemptions, all entitlements, deductions and remarks located at the bottom of the E-LES. Proper review of the E-LES can detect pay discrepancies before they become pay problems. If pay discrepancies are noted, immediately submit an E-PAR to IPAC via the chain of command. E-LESs can only be viewed through Marine's MyPay accounts.

18. MyPay. The Customer Service Branch will have a kiosk available for Marines to request Personal Identification Numbers (PIN)/Access as needed. Marines who have forgotten or lost their PIN may also request one using the instructions contained in the website for MyPay is https://mypay.dfas.mil/mypay.aspx.

a. MyPay provides the capability for members to make certain changes to their pay and personnel accounts via the internet. MyPay has been designed to provide users greater access and control over pay and personnel matters.

b. MyPay allows members to conduct the following transactions:

- Change federal tax exemptions and additional tax amounts.

- Start, stop or change savings allotments.

- Start or change direct deposit account number.

- Change correspondence address (home address).

- Enroll in the Thrift Savings Plan (TSP).

- View and print current and previous year W-2s.

c. Members may also view their E-LES through MyPay.

d. MyPay system eliminates the need to complete new forms, saves time in administrative support, reduces the chance for errors and updates pay and personnel records as fast or faster than processing changes through the member's administrative office or customer service representative.

e. Upon enrolling into TSP through MyPay, members will receive a "Welcome to TSP" letter in the mail with their TSP account number. With this account number, members can then access their TSP account online after creating a web password at www.tsp.gov. The member can then view their account balance and perform various actions online (such as change their contribution allocations, make interfund transfers, view their statements, review fund performances, etc). In the event the member loses their account number or password for TSP, they can go to www.tsp.gov and click the link for "mail me my account number" or "mail me a new web password." It should be noted that members may only change the percentage of their pay (basic, special, incentive, and bonuses) they elect to send to their TSP account by using their MyPay account.

f. Customer Support issues and any questions regarding a member's PIN may be addressed by contacting DFAS Cleveland at 1-800-390-2348 during the hours of 0700-1930 EST.

g. It is mandatory for all Marines to possess a MyPay account.

19. Pay Discrepancies. Common pay discrepancies are provided below so that personnel in supervisory leadership positions may be aware of frequent issues that may affect their Marines' pay accounts.

a. TAD rations not being stopped upon return from TAD for Marines residing in the barracks.

b. Hospital rations not being stopped upon discharge from the hospital for Marines residing in the barracks.

c. Late notification of changes that affect entitlement to BAH, BAS, and/or Family Separation Allowance (FSA).

d. Recoupment of advance travel pay.

e. Incorrect manifest rosters for dates and modes of travel causing erroneous entries of HDP, Combat Zone Tax Exclusion (CZTE), FSA, and BAS.

f. Members closing/changing their bank accounts without initiating action to redirect their direct deposit payments.

20. Solutions To Preventing Pay Problems. The following actions will reduce or prevent pay problems:

a. Monthly review of the E-LES.

b. Timely review/audit of the pay roster.

c. Notifying IPAC of any changes that effect pay.

d. Small unit leadership supervision.

e. Notifying IPAC prior to terminating/changing bank accounts, which have been closed/changed.

21. NAVMC 11116 Miscellaneous Military Pay Order. The Miscellaneous Military Pay Order is used to transmit orders from the commanding officer or IPAC Director to the finance officer. The Miscellaneous Military Pay Order/Special Payment authorization is often referred to as a "Quad 6" or "MPO". All MPOs originating at IPAC will be submitted to the finance office via the IPAC Customer Service Branch via DTMS. The commander or an officer delegated in writing must sign all MPOs.

22. Suspect Pay Roster. A suspect pay roster will be generated the day after each U&E to identify those Marines who potentially have a pay discrepancy. The roster will be verified against current information within MCTFS to verify current pay status, and then to identify possible corrective action. The IPAC Customer Service Branch will also verify inconsistencies resulting in Marines receiving $300.00 or less that payday.

23. Assignment Incentive Pay (AIP). AIP is reported via a unit diary transaction which is the responsibility of the Pay Section within the Customer Service Support Section, Customer Service Branch. An AIP agreement will include the Marines rank, name, social, amount to be paid, length of extension/reenlistment, and the effective date of the extension/reenlistment. The agreement

must be signed by the Marine and the commanding officer. The AIP start/stop date reported is based on the date the Statement of Understanding (SOU) was signed, not the effective date of extension/reenlistment. The start date will be the first day of the month with the stop date being the last day of the month.

Chapter 4

Command Support Branch

1. General. The Command Support Branch administrative responsibilities are carried out in two sections: Promotions Section and Legal Section. The following outlines the area of responsibility for each of these sections.

2. Promotions and Training Section. The promotion system is a continuous monthly cycle. For a successful system to work it is important for everyone to know what occurs at each cycle, and when and why established deadlines are due. A smooth flowing cycle will result in the proper Marines being promoted and receiving all pay entitlements in a timely manner. See figure 4-1 of this Order for promotion timeline.

a. Promotion System. The enlisted promotion system provides a procedure whereby enlisted Marines within each grade and MOS or occupational field compete among themselves for promotion to the next grade. Minimum requirements established for each grade are listed below:

USMC & USMCR	REG PROMOTION		MERIT PROMOTION	
PROMOTION TO	TIG	TIS	TIG	TIS
SgtMaj/MGySgt	3yrs	10yrs	- -	- -
1stSgt/MSgt	(See par. 3200.4,5 of ENLPROMMAN)			
GySgt	3yrs	6yrs	N/A	6yrs
SSgt	27MOS	4yrs	N/A	4yrs
Sgt	12MOS	24MOS	N/A	18MOS
Cpl	8MOS	12MOS	N/A	6MOS
LCpl	8MOS	9MOS	N/A	NONE
PFC	6MOS	6MOS	N/A	NONE

b. Promotion to Private First Class through Sergeant

(1) Private First Class. Marines who have served for six months on active duty in the grade of private will be promoted to private first class providing the Marine's service has been satisfactory. The Marine's Time in Grade (TIG) will be computed from the 1st day of the month of entry on active duty.

(2) Lance Corporal. A private first class who has eight months TIG and nine months Time in Service (TIS) from the Armed Forces Active Duty Base Date (AFADBD) and who is otherwise qualified for promotion may be promoted to the grade of lance corporal.

(3) Corporal and Sergeant. Promotions to the grade of corporal and sergeant will be authorized on the basis of vacancies existing throughout the Marine Corps and will be effected by authorized commanders. Although Marines must meet the required TIG/TIS requirements, their promotions will be based on composite scores (automatically computed quarterly) for each eligible lance corporal and corporal, and will be effected monthly by their primary military occupational specialty (MOS) once the promotion authority message with the current scores is received.

c. Recommended/Non-Recommended Roster. Recommended/not recommended entries for promotion are required to be processed via MOL. Monthly, a list of "Promotion Eligible" Marines will post (Note: This initial list is not the "Select Grades"). Upon input of not recommended entries by the command, a Page 11 entry from the command (signed by the Marine) must be submitted to the Promotions Section acknowledging that the Marine is not recommended for promotion. On those occasions where MOL cannot be used, prior coordination must be made with the IPAC Promotions Section before any of the following action will be taken. After coordination is made, the Promotions Section will forward a roster of Marines eligible for promotion for the next month to each unit S-1. Verification of training information must be completed prior to the cut-off dates of each promotion quarter. This roster will be referred to as the "Eligibility Roster." All Marines that have satisfied the time in grade requirements for their current grade will appear on this roster. Each company commander must place either a "yes" or "no" under the recommendation portion of the roster. All "no" annotations must have a short explanation why, i.e., "Pending NJP." Commanders will review/approve each case and sign a cover letter and each page of the Non Rec attachment directing IPAC to run "NOT REC FOR PROM". These rosters must be forwarded to the IPAC by the 12th of each month to allow IPAC enough time to report the non-recommendation on the unit diary on or before the 15th day of the month. If the recommendation rosters are not received prior to the 15th cut-off date, Marines who are not annotated as "not recommended" for promotion by their command may generate a "select grade" to the next higher grade in MCTFS. When using MOL, promotion recommendations must be input by the 15th of each month for Marines not being recommended for promotion by the appropriate promotion authority. Failure to do so would result in the next promotion eligible Marine in the MOS would not be selected and a subsequent "will not promote" entry will be required.

d. Non-Recommendation Page 11 Entries. Marines not recommended for promotion must sign a Page 11 service record entry acknowledging that they were informed of such non-recommendation. For each Marine not recommended, each unit must forward to the IPAC Service record Book Section, labels with the Page 11 entry typed on it to include signature. See figure 4-2 of this Order for a Sample Regular "Non Rec" Page 11 entry. The use of labels will be affixed to the original Page 11's in the Marine's service record after receiving them from the unit, thus eliminating the potential for loss and damage. Each label will have a space provided to annotate the Marine's full name and last four of the social security number for identification. If not recommended due to restrictions listed in paragraph 1204.4f and 1204.4g of reference (h), a unit diary entry must be reported by the 15th and an initial Page 11 service record entry covering the specific period of the non-recommendation should be prepared by the unit and submitted to the IPAC within 3 working days. Reasons for non-recommendation for promotion can be found in paragraph 1204 of reference (h). See figure 4-3 of this Order, Sample Restriction Period Non-Rec Page 11 Entry.

e. Select Grade. In MOL the Select Grade listing will be produced at the end of each month for the next promotion period. The report will have a list of all Marines who have been selected to the next higher grade. Units will print their own promotion warrants via MOL. If by chance a Marine appears on the select grade roster but was non-recommended for promotion, the unit uses this advance roster to notify IPAC of the non-recommendation and prepares the standard Page 11 counseling entry. Units will report "Will Not Promote" via MOL which will cancel the promotion for that Marine. On those occasions where MOL cannot be used, prior coordination will be made with the IPAC Promotions Section. After coordination has been made, unit commanders will submit a letter to the IPAC stating the reason why the Marine was not recommended or will have the warrants sent to IPAC with the words "WILL NOT PROMOTE" written on the warrant, the reason why, and the counseling label attached along with the commander's signature. This is IPAC's notification the command will not promote the Marine.

f. Proficiency/Conduct Markings. Promotion to the grade of corporal or sergeant requires "Promotion" proficiency and conduct marks. Commands must generate the promotion occasion in MOL for these markings.

g. Remedial Promotions. Remedial consideration is afforded to the grades of private first class through sergeant for

administrative errors that delayed or prevented a Marine from being promoted. In most cases the error is usually due to training information being reported late on the unit diary after the composite score cut-off date. All requests for remedial consideration for promotion must be submitted by the unit S-1 to CMC (MMPR-2) for approval, via the IPAC Promotions Section. Once an error has been discovered, the Marine/unit must submit the following documents:

(1) Promotion recommendation approved by the commanding officer with SPCMCA.

(2) Manually computed composite score worksheet. See figure 4-4 of this Order, Sample Composite Score Worksheet.

(3) Certified rifle score, physical fitness test (PFT) score, Marine Corps Institute (MCI) completion certificate, College transcript, etc.

When manually computing a Marine's composite score, remember to determine the composite score cut-off date. Any training completed after the cut-off date for a promotion quarter cannot be used for that promotion quarter. See paragraph 2400 - 2500 of reference (h) for more details on computing composite scores. Below are the promotion quarters and their corresponding cut-off dates:

MCTFS Cut-off Date	Promotion Quarter Months
20 November	January, February, March
20 February	April, May, June
20 May	July, August, September
20 August	October, November, December

Prior to releasing the message required for remedial consideration, the IPAC Promotions Section will report all missing data into MCTFS via unit diary. The respective unit S-1 will be notified when the remedial consideration has been approved and when the warrant is ready to be picked-up.

h. Meritorious Promotion to Corporal and Sergeant. Commanding generals are delegated authority to effect without reference to HQMC meritorious promotions to sergeant and corporal, based upon total onboard strengths in the grade of

corporal and lance corporal respectively. At the completion of a Meritorious Promotion Board, the G-1's will produce the meritorious warrant with the commanding general's signature. A copy of all meritorious promotion warrants must be provided to the IPAC. The copy serves as a source document to run the meritorious promotion into the MCTFS.

i. Meritorious Promotion to Private First Class and Lance Corporal. Commanding officer's as defined in paragraph 1200.3b of reference (h) are authorized to meritoriously promote any private and private first class to the next higher grade in recognition of outstanding leadership or performance. At the completion of a Meritorious Promotion Board, the unit commander's S-1 will produce the promotion warrant with the commanding officer's signature. A copy of all meritorious promotion warrants must be provided to the IPAC. The copy serves as a source document to run the meritorious promotion into the MCTFS. Ensure promotion proficiency and conduct marks are submitted in MOL.

j. Zeroed Composite Scores. Quarterly, all units will be notified by the IPAC Promotions Section of any Marines who have a "0000" for their composite score. The unit will verify the Marines training information (MCI's, rifle, PFT, BST, etc.), and submit any missing data into MOL and/or to the IPAC and request that a composite score be manually computed.

k. Submission and Data Input of all Training Information. All commands are required to submit all MCTFS reportable training data via TMS. The same reporting applies to the MCTFS reporting of Marines assigned to the BCP will automatically restrict promotion (but still requires an initial promotion restriction Page 11 Counseling).

l. Staff Non-commissioned Officer (SNCO) Promotions. SNCO promotions are effected by CMC.

(1) The unit S-1 will prepare SNCO warrants for Marines scheduled for promotion based upon the monthly SNCO promotion message/MARADMIN. The select grade, rank, seniority number and board year will be listed on the "GRAD" Screen in MCTFS (3270). Upon receipt of the MARADMIN and posting of the select grade to MCTFS, but not prior to the first day of the month, commanding officers will effect the promotion of selected Marine(s) citing the MARADMIN as the authority for the promotion.

(2) Obligated Service. It is the commander's responsibility to ensure Marines being promoted to the next grade

of gunnery sergeant and above, agree to extend or reenlist to meet a minimum 2-year service obligation upon promotion per the reference (h).

(3) Promotion held in abeyance for SNCOs are the command's responsibility per reference (h). IPAC requests notification of such actions.

m. Nonpunitive/Administrative Reductions. Procedures for non-punitive/administrative reductions for technical or professional incompetence are contained in current edition of the reference (h). If a Marine is determined to be incompetent, and accordingly reduced, a copy of the approval for reduction and original Page 11 prepared by the individual unit shall be forwarded to IPAC Promotions Section to effect the reduction within MCTFS and for filing in the Marine's SRB. In addition, reduction proficiency and conduct markings should also be forwarded to IPAC.

PROMOTION TIMELINE

IPAC	Individual Units
Begin monitoring Promotion recommendation rosters via MOL. On/about the 10th of each month.	**Required** to submit "Promotion Recommendations" **via MOL**, or forward Hard-copy roster and original Page 11 entries to IPAC Promotions Section NLT than 12th of Month.
Select grades are generated approximately on the last Friday of the month prior to the promotion month.	Review Roster for possible FAP, or PCS, or for Marines that do not belong to that unit, then report "will not promote" **via MOL** or provide a roster directly to Promotions Section for reporting on Unit Diary.
On the first Tuesday of the month, the auto-promote cycle runs in 3270. All "will not promote" must be reported and posted to MCTFS prior to the auto-promote Cycle executing.	Individual CO's will prepare/sign all warrants. If a Marine is a "will not promote," a page 11 counseling entry signed by the CO will be forwarded to IPAC Service record book section. **By direction is not authorized**. Units are **required** to complete the "will not promote" via MOL.
The 0000 Composite score roster is pulled quarterly. Requests for any required missing composite score elements are forwarded to the units via e-mail.	Return any required missing pro/cons to the Promotions Section for a recomputation of the composite score. If the missing element is training, then the unit S-3 is responsible for locating and reporting the missing data element via TMS and notifying IPAC when complete for recomputation.

Figure 4-1.--Promotion TimeLine

SAMPLE REGULAR NON-REC PAGE 11 ENTRY

DATE: **ARTICLE UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY ARTICLE 137, USMC** **(SIGNATURE)**	**DATE:** **ARTICLE UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY ARTICLE 137, USMC** **(SIGNATURE)**

___Date____: I understand that I am eligible but not recommended for promotion to (insert Grade) for the month of (state month) because of (state reason). I was advised that within 5 working days after acknowledgement of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of my SRB. I choose (to) (not to) make a rebuttal.

_____ SNM_____
(full signature of Marine being counseled)

NAME (last, first, middle) _____ SSN _____
NAVMC 118 (811) (Rev. 3-82)

Figure 4-2.--Sample Regular NON REC Page 11 Entry

SAMPLE RESTRICTION PERIOD NON-REC PAGE 11 ENTRY

DATE: **ARTICLE UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY ARTICLE 137, USMC** **(SIGNATURE)**	**DATE:** **ARTICLE UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY ARTICLE 137, USMC** **(SIGNATURE)**

___Date____: I understand that I am eligible but not recommended for promotion to (insert grade) due to (state reason) IAW MCO P1400.32_, (par 1204.3f through 3n), as applicable, unless waived by appropriate authority. I was advised that within 5 working days after acknowledgement of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of my SRB. I choose (to) (not to) make such a rebuttal.

_____ SNM
(full signature of Marine being counseled)

NAME (last, first, middle) _____ SSN _____
NAVMC 118 (811) (Rev. 3-82)

Figure 4-3.--Sample Restriction Period NON REC Page 11 Entry

COMPOSITE SCORE WORKSHEET

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the systems of records notice MFD00003 (Marine Corps Total Force System)(MCTFS) (September 9, 1006, 61 FR 47503). **Authority** for maintenance of the system under 10 U.S.C. 5013 and 37 U.S.C. 5031 and 5201. **PRINCIPAL** categories covers include personnel records of all active, reserve and retired Marines. **PURPOSE** to maintain records of pay and personnel data on all active duty and reserve Marine Corps personnel, and to maintain personnel data from all retired Marine Corps personnel. **ROUTINE USE** are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE** is mandatory.

NAME:	SSN:	MOS:	UNIT:
RANK:	DOR:	DOB:	AGE:
AFADBD:	MCTFS Cutoff dt:	Last day of Prom Qtr:	DATE:

1. RIFLE SCORE :	CONVERSION:	:(Date of Qual MM/DD/YYY) (Must be before MCTFS Cutoff date)
2. PFT SCORE :	CONVERSION:	:(Date of Qual MM/DD/YYY) (Must be before MCTFS Cutoff date)

3. SUM OF LINES 1 + 2 :			
4. GMP SCORE (Line 3 Divided by 2) :			
5. GMP SCORE (from line 4) :	X 100	_____	
6. PROFICIENCY MARKS (Average in grade) :	X 100	_____	
7. CONDUCT MARKS (Average in grade) :	X 100	_____	
8. SELF EDUCATION POINTS (MCI) :	X 15	_____	(Must be before MCTFS Cutoff date AND for Cpls and above after DOR)
(College) :	X 10	_____	
9. TIME IN GRADE (in months) (last day of Prom Qtr-AFADBD:	X 5	_____	
10. TIME IN SERVICE (in months) (last day of Prom Qtr-AFADBD:	X 2	_____	
11. DI/REC/MSG BONUS	X 100	_____	(Must be before MCFTF Cutoff date)
12. COMMAND RECRUITING BONUS:	X 20	_____	(Must be before MCFTF Cutoff date)
13. COMPOSITE SCORE:	=	_____	(Sum of lines 5 through 12)

REMARKS:

_____

_____

_____ COMPANY 1STSGT (YES /NO)

_____ COMPANY CO (YES/NO)

_____ BATTALION SGTMAJ (YES /NO)

_____ BATTALION CO (YES/NO)

CURRENT RIFLE CONVERSION SCORES

240-250	5.0
235-239	4.9
230-234	4.8
225-229	4.7
220-224	4.6
215-219	4.4
210-214	4.2
205-209	3.8
200-204	3.6
195-199	3.4
190-194	3.0
000-189	0.0

PFT CONVERSION TABLE AGES 17-26

1ST	280-300	5.0
	270-279	4.9
	260-269	4.8
	250-259	4.7
	240-249	4.6
	225-239	4.5
2ND	215-224	4.4
	205-214	4.3
	195-204	4.2
	185-194	4.1
	175-184	4.0
3RD	170-175	3.9
	160-169	3.8
	150-159	3.7
	140-149	3.6
	135-139	3.5
UNQUAL	0-134	0.0

PFT CONVERSION TABLE AGES 27 AND OLDER

1ST	280-300	5.0
	270-279	4.9
	260-269	4.8
	250-259	4.7
	240-249	4.6
	225-239	4.5
	215-224	4.4
	205-214	4.3
	200-204	4.2
2ND	195-199	4.2
	185-194	4.1
	175-184	4.0
	170-174	3.9
	160-169	3.8
	150-159	3.7
3RD	140-149	3.6
	135-139	3.5
	110-134	3.0
UNQUAL	0-109	0.0

Reset Form

Print Form

MCBCL/MPWR/IPAC/5001.1/6 (REV 7/09) PREVIOUS EDITIONS ARE OBSOLETE

ADOBE 8.0

Figure 4-4.-- Sample Composite

n. Leave Procedures. The leave process is one that must be effectively managed by a joint effort between IPAC and the parent command. Unit commanders or personnel who are designated in writing to sign "By direction" of the commanders are authorized to approve leave authorizations within MOL.

(1) Regular Leave. To ensure accountability, compliance, and timely unit diary reporting, parent commands must prepare, submit and track leave via MOL in a timely and accurate manner.

(2) Emergency Leave. Approval and management of emergency leave is a unit/command function. Commands will incorporate internal control procedures to ensure expedient processing both during and after working hours.

(3) Correcting Leave. When leave has been incorrectly reported via MOL, Units must submit the Leave Correction Form (figure 4-6 of this Order) to affect the correction.

(4) Combat Leave. All combat leave discrepancies are handled by the Command Support Branch.

(5) Special Leave Accrual/Restoration Procedures. Leave balances over 60 days as of 30 September will be lost (come FY October). **Temporarily (1 Oct 2008 - 31 Dec 2010) annual leave accrual increases from 60 to 75 days in a fiscal year.** Members may qualify for leave restoration if they meet certain qualifying criteria (listed below). **(NOTE: Action taken to credit leave back to a member's account must be accomplished by 31 Dec of the calendar year in which a member lost their leave and must be approved by the battalion level or higher commanding officer).**

(a) In order to have lost leave restored, one of the following criteria **MUST** have been met within the fiscal year for which the leave was lost:

1. A member must have been on active duty for at least 120 continuous days in an area where they are entitled to Hostile Fire Pay (HFP)/Imminent Danger Pay (IDP).

2. A member must have served on a deployable ship, unit, or other similar duty, which deploys away from its home base for at least 60 continuous days.

3. A member must serve on a deployable ship, mobile unit, or similar duty home ported or home-based outside

the 50 United States for at least 120 days. Such ship/unit is required to maintain a higher than normal condition of readiness while in port or at home base, and must be deployed away more than 50% of the time, which prevents normal use of leave.

4. Member must be deployed in support of a designated contingency operation for at least 60 continuous days.

5. For any other situations, which are not addressed above, requests must be submitted to the first general officer with GCMCA in the chain of command, the Commanding Officer, Marine Support Battalion, Commanding Officer, Marine Security Force Battalion, or the Commanding Officer, Marine Corps Embassy Security Command for approval/disapproval.

(b) Units having Marines who meet the preceding criteria will instruct them to complete the Request for Restoration of Lost Leave with justification and submit it to the IPAC Command Support Branch no later than 15 November with the commanding officers endorsement. The IPAC Command Support Branch will compile all requests from all supported commands and will submit a NAVMC 11116 (Miscellaneous Military Pay Order/Special Pay Authorization) to the local Disbursing Office. Units will be notified once action has been completed.

(c) For those Marines who do not meet the above criteria and who have large leave balances, every effort to use the leave must be exhausted. Completed leave must be deducted from the member's account before 30 September of every year, in order to prevent unnecessary and untimely administrative processing. Members who lose any leave over 60 days and who **DO NOT** meet the qualifying criteria above will be unable to have lost leave credited back.

MUST BE SIGNED BY BATTALION CO, XO OR ADJUTANT

MARINE CORPS BASE CAMP LEJEUNE
LEAVE CORRECTION FORM 2008-01

System Name: MMN00013 Personnel Management Working Files (Feb. 22, 1993, 58 FR 10630) **Authority**: 5 U.S.C. 301, Departmental Regulations; and 10 U.S.C. 5031 **Principle**: Members of the U.S. Marine Corps and Marine Corps Reserve, other members assigned to or serving with the Marine Corps, Family members, federal employees, retired or temporary retired. **Purpose**: To provide a record to facilitate personnel management actions and decisions. **Routine Use**: May specifically disclosed outside DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **Disclosure**: Mandatory to ensure information is entered in record subjects file.

This form serves to correct leave discrepancies for Marines of Marine Corps Base, Camp Lejeune.
All leave corrections will be certified by an authorized leave authority and supported by appropriate documentation.

MEMBER INFORMATION:

RANK _____ LAST NAME _____ FIRST NAME, MI _____ SSN/MOS _____

UNIT _____

TYPES OF LEAVE MEMBER WAS ERRONEOUSLY CHARGED:

☐ ANNUAL LEAVE ☐ EMERGENCY LEAVE ☐ CONVALESCENCE LEAVE

LEAVE DATES MEMBER WAS ERRONEOUSLY CHARGED:

_____ Date _____ Time through _____ Date _____ Time

TYPE OF LEAVE MEMBER SHOULD BE CHARGED:

☐ ANNUAL LEAVE ☐ EMERGENCY LEAVE ☐ CONVALESCENCE LEAVE

CORRECT LEAVE DATES MEMBER SHOULD BE CHARGED:

_____ Date _____ Time through _____ Date _____ Time

COMMENTS:

_____

_____

_____
PRINT NAME, RANK, BILLET AND PHONE #

_____
SIGNATURE

IPAC ENDORSEMENT

1. The correction period was correctly report on UD _____ of _____
Unit Diary Number Date

FIGURE 4-5 - LEAVE CORRECTION FORM

MCBCL/MPWR/IPAC/5 (12/08) PREVIOUS EDITIONS ARE OBSOLETE ADOBE 8.0

o. Career Status Bonus (CSB). MARADMIN 056/01 outlines the requirements for Marines who possess a Date of Entry into the Armed Forces (DEAF) of 1 August 1986 or later, to be notified of their retirement options upon reaching 14 years and six months of cumulative active service. Upon counseling, Marines must then choose either the High-3 Retirement Plan or the CSB. Selection of the CSB will result in reduced retirement benefits starting at 40% vice the 50% under the High-3 plan.

(1) The IPAC Command Support Branch will disseminate monthly rosters to each unit/MSC. The rosters identify all Marines that are in a CSB status Code 3 or Code 6. Code 3 identifies all Marines that are currently eligible to make their CSB election. These Marines are within their 14 1/2 year mark to 15 1/2 year mark. The Code 6 identifies all Marines that are past their 15 1/2 year mark and have not made a CSB election.

(2) Upon receipt, commands will ensure that Marines are counseled on their retirement options. MOL contains required presentations and information designed for this very purpose. If required, assistance may be obtained from the IPAC Command Support Branch. Upon completion of counseling, the Marine will complete the Career Status Bonus Election (CSB), DD Form 2839, for diary reporting/maintaining.

p. Survivor Benefit Program (SBP). Marines will be counseled on the SBP program upon 18 years of active service by the Unit Transition Coordinator.

q. Limited Duty Tracking/Processing. The IPAC Command Support Branch will publish weekly rosters via the IPAC website identifying all Marines that are currently in a limited duty status. Commands are required to keep case files on each Marine that is in a limited duty status, their medical appointments, and changes to their limited duty status. When the rosters posted to the IPAC website, the IPAC Command Support Branch requires documentation to add or drop the Marines to/from the limited duty roster so that MCTFS reporting can occur. The IPAC Command Support Branch also checks the message board daily for messages from the Naval Hospital assigning or removing a Marine from limited duty. These messages are used as source documentation for MCTFS entries. Officers assigned to limited duty must be approved by CMC; although the Camp Lejeune Naval Hospital normally transmits this message to CMC, the commander retains responsibility for such actions and must provide verification to the IPAC.

r. Body Composition Program (BCP). The IPAC Command Support branch will post weekly rosters on the IPAC website of all Marines assigned to the BCP Program. These rosters will reflect marines whose BCP assignment is current and that that are expired. For those that are expired, the Command Support branch will require documentation to remove or extend the Marine on BCP. All references for the BCP program are posted on the IPAC Website.

s. Training Information. Per MARADMIN 535-08, all training information will be submitted through the TMS via MOL. In those circumstances when a unit is unable to run training entries via TMS for an extended period of time, proper training documentation can be submitted to the Command Support Branch for unit diary reporting. Because requests for recomputed composite score entries can not be run via MOL, all units that enter late training information via MOL will need to also submit that data to the Promotions Section with the intent of having the Marines composite score recomputed via unit diary.

3. Awards and Legal Section

a. Good Conduct Medal and Awards Input Procedures

(1) Good Conduct Medals (GCM). Rosters resident within MCTFS listing eligible members will be generated within the last week of the month in which the award is earned (i.e., November's list would be pulled the last week in October) and appropriate Good Conduct Medal dates will be run via unit diary.

(2) Awards. Marines desiring to have an award reported on the unit diary will do so utilizing the E-PAR system. Unit awards will be submitted via S-1 to IPAC. The Marine must attach any documentation that supports the award. This may include a copy of the MARADMIN announcing the award or a copy of the award citation itself. EXAMPLE: A Marine was TAD for 30 days in support of the Recruiting Assistance Program. Later, a MARADMIN is published, announcing that the Marine Corps Recruiting Command (MCRC) has been approved for a Navy Unit Commendation (NUC). In this scenario, the Marine would provide the IPAC Customer Service Branch with a copy of his TAD orders as verification of such TAD, as well as a copy of the MARADMIN. All personal awards are to be reported in MCTFS via the awards web-based system, when applicable.

4. Legal Section. This Section covers the processing and submission of all legal administrative matters. Formal

completion of legal issues will be accomplished at the unit level and forwarded to the IPAC Legal for reporting and SRB Maintenance for incorporation into the service records. This includes page 11 entries, counseling entries in accordance with paragraph 6105 of reference (i), NJPs, Courts-Martial, Page 13 entries, appellate leave, UA/desertion, confinements and legal hold. References (j) and (k) contain detailed information on these items.

a. Weekly Command Legal Status Report

(1) Each command's S-1 will provide a weekly legal status report (excel spreadsheet) to the IPAC Legal Section not later than 1500 every Monday. All pending court-martials, NJPs, investigations, administrative discharges, absences, pretrial confinements, appellate leave, IHMA, IHFA, and IHCAs must be reflected on this report.

(2) The weekly report is not designed to relieve the parent commands from providing immediate notification of a Marine's change in legal status. All changes in a Marine's status should be made via encrypted e-mail with a new legal report as soon as the parent command identifies the change.

b. Page 11 Entries. All counseling entries pertaining to legal issues will be made in accordance with references (j) and (k). Units will submit such counseling entries in a member's SRB/OQR by providing the IPAC Records Section with the properly completed Page 11 entry. Adverse entries require signatures from both the Marine and the commander. "By direction" signatures are not authorized.

c. Unauthorized Absence (UA)

(1) Commanders must ensure that administrative procedures required by but not limited to this Order and references (c), (j), (k), and (l), are promptly and accurately accomplished.

(2) Marines who fall into one of the below listed categories will be handled per the instructions contained herein:

(a) Absent from parent command without authorized leave or orders;

(b) Considered to have missed movement;

(c) Failed to comply with Stragglers Orders:

(d) Flees in order to escape a trial by courts-martial.

(3) TAD and FAP commands/detachments, upon identifying that a Marine has been UA, will contact the IPAC Legal Section with the time and date of absence. On the 10th day of absence the TAD and/or FAP command will detach the UA Marine back to the parent command. Ensure a copy of the detaching endorsement is forwarded to the Outbound Branch for unit diary reporting.

(4) Commanders should immediately notify the IPAC Legal Section in writing when a Marine is suspected of being UA. Ensuring the correct time and date the UA commenced is reported. A Marine who fails to show up for duty is NOT UA at that time and date; the UA commences one minute later (e.g. a Marine fails to report for work following expiration of normal liberty at 0730, 7 January 2007; the report to the IPAC should indicate a UA commencement time at 0731, 7 January 2007).

(5) Upon receipt of the E-mail indicating that a Marine is in a UA status, the IPAC Legal Section will run the appropriate entries via unit diary. All unit diary entries relating to this UA will be reported by the IPAC Legal Section. The Legal Section will forward all information to the Service Record Maintenance Section within IPAC for required service record entries.

d. Return Of Absentees

(1) Upon return of the absentee, the parent command will provide the circumstances/details, time and date of return to the IPAC Legal Section, normally via command letter directly or by E-mail.

(2) All unit diary entries relating to the termination of the absence will be reported by the IPAC Legal Section. The Legal Section will forward all information to the Service Record Maintenance Section within IPAC for required service record entries.

(3) A copy of all documentation relating to an absence will be filed in the IPAC Legal section's correspondence files.

e. Desertion Status

(1) The Unit S-1s will track all absences to ensure that appropriate administrative action is initiated, at the command

level, if the Marine is not returned to military control prior to the 30th day of absence.

(2) Per reference (k), when the Marine is determined to be a deserter (usually on the 31st day of absence), the unit commander is expected to ensure all action required by reference (k) has been completed.

(3) The IPAC will:

(a) Upon receipt of the DD Form 553 will conduct a thorough audit of the service record.

(b) Retain all deserter records until the 181st day of absence.

(c) Will provide the parent command with the date the action was completed and the unit diary number reporting the desertion. The IPAC Legal Section will maintain a copy of the source document used to affect this status.

(d) Maintain a copy of the DD Form 553 and place a copy in the members SRB/OQR. The IPAC Legal Section will maintain copies of the DD Form 553 until such time as the member is returned to military control or two years, whichever occurs first.

(e) Report all unit diary entries relating to the desertion status, per reference (c). Service record entries will be made per reference (j).

(f) On the 181st day of absence, the IPAC will forward the service record with the health, and dental records and the copy of the inventory sheets to the CMC (POS-40).

(g) Prior to mailing the service record to CMC, the IPAC Legal Section will ensure the following action is completed:

1. The original inventory forms or letter certifying that no gear is available for inventory are filed on the document side of the service record.

2. A copy from the unit commander of the Letter of Notification to NOK(s) is placed on the document side of the service record.

3. A signed copy of the DD Form 553 is placed on the document side of the service record.

4. Page 3 entries are recorded in the service record for the UA/desertion period.

5. ROS reflects DD and PD proficiency and conduct marks, per reference (j).

6. The Marine's health and dental records are closed-out or a letter from the command stating why the record is not available is filed on the document side of the service record.

(4) Commands are expected to continue to carry Marines on their weekly legal reports until the Marine passes the 31st day of absence. Once the Marine is dropped to desertion, units may drop the Marine on their legal reports and morning report. Marines declared deserters drop-off the unit's rolls and are accounted for by HQMC.

f. Return of Deserters

(1) Marines returning beyond 180 days will normally be joined to MCB Camp Lejeune, unless pending other charges at the previous command. Marines returning 180 days or less will normally be sent to the unit from which the Marine absented, but may be assigned by the respective MSC G-1 Branch to another unit for administrative purposes, if the command is deployed.

(2) Commanders will notify the IPAC Legal Section by letter or e-mail whenever a deserter reports directly back to the command they deserted. This notification must be made on the same day or the next regular workday and provide a DD 616 to the IPAC Legal Section.

(3) If a DD Form 553 has been published, the parent command must will prepare and distribute a DD Form 616 to addressees of the DD Form 553.

(4) The parent command will forward a signed original of the DD Form 616 to CMC (POS-40). The remainder of the distribution is identical to that of the DD Form 553. Refer to the reference (k) for block-by-block instructions for completing the DD Form 616.

(5) The IPAC Legal Section will make appropriate unit diary and the IPAC Records Section will make appropriate service record entries. All unit diary entries relating to the return from desertion will be reported by the IPAC Legal Section. The

IPAC Records Section will make service record entries, in accordance with reference (j). If the deserter's service record and medical/dental records have been previously forwarded to CMC, the IPAC Records Section will establish a temporary service record and request return of the original records from CMC (POS-40).

(6) The IPAC Legal Section will maintain a copy of the source document used to effect this change in status.

g. Nonjudicial Punishment (NJP). The NJPs will be conducted, as appropriate, at the commanding general, regimental, battalion, or company level. The completed UPB will be forwarded to the IPAC Legal Section for personnel administrative action to include Page 11 entries as appropriate. Note: Commands must submit proper authorization letters from their higher headquarters via the chain of command specifying NJP Authority and/or promotion authority when directed to other than the commander.

h. Unit Punishment Book (UPB)

(1) A UPB form, NAVMC 10132, will be used to record the imposition of NJP for enlisted personnel, per chapter 3 of reference (k). When reporting NJP on officers, comply with chapter 4 of reference (k).

(2) Preparation and maintenance of the UPB is the responsibility of the respective command's Legal Section. Reference (k) provides detailed, block-by-block, instructions for completion of the UPB.

(3) Parent commands must forward the original UPB to the IPAC Legal Section for unit diary reporting. Upon completion of all unit diary action, the UPB will be forwarded to the IPAC Service Record Maintenance Section for filing in the Marine's service record.

(4) All unit diary entries relating to the NJP will be reported in accordance with reference (c).

(5) Upon final review by the IPAC Legal Section, to ensure that the required service record entries and MCTFS reporting are correct and complete, the OIC will initial block #17 of the UPB. The original UPB will be filed on the standard side of the service record. IPAC will maintain a copy in their Legal Section correspondence files.

(6) Parent commands are responsible for forwarding a copy of the UPB to CMC for inclusion into the Marines Official Military Personnel File (OMPF) upon completion of all required administrative action.

(7) In cases of vacation of previously suspended punishments, the commander authorized to vacate the suspension will prepare a letter notifying the Marine of the vacation. A copy of the vacation letter will be forwarded to the IPAC Legal Section for MCTFS action, and to the Records Section for SRB updates. Units are responsible for forwarding the vacation letter for inclusion in the Marine's OMPF.

i. Legal Hold. Commanders are responsible for providing a copy of source documentation placing personnel on legal hold if within 90 days of expiration of current contract (ECC) and if pending court-martial. The IPAC Legal Section will ensure that the appropriate unit diary entries are made. The Legal Section will also ensure a copy of the documentation will be placed in the Marine's SRB/OQR.

j. Courts-Martial

(1) After completion of a court-martial, the SJA will forward the original "Record of Trial" (ROT) to the Convening Authority (CA) for review. Units must forward a copy of the ROT to the IPAC Legal Section. The ROT will be placed in a case folder.

(2) The Unit will prepare the Page 13; NAVMC 118(13), and forward the original to IPAC Legal to ensure all MCTFS entries are completed. The original Page 13 will be filed on the standard side of the service record.

(3) The Unit will forward a copy of the Page 13 to CMC for inclusion into the Marine's OMPF upon receipt of the CA's action.

k. Appellate Leave

(1) Marines sentenced to a punitive discharge may request, upon completion of all unsuspended confinement, voluntary appellate leave. This written request is initiated by the Marine and is submitted via the Marine's defense counsel to the commanding general, and/or the MSC separation authority.

(2) Marines departing on appellate leave must have completed a separation physical and must attend the mandatory separations brief. The Marine must have a HIV test not later than 60 days prior to beginning appellate leave and if required by appendix 12 of reference (q), a DNA test must be completed.

(3) Preparation of Appellate Leave Orders will not be completed prior to receipt of the following documentation:

(a) Individual Clothing Record (NAVMC 631) completed by the command documenting that all uniform items have been surrendered or identified as missing gear. This form will have the following statement typed on the form and the statement certified by the commanding officer:

"Shortages recorded hereon constitute a debt to the U.S. Government for items of uniform clothing required to be in the Marine's possession at the time of discharge. Total cost of replacement is: _____."

(b) Health record reflecting completion of the final physical, results of the HIV test, and if required, DNA drawn.

(c) Dental Record.

(d) Documentation of attendance at the separations brief.

(4) Commands should contact the IPAC Legal Section to coordinate the check-out process for Marines confined serving sentence that request to depart on voluntary appellate leave prior to being released from confinement. Commands must submit a complete copy of the Appellate Leave request and the Appellate Leave Checklist to the IPAC Legal Section. This allows the clerk to begin the check-out process while the Marine is still confined.

(5) A final audit of the Marine's service record will be conducted and the Marine must verify the permanent mailing address, RED information, and complete a new SGLI Form. Prior to departure on appellate leave, the Marine will receive their Appellate Leave Orders and attempt to receive their Appellate Leave ID Card.

1. Confinement

(1) In cases of both pretrial confinement and confinement adjudged as punishment imposed as a result of a courts-martial, the parent command must expeditiously provide the IPAC Legal Section a copy of the completed Confinement Order for unit dairy reporting.

(2) The IPAC Legal Section will report appropriate unit diary entries and maintain a copy of the Confinement Order in the Marine's case file.

(3) Upon completion of sentence or final release from confinement, the parent command will provide a copy of the release from Confinement Order to the IPAC Legal Section for unit diary reporting and the Legal Section will forward a copy to the Service Record Maintenance Section for service record entry action.

m. Confinement/In Hands Of Civilian Or Foreign Authority (IHCA/IHFA). Commanders must notify the IPAC Legal Section immediately via command letter, or E-mail as soon as personnel are confined IHCA or IHFA. This notification should be followed up with appropriate source documents, which may include police report for Marines being held in civilian/foreign prisons. Upon receipt of source documents, IPAC Legal will report the proper unit diary entries.

n. From Confinement/In Hands Of Civilian Or Foreign Authority (IHCA/IHFA). Commanders must notify the IPAC Legal Section immediately via command letter, or e-mail as soon as personnel are released from confinement. This notification should be followed up with appropriate source documents which may include: DD Form 367 (Prisoner's Release Order,) or police report for Marines release from civilian/foreign prisons. Upon receipt of source documents, IPAC will report the proper unit diary entries.

Sample Page 11 Entry

_____: Counseled this date concerning the following deficiency; **(list deficiency). list details and or order applicable) (make specific recommendations for corrective action and name assistance that is available)** Recommendations for corrective action: Assistance is available through your chain of command. I was advised that within 5 working days after acknowledgement of this entry a written rebuttal may be submitted and that such a rebuttal will be filed on the document side of my service record. I choose (to) (not to) make such a statement.

_____SNM _____CO

Figure 4-6.--Sample Page 11 Entry

- -

Sample 6105 Counseling Entry

_____: Counseled this date concerning the following deficiency; **(list deficiency) list details and or Order applicable)** Recommendations for corrective action: **(make specific recommendations for corrective action and name assistance that is available)** Assistance is available through your chain of command, the Bn Chaplain and the Bn SACO. (**Ensure the following statement is present, in order to properly process for Administrative Separation)** Failure to take corrective action in this matter can result in NJP, administrative reduction, administrative separation and/or limitation on further service. I was advised that within 5 working days after acknowledgement of this entry a written rebuttal may be submitted and that such a rebuttal will be filed on the document side of my service record. I choose (to) (not to) make such a statement.

_____SNM _____CO

Figure 4-7.--Sample 6105 Counseling Entry

Chapter 5

Inbound Branch

1. General. The Inbound Branch is located on the first deck in Building 59, MCB Camp Lejeune and serves as the single centralized inbound department. All PCS, PCA, FAP, and Reservists ordered to active duty (unless reporting to the MOB Processing Center) processing will be accomplished at this location. TECOM joins will report to the ASC (see chapter 8). The mission of the Inbound Branch is to; conduct a thorough and detailed audit on all Marines that join the Camp Lejeune area, ensure all pay related entitlements for newly joined Marines are reported correctly and in a timely manner by the Inbound Branch; ensure all entries reported by previous commands were ran correctly and have posted, and ensure that all allowances are correctly reported. The most important function is to provide for the welfare of all newly joined Marines by ensuring that any errors in entitlements are discovered immediately and that Marines are notified of the financial impacts. The Inbound Branch will also ensure that Navy, civilian, and other Military Service personnel attaching to Marine organizations are joined within MCTFS for record purposes (for tracking and accountability).

2. Reporting Instructions. All newly arriving personnel must report to the IPAC Inbound Branch located on the first deck of Building 59, Camp Lejeune. All Officers must report to the IPAC Inbound Branch within 24 hours or the first work day if arriving on a weekend, with the appropriate endorsements from their MSC G-1.

3. Check In Sheets. Due to the variation in check in requirements from organization to organization, the Inbound Branch will not issue a standardized check in sheet. Each supported organization is responsible for developing, issuing and monitoring the check in process for their Marines and Sailors. Marines and Sailors will check in to all agencies external to the local commanders except for the CIF and NBC Issue Facility while they are being processed in the CLRC. Figure 5-1 of this Order is provided to assist units in preparing their own check in/check out sheets.

4. Join Audit Section. Upon joining, the service record will remain in the Inbound Branch until all diary entries are complete. The Join Audit Section is responsible for reporting all changes in entitlements associated with newly joined Marines.

a. The Inbound Branch conducts join audits on all personnel. This includes the auditing of service record, MCTFS Option N, SGLI, Awards, Education, Career Sea, ROS, and the LES to ensure that all reportable information and allowances have been reported and posted correctly to the diary system, and that all entries reported by previous commands were ran and posted correctly.

b. The Inbound Branch will ensure that "elapsed time" and all pay related entries have posted correctly. They are also responsible for auditing the MCAAT checklist, LES and the TRS Remarks Summary.

c. The Inbound Branch is responsible for the timely submission of all PCS travel claims. This Branch will complete the Marine's claim after the initial audit.

5. Document Flow. The Inbound Branch will complete all join record book audits. The initial audit is conducted with the Marine present.

a. Once a travel claim is settled, a copy of the settlement will be attached to the join audit package. Any discrepancies that are discovered during the audit will be corrected by either a unit diary entry or NAVMC 11116. The unit diary, NAVMC 11116, or both will be submitted to the Inbound Branch OIC for certification and/or signature. All NAVMC 11116's will be logged in and sent to disbursing or processed via DTMS.

b. The travel claims are maintained with the join package in the Inbound Branch's correspondence files.

6. Audit Procedures. First Stage audits are conducted in the presence of the Marine being joined. The First Stage audit will consist of Option 23, Option N, SGLI, ROS MCTFS screens, and the Fitness Report link within the CMC (MMPE) internet website, LES, and the service record. In addition to the audit, the auditor will also prepare NAVMC 10922 for any dependent gain/loss package, update any State Tax Exemption forms (DD Form 2058/1), type the NAVMC 118(3) join entry, and conduct a page-by-page audit of the service record. Once the audit is complete, the clerk will then report via unit diary the join and other related entries and forward the join package to the Joins SNCOIC. The SNCOIC will then pass the service record and unit diary to the OIC for certification.

a. The Inbound Branch will conduct the Second Stage audit on all pay and allowances after the Marine's elapsed time (leave/delay) has posted in MCTFS or 60 days after the Join posts, whichever is earlier (for a PCA the audit should be conducted once all join entries have posted in MCTFS). Under no circumstances should a Join, Second Stage audit be initiated beyond 60 days - if entitlements have posted into the MCTFS. The Join Audit, Second Stage, will be conducted consisting of the LES, MCAAT printouts, TRS Remark Summary in MCTFS, Travel Claim and Disbursing Office Voucher (DOV).

b. If the elapsed time is not reported within 45 days, a NAVMC 11116 will be submitted to disbursing requesting the elapsed time be reported. NAVMC 11116 will subsequently be submitted every ten days thereafter until the claim is settled. The Inbound Branch will ensure that the NAVMC 11116 includes the DOV number, date and DSSN of the settled PCS travel claim for which the elapsed time event occurred.

c. If the elapsed time is in the system, the Inbound Branch will conduct a thorough audit of all pay entitlements reported both by disbursing and the IPAC.

d. The audit will ensure that the previous command reported the correct entitlements for the Marine and:

(1) "BAH-P" starts the day they report to their parent command and BAH-DIFF is continued for Marines who were in receipt of the entitlement prior to the date of join.

(2) "Discounted Meal Rate (DMR) starts on the date of join for all unmarried staff sergeants and below.

(3) BAS Monthly on gunnery sergeants and above and married Marines accompanied by their family members will start on date of join.

(4) "BAH W/DEPN" at the 285XX zip code is reported for all Marines authorized with dependent rate, effective one day prior to the join.

(5) BAH (type II, Transit, and/or protection) need to be verified and reported as appropriate. Refer to chapter 10 of the JFTR for entitlement.

e. The Inbound Branch will annotate all corrective action (if required) that was taken on the Remarks Summary Screen

as well as the unit diary number and date. They will then turn the audit over to the Joins SNCOIC for review.

f. The Inbound Branch SNCOIC will review the audit and the corrective action that was taken. The Inbound SNCOIC will make corrections, if needed, and submit the audit to the Inbound Branch OIC for certification and/or signature.

g. Once all action has been completed, the service record will be scanned electronically and sent to the IPAC, Quality Control Branch. All documents (join package) will be removed from the service record and filed in the Joins electronic historical files by last four of the Marines SSN and last name.

7. Meal Cards. The Inbound Branch will issue the MCB Camp Lejeune meal cards to staff sergeants and below living in the barracks. Meal Cards will be prepared and handled as controlled documents with positive accountability at all times. The Inbound Branch is designated as the secondary point for meal cards for personnel assigned to support MCIEAST, II MEF, and MCB Camp Lejeune organizations. The primary control point is located in the Customer Service Branch. Refer to chapter 3, paragraph 13 of this Order for meal card issue instructions.

8. Preparation Of PCSO Travel Claims. PCSO travel claims will be completed using DD Form 1351-2, Travel Voucher or Sub Voucher and DD Form 1351-2C, Travel Voucher or Sub voucher Continuation Sheet and will be prepared in accordance with reference (r).

a. Travel claims will be prepared, and two additional copies made of all Orders, endorsements, and required receipts. One copy will be provided to the Disbursing Office for settlement of the claim, original will be provided to the Marine, and one copy for the join package. The Join Database will be used to track the status of the claim within ten days from the day they are sent to the disbursing office.

b. The Join files will be managed by the Inbound Branch for completion of the join, Second Stage audits. If claims are settled, the 45-day audit section will attach a copy of the voucher to the Second Stage audit for proper analysis of Marine's entitlements. If claims are returned from the disbursing office with Discrepancies Notice (DN), the Join Audit Section will take immediate action to resolve the DN. The DN will be compiled and forwarded to the battalions daily informing them that their Marines must return to the Inbound Branch to correct their claims.

c. The Inbound Branch SNCOIC will conduct a quality control review of all travel claims. This review is to identify any discrepancies in the travel claim, Orders, and endorsements or required receipts prior to the claim being submitted to the disbursing office.

9. PCSO Travel Settlements. All PCSO travel settlements will be provided by the Disbursing Office to the Inbound Branch for completion of the Second Stage audit. Upon completion of the Second Stage audit, the Orders, travel claim, settlement, and all documentation from both the First Stage and Second Stage audits will be filed in the Inbound Branch as one complete package (electronically) in the correspondence files.

10. Travel Claim Discrepancies

a. All discrepancies will be annotated on a travel claim discrepancy form, and corrective action will be taken immediately. Attempts to obtain missing Orders and endorsements from external commands will be closely monitored by the Inbound Branch. After two unsuccessful attempts to obtain missing information, the claim will be provided to the SNCOIC/OIC, Inbound Branch, for resolution.

b. All discrepancies identified on the travel claim will be expeditiously researched, resubmitted, and continue to be tracked until properly settled.

11. Marines Who Fail To Report

a. The Inbound Branch will pull a report from ODSE to show personnel due to report to their respective RUC/MCCs and tracked by the Effective Date of Arrival (EDA). The Inbound Branch will give personnel one full business day after the EDA to report to the CLRC prior to initiating any effort to locate these Marines. Once the Marine has failed to show up, the Inbound Branch initiates the following process in order to establish whether the Marine is in fact UA or has just not checked in to the CLRC.

(1) Contact gaining command to determine if the Marine has reported for duty; however, has not reported to the CLRC for processing.

(2) If the gaining command has not seen the Marine, the Inbound Branch will verify with the former command that the EDA

and MCC were reported correctly in MCTFS. Then we will try to contact the member or someone in their family in order to locate the Marine.

(3) If all attempts to locate the Marine have failed the Inbound Branch will report "Join Failed To Report" and notify the Marine's parent command of the action taken by electronic letter through E-mail notifying the unit and MSC G-1.

(4) The parent command's responsibility is to track the Marine's UA status and to notify next of kin within 48 hours, within 10 days generate the ten day letter notifying next of kin and DD Form 553 once the Marines status turns into desertion. Once DD Form 553 is completed ensure a copy is sent to the IPAC Legal Section for reporting into MCTFS.

12. Navy, Other Service Personnel and Civilian Personnel Inbound Procedures. Navy, other service personnel, and civilians reporting for duty with supported organizations aboard Camp Lejeune should report to their respective individual commands in the uniform of the day or civilian attire as appropriate. The Customer Service Desk (CSD), U.S. Navy Personnel Support Detachment (PSD) located in Building 321 process entitlements for Navy personnel. Figure 5-2 of this Order will be used when joining these personnel in the MCTFS.

13. Fleet Assistance Program (FAP). The FAP is coordinated by the Director, Base S-1 (Manpower Military Personnel Office) and the individual's, G-1 Branch. Marines assigned to augment the FAP upon initial join are required to check in with their respective commands. At no time will a Marine report to the Inbound Branch without proper Orders and endorsements from their individual G-1s and MCB Camp Lejeune. All personnel being terminated from or being assigned to the FAP must report to the Inbound Branch for a complete audit/processing.

14. Promotion Procedures for Inbounds. All Marines with select grades will automatically be promoted unless a "Will Not Promote" has been reported via unit diary. If it has been discovered that a Marine has been erroneously promoted while enroute to the Camp Lejeune area, a letter signed by the battalion and/or appropriate commanding officer requesting the promotion be deleted as erroneous must be forwarded to IPAC Promotions Section immediately to avoid further delay and overpayments to the

Marine. Additionally, Inbound Branch will conduct a join audit on all newly joined Marines and will be responsible for identifying those Marines who were promoted via MCTFS enroute. The Inbound Branch will immediately forward the letter to the Promotions Section identifying those Marines promoted while enroute.

15. Temporary Duty Under Instructions (TEMINS) Drops. Marines under PCSO with TEMINS to a special type duty (DI/RCTR/MSG/SOI/MCSF/MARSOC) that fail to meet the special duty assignment criteria will be returned to their parent command. These Marines must report to the IPAC Inbound Branch for proper processing and audit requirements.

THIS SHEET MUST BE RETURNED TO IPAC
MCB CHECK IN/OUT SHEET
NEW JOIN, TAD EXCESS, PCS, PCA, EAS
(HQSPTBN) (WTBN)

Privacy Act Statement

Under the **AUTHORITY** 10 U.S.C. 5013 and E.O. 9397, this form is for official use only for the **PURPOSE** information is used to prepare organizational locator, recall rosters, and social rosters; notify personnel of arrival of visitors; locate individuals on routine and/or emergency matters; locate individuals during medical emergencies, facility evacuations and similar threat situation. **ROUTINE USE** in addition to disclosures generally permitted under 5 U.S.C. 552a(b) of Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE is Voluntary**

RANK: _____ **LName** _____ **FName** _____ **MI** _____ **SSN** _____ **MOS** _____

COMPANY _____ **PLATOON** _____ **T/O** _____ **Line/BIC** _____ **Billet Description** _____

1. REQUIRED BY ALL PERSONNEL:

VEHICLE REGISTRATION _____
Bldg 60 Rm 161 Tues - Sat 0900-1800

MCCS/NMCRS _____
Bldg 60 Rm 58

TRICARE SERVICE CENTER _____
Bldg 59 Rm 139

BOQ/PARADISE POINT _____
Single/Geo-Bachelor Officers

PRIOR SERVICE RECRUITING OFFICE _____
Bldg 60, Rm 136 (SEPERATING MARINES ONLY)

TRAFFIC MANAGEMENT OFFICE (TMO) _____
Bldg 1011 (Ash St)

ID CARD CENTER _____
Bldg 59 (SEPERATING MARINES ONLY)

FAMILY HOUSING OFFICE _____
Bldg 60 Rm 148-150 Married Personnel Only

CLEOC: _____

PSC/PCA/TAD Excess/EAS: CPL AND BELOW

SNCOIC/PLT SGT _____ **RECOM PRO/CON:** ____ / ____

OIC/PLT CMDR _____ **RECOM PRO/CON:** ____ / ____

COMPANY CMDR _____ **RECOM PRO/CON:** ____ / ____

EAS:	**RE-CODE**	**SIGNATURE**
Career Retention Spec		
ENLISTED ONLY		
1stSgt - Enlisted Only		
Co Cmdr		
SgtMaj - SNCO ADSEP		
Bn Co		

BN S-1 AUTHENTICATION - (UNIT ADMIN CHF/ADJ/SGTMAJ ONLY)
(Confirmation that unit-level check in-out complete)

_____
Signature Required

MEMBER CERTIFICATION:
I understand that this check-in/out sheet has been returned to IPAC within five working days of receipt. I further certify that I have checked-in/out with all commodity areas within section 1 of this check in/out sheet.

_____ Member Signature

_____ Date

IPAC USE: MEAL CARD # _____ RECEIVED

Clerk Int: _____

See Page 2 for Battalion - level check-in/out

MCBCL/MPWR/IPAC/5001.1/4 06/09 PREVIOUS EDITIONS ARE OBSOLETE DESIGNED BY ADOBE 8.0

Figure 5-1.-- Check In/Out Sheet Sample

2. BATTALION - as required by BN-level S-1

CO _____

XO (OFFICERS/SNCOS ONLY _____

SGTMAJ (SNCO'S) _____

CAREER RETENTION SPEC _____

MAILROOM _____

Command Security Mgr _____

SACO _____

Unit Chaplain _____

Family Readiness Off _____

BN APC/GTC _____

ARMORY _____

BAS/GAS/MEDICAL
(includes PDHA) _____

CIF
(bldg 1501 behind Dominos) _____

S-2 _____

BARRACKS MGR _____

NMCI (E-mail)
(Help desk 451-0094 _____

MOTOR TRANSPORT _____

Bn SAFETY OFFICER _____

S-3 (Training)) _____

BN - S-6 _____

Bn Voting Officer _____

DTS Coord _____

Consolidated NBC
(Bldg 1601) _____

DENTAL _____

SUPPLY (MMO/CTEP) _____

BN Legal Officer _____

Figure 5-1.-- Check In/Out Sheet Sample

NAVY/OTHER SERVICE PERSONNEL JOIN CHECKLIST

FOR OFFICIAL USE ONLY: The following information is necessary for civilians/other services personnel to be joined in MCTFS. Disclosure is voluntary; however, failure to furnish personal identifying information will negate the application for access to MOL.

Last Name _____ First Name _____ Middle Name _____

SOCIAL SECURITY NUMBER _____

SERVICE: CHECK APPROPRIATE CATEGORY: CIVILIAN YES ☐ NO ☐ NAVY YES ☐ N0 ☐ ARMY YES ☐ NO ☐
AIR FORCE YES ☐ NO ☐ COAST GUARD YES ☐ NO ☐ CONTRACTOR YES ☐ NO ☐

BILLET DESCRIPTION _____

HOME ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

MARTIAL STATUS _____ **HOME TELEPHONE** _____
SINGLE OR MARRIED

WORK TELEPHONE _____

JOIN RUC: _____ **MCC:** _____ **UNIT NAME:** _____
(5 DIGIT NUMERIC REPORT UNIT CODE) (3 BYTE CODE) (NAME OF COMMAND)

COMPANY CODE: _____ **PLT CODE:** _____

RACE _____ **SEX** _____ **ETHNIC** _____
(REFER TO BOTTOM OF PAGE) (REFER TO BOTTOM OF PAGE)

EFF DATE _____

RACE CODE
A=AMERICAN INDIAN OR ALASKA NATIVE
B=ASIAN
C=BLACK OR AFRICIAN AMERICAN
D=NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
E=WHITE
F=DECLINED TO RESPOND

ETHNIC CODES
1=OTHER HISPANIC
2=US/CANADIAN INDIAN
3=OTHER ASIAN
4=PUERTO RICAN
5=FILIPINO
6=MEXICAN
7=ALASKA NATIVE
8=CUBAN

Signature _____ Date _____

PRIVACY ACT - 1974 AS AMENDED APPLIES
This form may contain information which must be protected IAW DoD 5400.11 and is For Official Use Only (FOUO). Any misuse or unauthorized disclosure may result in either civil or criminal penalties.

MCBCL/MPWR/IPAC/5001.1/4 06/09 PREVIOUS EDITIONS ARE OBSOLETE DESIGNED BY ADOBE 8.0

Figure 5-2.-- Navy/Other Service/Civilian Personnel Join Checklist

Chapter 6

Unit Deployment Branch

1. General. This chapter provides definitions, information, and prescribed procedures for Marines who are deployed (all active duty and Reserve Marines). The consolidation of administration and the resulting reduction in administrative personnel assets has necessitated the development of a deployment support concept to provide personnel administrative support to deployed units using the "reach-back" method. Commands under II MEF, 22d Marine Expeditionary Unit (MEU), 24th MEU, 26th MEU, TECOM, and MCB Camp Lejeune will be provided priority service while in a deployed status. IPAC business hours will be operational 24 hours electronically via E-mail and/or phone. Contact can be made by forward deployed units with the IPAC Deployment Branch via organizational e-mail MCB_IPAC.UDS@USMC.MIL. These methods are known as "reach-back".

2. Purpose. The Unit Deployment Branch will assume personnel administrative responsibility for personnel participating in deployments, to include: unit diary reporting, pay and entitlements review, and correction, pre and post-deployment audits 60 days prior to and 90 days after deployment, respectively, and other administrative actions within the scope of reporting unit administration.

3. General Duties and Responsibilities. The following is a generalized listing of duties and responsibilities for deployed administration:

a. Command Responsibilities. Units are responsible for notifying the IPAC when unit Marines enter and depart Field Duty status so that PERSTEMPO and BAS checkages can be reported. Units must submit a complete and accurate "by name" roster of personnel that lists the SSN, location where the field exercise is being conducted, and the dates they are in the field. Rosters can be submitted electronically, however; they must be **password protected, digitally signed and encrypted** with the password sent in a separate email. The BAS checkages are not optional for the unit commander: Chapter 25 of reference (c) and reference (s) require pay debits to be reported on the unit diary. Allowing Marines to bring their own chow, pay as they eat, or fend for themselves in lieu of pay checkage is not authorized. Throughout the training/deployment cycle, commands must report by any means (encrypted e-mail [preferred], telephone, Naval message):

(1) Any changes in personnel status (e.g., to/from UA, IHFA, to/from sick, etc.) to the IPAC.

(2) All NJP held by the unit commander. Signed documents must further be scanned and electronically submitted to IPAC Unit Deployment Branch (fax is alternate means) for unit diary reporting and insertion into SRB. Original UPBs, Page 13s, and other associated documents executed during the deployment are expected to be maintained by the Deployed S-1 and provided to IPAC upon returning from deployment, or may be mailed or couriered back to the IPAC.

(3) Rosters of all Marines not recommended for promotion to the grade of private first class through sergeant each month, before the 15th of the month (only when MOL is not available). Each page of submitted rec/non-rec rosters must be signed by the commander with promotion authority, and the Marines signed page-11s for non-rec for inclusion in service records.

(4) Upon select grade posting to MOL or upon receipt of a diary feedback report from IPAC on promotion selectees, promptly notify IPAC of any Marine who will not be promoted so their select grade is not processed in MCTFS. "Will Not Promote" transactions should be certified by the commander in MOL as the primary means of notification (commander-signed "will not promote" correspondence as alternate). Member-signed "will not promote/non-rec" Page 11s should be sent to the IPAC immediately regardless of will not promote medium.

(5) Requests for remedial promotion messages will be prepared by IPAC upon request by the unit commander for Marines eligible and recommended.

(6) Combat history or expeditions (dates and locations) so that unit diary entries may be effected.

(7) All dates when entering and exiting HFP or IDP/HDP areas to include emergency leave, early redeployers, and R&R leave.

(8) All dates of embarkation and debarkation aboard Naval vessels, to include the name(s) of the vessel(s).

(9) All changes in training information, especially as it occurs during the deployment (i.e., PFT, PFT/Marksmanship Waivers, rifle, BST, etc.). The use of TMS is the primary input

method as mandated per MARADMIN 535/08; IPAC is secondary only when TMS is unavailable.

(10) All changes to family member's status and information. Changes to family addresses or phone numbers to a RED are of a time sensitive nature and should be sent to IPAC by the most expeditious means (some information can be individually input into MOL by the Marine).

(11) Notify the IPAC of all pay discrepancies/issues.

(12) All changes in current individual locations. Information regarding the main body, and all groups of individuals performing operations away from the main body, are important and should be sent to IPAC in the most expeditious means.

(13) Any personal or unit awards presented (most personal awards will be entered by CMC and not the IPAC).

(14) Notify IPAC of all meritorious promotions.

(15) Commands must provide the IPAC DTS Section with a copy of the emergency leave orders (funding involved) for monitoring and to ensure a travel claim is completed upon the Marine's return. Emergency leave TAD claims will be processed in the same manner as regular TAD.

b. Unit Deployment Branch Responsibilities. The Unit Deployment Branch will perform the following functions:

(1) Reporting of all unit diary information received from the deployed unit.

(2) Submitting all NAVMC 11116's (MPOs) affecting pay and allowances based upon entitlement eligibility.

(3) Notifying the deployed units of all Marines receiving PCS Orders.

(4) Correcting pay discrepancies that are forwarded by deployed units (from S-1 personnel).

4. Specific Duties and Responsibilities. The following subparagraphs are some of the duties and responsibilities for IPAC and the deployed unit's S-1 to perform. Figure 6-1 of this Order is a Pre-deployment Milestones Checklist commanders should utilize in preparation of their upcoming deployment. Figure 6-2 of this Order lists potential deployed entitlements and their associated general rules and applications.

a. Administrative Stand-downs. Pre-deployment audits are required for all personnel who are going to be deployed for longer than 30 days. Individual units will coordinate with the IPAC Deployment Branch at least 90 working days in advance (if known).

b. Deployment Briefs. Deployment briefs should be conducted prior to any major deployment of Marines and Sailors. These briefs provide a wealth of information for the deploying service member and their family members. IPAC is available to assist in these briefs, but the ultimate responsibility for conducting the brief remains with the deploying unit.

c. General Administrative Preparations. All unit diary reporting will be conducted at the IPAC. Deployed units (S-1) will submit source documents to IPAC either by encrypted E-mail attachment, FAX, or hard copy document.

(1) Deployed Units Responsibilities

(a) Access IDs for the "3270" services of DFAS-KC, to include TASO IDs should be of sufficient quantity and updated prior to deployment.

(b) Ensure that a document multiple copier/scanner is operable, and Adobe Acrobat Professional or higher is available for the exchange of files between the unit (S-1) and IPAC.

(c) Ensure that during the work-ups that the bandwidth on the E-mail account for the Unit's personnel chief is increased to receive TRECONs. Coordinate with the appropriate G-6/S-6 for assistance.

(2) IPAC. Ensure close and continuous contact with the deployed unit's S-1.

d. Communication. With "reach-back" administrative support, it is imperative that multiple forms of communication be planned

to ensure uninterrupted service to the deployed units. Each event has a different level of immediacy; thus, the preferred methods of communication listed for some scenarios in this Order are predicated on availability.

(1) Deployed Unit. The deployed unit is highly encouraged to review this Order as events occur, and use the ordered precedence of communication as defined herein. It is incumbent on the deployed unit's S-1 to maintain some method of communication with IPAC. If an occasion arises that requires classified message traffic which may include information for the IPAC, ensure that specific routing information is contained within the text of that message.

(a) Telephone communication is sometimes necessary. It is imperative that the deployed unit submit a complete listing of phone numbers for various ships/units assigned for the deployment. If phone numbers change while deployed or in-port, these temporary phone numbers should be immediately relayed to the IPAC as soon as practical.

(b) Use of the Non-classified Internet Protocol Router Network (NIPRNET) (US DoD) E-mail, with or without scanned files attached, is the primary method of communication that may be used. It should be noted, however, that security is lessened when this method is used. Special care should be taken in reviewing the content of E-mail traffic to protect secure information. Ensure E-mails are signed, encrypted, or otherwise to protect information covered by the Privacy Act of 1974.

f. Promotion Processes

(1) IPAC. Maintain contact with the deployed unit.

(2) Unit Commander. Refer to chapter 4, paragraph 2 of this Order for the promotion process.

g. Family Care Plans. It is the policy of the Marine Corps that all members who are married to other service members (with children), and single parents, have a family care plan established that lists who will be responsible for the child(ren) in the event of deployment. Refer to reference (d) for further clarification.

h. Good Conduct Medals. Good Conduct Medals for all Marines who deploy will be prepared by the unit S-1.

i. Allotments. The deployed disbursing personnel provide full-service to include allotment processing as required. The IPAC Customer Service Branch will also provide assistance with allotments when disbursing personnel are not deployed and/or the deployed unit's S-1 is unable to process allotments.

j. W-2 Forms. The primary means for a Marine to receive their W-2 is via MyPay. When deployed during a time of year that W-2 forms are issued for the previous tax year, W-2s will be requested for the deployed unit when MyPay is unavailable. The Staff Judge Advocate (SJA) can advise on any tax deferrals and/or and tax related questions.

k. Pay, Allowance, and Entitlement Changes

(1) Deployed Unit. Any changes to location of individuals or groups of personnel must be relayed to the IPAC for appropriate unit diary action. Examples of such are medical evacuations, emergency leave, concurrent TAD, arrival/departure to an IDP area, CZTE area, and HDP areas. It is imperative that information relative to any pay or allowance be sent expeditiously to ensure IPAC has sufficient time to research and report the requisite unit diary entries before the U&E date that affects the next pay period.

(2) IPAC. Upon receipt of updated changes to individuals or groups, research and report applicable unit diary entries as soon as possible to ensure timely pay service. Provide feedback to the deployed unit (S-1) with regard to postings and failings of various entitlements into the MCTFS. If an entry fails to post via unit diary for whatever reason, keep the deployed unit (S-1) informed so Marines are aware of delays to pay services in advance.

l. Awards and Expeditions. Any awards issued, or expeditions participated in, must be forwarded from the deployed unit (S-1) to IPAC for unit diary entries.

(1) Upon completing the eligibility requirements and upon notification of the unit commander, campaign medals in support of Operation ENDURING or IRAQI FREEDOM (OEF/OIF) will be reported. If the unit diary transactions are ran prior to the end of the deployment, no corrective action will be taken to adjust dates of campaign medals run in MCTFS. If notification is not received from the unit commander, members will receive the appropriate campaign ribbon(s)/medal(s) at the end of the deployment.

(2) Effective 1 May 2005, eligibility for the Global War on Terrorism Expeditionary Medal (GWOTEM) for service in support of OEF/OIF has been terminated. Until a date to be determined, Marines shall only be eligible to qualify for the Iraqi Campaign Medal and the Afghanistan Campaign Medal for service in the land, airspace and contiguous waters of Iraq and Afghanistan.

(3) Eligibility for Humanitarian Service Medal (HSM) and Combat Action Ribbon (CAR) will be determined and maintained by the appropriate authorities at CMC through a by-name listing.

5. Naval Administration. Upon receipt of field duty/deployment rosters or TAD orders with Naval Personnel listed, IPAC will inform the Naval Administration via E-mail in order to properly credit/debit the Sailor's account.

6. Transition Teams. These teams and the requirements to train, organize and deploy them are going to be long term in nature. While the general life cycle of a given team is not unlike that of unit deployment program (UDP) or a MEU, these teams are unique in their ad-hoc composite, size, ebb and flow, and training/travel requirements while in Camp Lejeune. II MHG, as the lead element for these teams, has placed a considerable emphasis on support structure to these teams as they bring unique challenges in scheduling and overlapping training/deployment processes and de-composite in 7-10 days.

PRE-DEPLOYMENT MILESTONES

____ **D-90** Receive pre-deployment roster from deploying unit
a. Dump roster into ODSE to identify the following:
1. ** Marines not attached/joined to unit
2. Duty status discrepancies (identify to G-1s)
b. E-mail findings to deploying unit Adj, Admin Chief and XO with list of discrepancies/inconsistencies

____ **D-60** Request and receive an updated pre-deployment roster
a. Dump audit roster into ODSE to identify the following:
1. ** Marines not attached/joined to unit
2. Duty status discrepancies (identify to G-1s)
b. Meet with unit Adj, AdminChf and XOs to discuss list of discrepancies/inconsistencies
c. Schedule pre-deployment brief and audits

____ **D-45** Conduct pre-deployment brief and pre-deployments audits
a. Conduct a thorough review of unit alpha rosters;
b. Ensure all Navy personnel are joined and attached via MCTFS
c. Ensure all detachments and individual augments are attached to unit or deploying RUC

____ **D-30** Provide deploying unit Command Grp with an Admin snapshot on where they stand prior to their deployment.
a. Delinquent audits
b. **Marines not attached/joined to unit or deploying RUC
c. Duty status discrepancies
d. Provide split pay roster to UDB

____ **D-14** Provide UDB with a roster of deploying personnel and anticipated departure dates
a. Provide deploying unit Command Grp with an Admin snapshot on where they stand prior to their deployment.
1. Delinquent audits
2. **Marines not attached/joined to unit or deploying RUC
3. Duty status discrepancies

Note If no action has been taken by deploying unit we will coordinate efforts with to get the Marine attached and start entitlements.

____ **A-day** Forward deployed unit S-1 sends arrival data back to UDB; flight information, accurate list or personnel who arrived and when (time/date); Work with forward deployed unit with inconsistencies and then deployed entitlements will be started.

Figure 6-1.--Pre-deployment Milestones

GENERAL RULES FOR DEPLOYED ENTITLEMENTS
(DISCLAIMER: FEDERAL REGULATIONS TAKE PRECEDENCE OVER THIS INFORMATION BASED ON THEIR LEVEL OF CURRENCY)

1. Basic Allowance for Subsistence (BAS) [Enlisted]. All Marines on BAS will continue to receive BAS while deployed; however, field rations will be started on the day of deployment and stopped on the date of return from deployment. The effect of the field rations entry is that the basic meal rate is deducted from the BAS rate monthly. In rough figures --- this means that a Marine's BAS of approximately $250 per month will be lessened by $200 per month since meals are furnished by the ship and/or the MEU during the deployment. (DODFMR, chapter 25). Note: Commander, U.S. Central Command (CENTCOM) has provision for "deployed per diem", which offsets this checkage.

2. Basic Allowance for Subsistence (BAS) [Officers]. All officers serving aboard ship retain their BAS and pay the ship's wardroom directly. While performing duties ashore in a field duty status, officers are checked field rations in the same manner as enlisted personnel. The monetary effect to the field rations deduction for officers is that there is a checkage of approximately $200 per month, which is approximately $40 above the $160 an officer normally receives for BAS. (DODFMR, chapter 25)

3. Family Separation Allowance (FSA). All Marines who have family members (married or single parent), and all Marines married to other service members (regardless of other family members), are entitled to FSA from the date of embarkation (or date they depart PDS in support of the deployment) through the day prior to the date of debarkation. (DODFMR, chapter 27)

4. Career Sea Pay/Career Sea Time. All Marines (officer and enlisted regardless of grade) are entitled to career sea time accumulation while deployed. All active duty Marines, regardless of rank, are entitled to draw career sea pay from the date the ship leaves port. The career sea pay starts on the date the ship leaves port for the deployment. The rates for career sea pay vary widely and thus are too numerous to list here. Career sea pay and time continues for the first 30 days a member is ashore performing duties when the intent is to return to the ship following those duties. If there is no intent to return to the ship following those duties, then career sea entitlements stop

Figure 6-2.--General Rules For Deployed Entitlements

on the date of debarkation. A Marine that is onboard ship for the purpose of transportation as a passenger is not entitled to career sea pay. (DODFMR, chapter 18)

5. Basic Allowance for Housing (BAH). All personnel in receipt of BAH prior to deployment will continue to receive that BAH while deployed. The only exception to this is for those single Marines in receipt of BAH Own Right who opted to terminate their rental or lease agreement and opt for single-type government quarters for the duration of the deployment. Any staff sergeant who receives a promotion to gunnery sergeant while deployed, and who previously was entitled to BAH Partial by virtue of assignment to single-type government quarters, may elect to receive BAH Own-Right at any time from the date of promotion. Upon return from deployment, give the member a reasonable period of time to vacate the single-type quarters. BAH starts effective the day vacated quarters (JFTR, chapter 10, U10302 and 10400.c)

6. Hostile Fire Pay and/or Imminent Danger Pay (HDP, HDP-L, HDP-M). All Marines who perform duty in a designated IDP area are entitled to IDP for the whole month, regardless of the date of arrival or departure in the zone. (DODFMR, chapter 10)

7. Hardship Duty Pay (HDP)- Location (HDP-L) Assignment Entitlement. This allowance is payable to members assigned to such HDP areas designated by DoD.

8. Combat Zone Tax Exclusion (CZTE). When the ship enters the latitudinal and longitudinal zone established for CZTE, or when Marines and Sailors disembark and enter a land zone established for CZTE, then there is a cessation of federal and state income tax deductions for those months, and that income is therefore non-taxable. The tax exclusion applies to all personnel with the following exception for unrestricted officers -- the limit to tax exclusion is the base pay of an E-9 with 26 years of service + $150.00 (the amount of one month's IDP). In other words, if the max basic pay for an E-9 is $3,850.00 + $150 = $4,000.00, then an unrestricted officer is limited to an exclusion of $4,000.00 per month. Any income above that range remains taxable. (DODFMR, chapter 44)

9. Deployed Per Diem. When deployed to AOR for OIF/OEF deployed per diem is $3.50 per day. While deployed to West Pac the amount is deferred. Refer to JFTR, chapter 4 and MCTFSPRIUM, chapter 9.

Figure 6-2.--General Rules For Deployed Entitlements--Continued

10. Combat Leave Balance (CLB). For all Marines who receive a full tax exclusion, they will also receive the benefit of combat leave -- which means that the leave earned during any month when a tax exclusion applies, it is also non-taxable at a later date when the leave is used. As an example, a Marine is in a CZTE zone from Feb to May, which accounts for 10.0 days of leave. If after return from deployment the Marine uses that 10 days leave in July, then 10 days of that leave period are also non-taxable for federal and state income taxes. (DODFMR, chapter 44)

11. Post Deployment/Mobilization Respite Absence (PDMRA) Accrual. Accrued administrative absence for high deployment that violates intended dwell time ratio. Unit managed program. (MARADMIN 448/07).

Note: It is imperative that timely input of changes to location and duty status be reported to the IPAC so that the unit diary entries, which support the above entitlements, can be reported in a timely fashion. This will lessen the hardships that may arise for family members that remain behind.

Figure 6-2.--General Rules For Deployed Entitlements—Continued

Chapter 7

Outbound Branch

1. General. The Outbound Branch is divided into three sections the Orders Section, Separations Section, and Defense Travel System Section. The Outbound Branch is responsible for the receipt of orders, the administrative processing and issuance of PCSO, PCA, separations, release from active duty, and retirement processes.

a. Orders Section. The responsibilities of the Orders Section are:

(1) Receiving all PCSO and PCAO for personnel of supported organizations.

(2) Notification of personnel and their commands when in receipt of PCSO and PCAO.

(3) Counseling of Marines on entitlements for travel and transportation arising from these Orders.

(4) Preparation and issuance of Orders.

(5) Ensure service record entries related to the Orders process have been entered.

(6) Maintenance of the Official File Copy and all related documents pertaining to the Orders.

(7) Completion of unit diary actions effecting the transfer or reassignment of Marines.

b. Types Of Orders

(1) Permanent Change of Station (PCS). PCSO are issued by HQMC and direct a Marine to relocate between permanent duty stations. PCSO are fully funded and entitle the Marine and dependents, if applicable, to travel and transportation allowances as described in reference (g). All PCSO are issued, modified, and cancelled by HQMC via the IPAC's Orders Section, in conjunction with the command. The IPAC will notify the parent unit/command upon receipt of PCSO on a Marine. Marines in receipt of Orders are to be screened to determine if they are

eligible for transfer. Marines qualified and eligible for transfer are to be directed to the IPAC to acknowledge their Orders, complete required forms/data sheets, and receive briefings regarding PCS entitlements.

(a) All Marines will report to IPAC with a completed check-out sheet and transfer proficiency/conduct marks on the effective date of detachment for receipt of PCSO and the service record.

(b) The Official File Copy of the Marine's PCSO will be filed in the Orders Section correspondence files after appropriate unit diary entries have been reported and Page 3 entries have been made.

(2) Permanent Change of Assignment (PCA). PCAO direct a Marine's change of assignment between major commands located in the same geographic vicinity of the permanent duty station. The PCAO are processed and issued by the IPAC in the same manner as PCSO; however, no entitlement to travel and transportation allowances exist for the Marine or dependents. The PCAO direct a Marine to move between MCCs.

(a) All Marines will report to IPAC with a completed check-out sheet with transfer proficiency/conduct marks on effective date of detachment for receipt of PCAO and the service record.

(b) The Official File Copy of the Marine's PCAO will be filed in the Orders Section correspondence files after appropriate unit diary entries have been reported and page 3 entries have been made.

c. Permanent Change of Station (PCS) Data Sheets. The PCS Data Sheet is an important form, and must be completed by a Marine prior to PCS. The PCS Data Sheet will indicate to IPAC the Marine's desire for leave, transportation, and advance of pay entitlements. Marines should complete and submit a PCS Data Sheet a minimum of 90 days prior to their detachment date when applicable. They must have this completed at least 30 days prior to allow for timely processing. Any Marine who does not complete a PCS Data Sheet will not receive advances or leave en-route.

d. Obligated Service Requirement. Those Marines who do not meet obligated service requirements or do not desire to extend or reenlist, must see their Career Planner and Orders Section to sign a statement of "non-intent" of extending/reenlisting within

10 business days and upon receipt/notification of PCSO. The Career Planner must ensure a copy of the letter to CMC is forwarded to IPAC when signed by the Marine. The Career Planner is also responsible for making the Page 11 service record entry and forwarding it to the IPAC. Marines in receipt of Orders to Inspector Instructor (I&I) duty or a special duty assignment must meet the following obligated service requirements:

(1) I-I duty - 36 months upon reporting.

(2) Marine Corps Security Forces (MCSF) - 24 months upon graduating school.

(3) Marine Security Guard (MSG) - Sergeant and below 30 months upon reporting/staff sergeant and above 36 months upon reporting.

(4) Recruiting Duty - 36 months upon completion of school.

(5) Drill Instructor (DI) - 36 months upon completion of school.

(6) Marine Combat Instructor (MCT) - 36 months upon completion of school.

(7) Career Marines who do not meet obligated service requirements to execute PCSO and who do not desire to extend or reenlist should notify CMC via unit Career Planner.

e. PCS Orders Notification. The PCS Pending Orders Report will be provided to the supported organizations on a weekly basis by the IPAC.

(1) Upon notification of a Marine in receipt of PCSO/PCAO, the unit S-1 must have the Marine report to the Orders Section as soon as possible to begin PCS processing.

(2) A PCS Data Sheet will be provided to the Marine at the time they acknowledge their Orders, for the Marine's use in electing delay en-route, proceed, mode of travel, and advances.

(3) Checklists for overseas or special duty assignments will be included with the PCS Data Sheet as necessary. Checklists will be promptly completed and delivered to the Orders Section 90 days prior to the date of transfer. Delays in

completing checklists can adversely impact a Marine's requested transfer date (leave) and monetary advances.

(4) A copy of the PCSO, with appropriation data, will be provided for use in scheduling both the household goods shipments and termination of quarters once the Marine reports to IPAC with the completed PCS Data Sheet.

f. Modification/Cancellation of PCSO. Requests to modify or cancel PCSO will be prepared by unit commanders with a copy forwarded to the IPAC.

(1) All requests for modification or cancellation of PCSOs must state the reason/justification within the AA Form.

(a) The AA Form endorsement must state that the Marine was counseled on the effect that refusal to accept Orders may have on their eligibility for continued service or promotion. The Page 11 entry will accompany the AA form and endorsement forwarded to the IPAC.

(2) HQMC must be advised via naval message within 10 days of receipt of PCSOs of Marines who will not extend or reenlist to have sufficient obligated service to execute PCSOs.

(a) The Naval message will be prepared by the unit commander and forwarded to the MSC's G-1 Branch for release.

g. PCSO Processing

(1) Continental United States (CONUS) Assignments. Upon receipt of the notification of PCSOs, the Marine should contact the Orders Section. Orders will be issued based upon the information contained in the PCS Data Sheet.

(2) Special Duty Assignments (SDA). Upon receipt of the notification of PCSOs to a special duty assignment, the Marine must report to their Career Planner with the appropriate screening checklist for assistance in completion and certification by the command. Orders will be issued based upon the information contained in the PCS Data Sheet, and once all checklists have been turned in.

(a) If the Marine is found unqualified for the special duty, the command Career Planner must contact their higher headquarters Career Planner, who will notify the G-1

that Orders may need to be modified or canceled, as appropriate. The G-1 will issue a naval message requesting the modification. Such requests must be forwarded as soon as the disqualifying factor is known, due to the high visibility of SDA's. Note that "noncompliance" requires commanding general level response.

(b) Execution of the Standard Form (SF) 604 for issuance of additional uniform items required for the SDA is the responsibility of the Marine's unit.

(3) Outside of Continental United States (OCONUS) Assignments. Upon receipt of the notification of PCSOs, the Marine should contact the Orders Section and will be given an overseas checklist. Orders will be issued based upon the information contained in the PCS Data Sheet and completion of the overseas checklist. It is imperative that the overseas checklist is completed as soon as possible for timely processing of orders. Area Clearance, port-call, and advances must be submitted with enough lead time in order to detach on time.

h. Government Quarters/Temporary Lodging Expense (TLE). Commands must ensure that all Marines who vacate government quarters are required to report to IPAC Orders Section with their Termination of Government Quarters Verification form to ensure the BAH has been properly credited to the Marine's pay account with the proper effective date. Failure to do so will result in the Marine being over/under paid and BAH will not be started/credited. Also, Marines could be entitled to TLE depending on the date quarters are vacated and Member is residing in temporary quarters elsewhere.

i. Check Out/Issuance Of Orders

(1) The check-out sheet will be issued by the parent command (S-1). The check-out procedures for transferring personnel remain the responsibility of the Marine's unit, and command supervision is essential. Supported organizations must ensure that the Marine has completed all check-out requirements prior to reporting to the IPAC for issuance of Orders. The original check-out sheet will be retained by the Orders Section and attached to the Official File Copy of the PCSO's.

(2) Two weeks prior to transfer, the Marine should report to the IPAC Orders Section to ensure that all requirements have been completed and the Marine has completed their service record audit.

(3) The PCSO's become effective at 0800 on the date of transfer.

(4) The Official File Copy, signed by the Marine, and all documents relating to the transfer will be retained by the IPAC in the official correspondence files.

j. Advances Prior To PCS. Requests for advances of pay, travel, and dislocation allowance (DLA) (as applicable) will be accomplished through completion of the PCS Data Sheet 90 (as applicable) days prior to the transfer date. Marines will complete the appropriate form(s) within the PCS Data Sheet pertaining to their request. The IPAC will submit all requests to the Disbursing Office 30 days prior to the Marines departure date. Payments are normally deposited by electronic funds transfer to the individual's account, no earlier than 10 working days prior to their scheduled transfer date.

(1) Pay Guidelines. The IPAC will ensure compliance with reference (v) for any advance pay requests outside normal parameters unless Note: (1) below has been met. All advances outside normal parameters (such as requests for advance pay from Marines in the grades of lance corporal and below, requests extending repayment, requests for more than one month advance pay, and request for payment outside the eligibility window) must be approved and authorized by the unit commanding officer. It is imperative each unit adheres to administrative requirements prior to submission of the approved request to IPAC for processing.

Note: (1) The Marine's written justification must include a minimum of: (a) a list of actual and anticipated expenses, (b) an explanation of the circumstances which cause the greater than normal expenses to be incurred, thus requiring advance pay of more than one month, (c) a listing of offsetting entitlements (e.g. family member travel, advance BAH, DLA) and (d) Marines who request a repayment schedule in excess of 12 months must provide specific justification on the situation that might indicate a financial hardship in repaying the advance in the normal 12-month time period.

k. Humanitarian Permissive Temporary Additional Duty (PTAD). Commands are responsible to forward a copy of the CMC message approving or disapproving the Marine's humanitarian request to the IPAC Outbound Branch, attention PCSOs OIC or SNCOIC at the IPAC. When the Marine returns from Humanitarian PTAD, the Marine must report to the Outbound Branch at the IPAC to complete a travel itinerary/voucher and post-TAD audit.

Chapter 7

Outbound Branch

1. General. The Outbound Branch is divided into three sections the Orders Section, Separations Section, and Defense Travel System Section. The Outbound Branch is responsible for the receipt of orders, the administrative processing and issuance of PCSO, PCA, separations, release from active duty, and retirement processes.

a. Orders Section. The responsibilities of the Orders Section are:

(1) Receiving all PCSO and PCAO for personnel of supported organizations.

(2) Notification of personnel and their commands when in receipt of PCSO and PCAO.

(3) Counseling of Marines on entitlements for travel and transportation arising from these Orders.

(4) Preparation and issuance of Orders.

(5) Ensure service record entries related to the Orders process have been entered.

(6) Maintenance of the Official File Copy and all related documents pertaining to the Orders.

(7) Completion of unit diary actions effecting the transfer or reassignment of Marines.

b. Types Of Orders

(1) Permanent Change of Station (PCS). PCSO are issued by HQMC and direct a Marine to relocate between permanent duty stations. PCSO are fully funded and entitle the Marine and dependents, if applicable, to travel and transportation allowances as described in reference (g). All PCSO are issued, modified, and cancelled by HQMC via the IPAC's Orders Section, in conjunction with the command. The IPAC will notify the parent unit/command upon receipt of PCSO on a Marine. Marines in receipt of Orders are to be screened to determine if they are

eligible for transfer. Marines qualified and eligible for transfer are to be directed to the IPAC to acknowledge their Orders, complete required forms/data sheets, and receive briefings regarding PCS entitlements.

(a) All Marines will report to IPAC with a completed check-out sheet and transfer proficiency/conduct marks on the effective date of detachment for receipt of PCSO and the service record.

(b) The Official File Copy of the Marine's PCSO will be filed in the Orders Section correspondence files after appropriate unit diary entries have been reported and Page 3 entries have been made.

(2) Permanent Change of Assignment (PCA). PCAO direct a Marine's change of assignment between major commands located in the same geographic vicinity of the permanent duty station. The PCAO are processed and issued by the IPAC in the same manner as PCSO; however, no entitlement to travel and transportation allowances exist for the Marine or dependents. The PCAO direct a Marine to move between MCCs.

(a) All Marines will report to IPAC with a completed check-out sheet with transfer proficiency/conduct marks on effective date of detachment for receipt of PCAO and the service record.

(b) The Official File Copy of the Marine's PCAO will be filed in the Orders Section correspondence files after appropriate unit diary entries have been reported and page 3 entries have been made.

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(2) Two weeks prior to transfer, the Marine should report to the IPAC Orders Section to ensure that all requirements have been completed and the Marine has completed their service record audit.

(3) The PCSO's become effective at 0800 on the date of transfer.

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Note: (1) The Marine's written justification must include a minimum of: (a) a list of actual and anticipated expenses, (b) an explanation of the circumstances which cause the greater than normal expenses to be incurred, thus requiring advance pay of more than one month, (c) a listing of offsetting entitlements (e.g. family member travel, advance BAH, DLA) and (d) Marines who request a repayment schedule in excess of 12 months must provide specific justification on the situation that might indicate a financial hardship in repaying the advance in the normal 12-month time period.

k. Humanitarian Permissive Temporary Additional Duty (PTAD). Commands are responsible to forward a copy of the CMC message approving or disapproving the Marine's humanitarian request to the IPAC Outbound Branch, attention PCSOs OIC or SNCOIC at the IPAC. When the Marine returns from Humanitarian PTAD, the Marine must report to the Outbound Branch at the IPAC to complete a travel itinerary/voucher and post-TAD audit.

2. Separations and Retirements Section. The IPAC Outbound Branch is responsible for providing clerical support for the conduct of separations of all active duty or retiring Marines assigned to the II MEF commands and to MCB Camp Lejeune. Specific duties of the Outbound Branch are reflected within this chapter, and include assisting with separations at EAS, retirements, administrative separations, and those placed on the Temporary Disability Retired List (TDRL)/Permanent Disability Retired List (PDRL).

a. Career Planner Related Entries. The unit Career Planner is responsible for ensuring all enlistment contracts are properly annotated when eligible members do/do not desire Lump Sum Leave (LSL). The Career Planner is also responsible for the following:

(1) Ensuring that all reenlistments and contract extensions are forwarded to the IPAC Separations Section within three working days for unit diary reporting and placement of reenlistment contracts in the SRB.

(2) It is the Career Planner's responsibility to ensure the IPAC Separations Section receives all "Will Reenter" requests on those members who have submitted a request for reenlistment no earlier than 90 days, but no later than 45 days prior the Marine's EAS.

(3) Career Planners will have a DTMS account received via the Director, IPAC to type NAVMC 11116's for selective reenlistment bonus and selling of LSL. The IPAC Command Support Branch will ensure a NAVMC 11119 is typed and submitted to the disbursing office for all Career Planners with DTMS access.

b. IPAC Responsibilities. The IPAC Separations Section will report the reenlistment/extension of enlistment and associated bonus points. For SRBP and AIP payments, refer to chapter 3 of this Order.

c. Will Reenter Diary Entries

(1) Career Planners will notify the Separations Section in writing of Marines who need a "Will Reenter" entry reported on the unit diary, in order to continue allotments and direct deposit payments. The acceptance of this entry into MCTFS will flag the record and allow for a 30-day grace period, after expiration of the ECC, before accrual of pay and allowances stop. The "Will Reenter" entry will be reported no earlier that 90

days, but no later than 45 days prior to ECC, and will be made only if the Marine has submitted, but is not yet approved, for reenlistment.

(2) Upon notification by the unit Career Planner, the Separations Section will delete "Will Reenter" remarks as erroneous when notified of a Marine's intent to separate from the Marine Corps, so that normal separations actions can resume.

d. Check Out Procedures. Marines and commands must coordinate with the IPAC as soon as separations action is contemplated, and remain in contact, in order to ensure proper administrative action is completed on the timetables outlined in this chapter. Personnel shall report to the Separations Section, 90 days prior to EAS or departure on terminal leave.

(1) Upon reporting to the IPAC, Marines will receive a short briefing from the Separations Section personnel. During this brief, each Marine will complete a case folder containing administrative forms providing information necessary for completion of the DD Form 214, NAVMC 11060, and other separation documentation based on their circumstances as well as terminal leave. A complete annual audit will be conducted at the initial briefing

(2) Each Marine will receive a Pre-Separation checklist. The checklist will identify milestones starting 180 days out (360 days for retirements/transfer to FMCR) from the anticipated separation date that must be considered and completed prior to the separation date. Marines must return to the IPAC no later than 30 days prior to their planned date of detachment to review documents and progress.

(3) Marines will be counseled on keeping their direct deposit account open 90 days after they are separated to allow EFT of the final settlement of the Marine's pay account. Furthermore, Marines retiring/transferring to FMCR must continually keep an EFT account open in order to receive retirement payments.

e. Transition Assistance Management Program (TAMP)

(1) Unit commanders must ensure Marines being separated from active duty are counseled by the command UTC concerning the TAMP, Transition Assistant Program (TAP), and any other relevant civil readjustment programs.

(2) The Marine will be reminded of the requirement to attend the mandatory separations brief and the seminar provided by MCB Camp Lejeune. Each command UTC or TAMP coordinator, normally the Career Planner, will ensure their Marines attend the brief. Documentation of the attendance from both the separations class and the TAP class will be forwarded to the IPAC Separations Section for inclusion into the document side of the service record prior to the Marine's departure.

(3) TAP/TAMP for Marines pending administrative separation should be scheduled as soon as the administrative separation process is initiated.

f. Final Physicals

(1) Physicals should be scheduled no more than 12 months, but no less than six months, prior to the effective date of separation to allow time for necessary medical treatment or disability processing. Blood laboratory work is good for only 90 days and must be redone if the 90 day window has expired prior to the Marine's separation (every Marine being separated is required to submit to an HIV test prior to separating, but will not be held on active duty pending results of the HIV test.)

(2) Unit commanders must ensure discharge physicals are initiated not less than six months prior to the date of separation to ensure the separating Marine is physically qualified for separation. Reenlistment physicals are not acceptable substitutions for separation physicals.

(3) It is the sole responsibility of the Marine to schedule the physical and provide a copy to the Separations Section prior to the effective date of terminal leave/PTAD.

(4) Final physical for Marines pending administrative separation should be scheduled as soon as the administrative separation process is initiated.

g. Terminal Leave. Marines who desire to take terminal leave must contact the IPAC early to discuss requirements. Upon completion of all required briefings, the Marine must return with the completed terminal leave requests approved by the chain of command/normal leave approval authority at least 30 days prior to the planned departure date of terminal leave.

(1) Unit commanders may grant terminal leave up to 90 days. Request for terminal leave in excess of 90 days must be submitted to CMC for approval.

(2) The Marine will be issued orders authorizing leave awaiting separation from the IPAC Separations Section on the date of departure. DoD regulations prohibit issuance of an advance copy of their DD Form 214 prior to their EAS.

(3) Upon the EAS date, the IPAC will mail-out the Marine's DD Form 214 and provide a pre-addressed stamped envelope for them to mail their DD Form 2MC (Active Duty ID Card/Dependent ID Card) back to the IPAC. The DD Form 214 will be mailed to the address provided by the Marine prior to departure.

(4) To receive Reserve/Retired ID cards, Marines are responsible for taking source documents to any ID card issuing facility. All active, National Guard, and Reserve activities with on-line access to DEERS may issue ID cards.

(5) A "Leave while awaiting Separation" entry is processed on the unit diary once the Marine goes on terminal leave. This will allow for proper BAS/BAH entitlements to be reported and posted in the MCTFS.

h. Household Goods Shipments. The Separation Travel Certificate (NAVMC 11060) will be completed not later than three working days after approved terminal leave papers are provided to the IPAC. The Marine is responsible for taking six copies of the NAVMC 11060 to Transportation Movement Office (TMO) to arrange shipment of household goods. If retiring and/or Transfer to the FMCR then Orders will be generated for TMO Household Goods Shipment.

i. Awards

(1) End of Tour. The command is responsible for completion of any awards, if applicable.

(2) Letter of Appreciation. Commands must prepare and issue, per MARADMIN 699/07, a one-time Letter of Appreciation signed by the CMC to all Marines, officer and enlisted in the total force (regardless of rank, component code or length of service in the Corps) released from active duty with an honorable characterization of service. Each Marine will also receive a round display sticker with the eagle, globe and anchor in the

middle encircled by the words "UNITED STATES MARINE CORPS" above and "I SERVED HONORABLY" below.

(3) Certificate of Appreciation. Commands must prepare per MARADMIN 299/00, in addition to the Letter of Appreciation, the Certificate of Appreciation (NAVMC 11352), to be presented for their first term Marines and junior officers following their active service obligation and transfer to the Individual Ready Reserve (IRR) prior to the date of departure.

j. Supply Accounts. Marines should inventory their equipment and settle discrepancies with supply accounts as early as possible due to the time required to rectify deficiencies. CIF checkages for missing gear must be routed via the Marine's chain of command and delivered to the IPAC using NAVMC 6 signed by their unit supply officer for reporting on the unit diary. Marines will not be able to completely check out with CIF until they have validation that a checkage has been reported.

k. Retirement Ceremonies. Retirement ceremonies are the responsibility of the command.

l. Check Out Sheets. Marines will report to their command's S-1 Branch prior to their EAS, or the first day of terminal leave/permissive TAD, to be issued check-out sheets. Local commanders are responsible for the check-out sheet completions by Marines prior to them taking it to the IPAC. The check-out sheet documents completion of the physical check-out process from their parent unit and MCB Camp Lejeune, and commands must provide supervision to the Marine as required. The Marine must complete check-out prior to final processing at IPAC Separations Section.

(1) The Marine will check-out of the IPAC on the day of departure. If the Marine is still under an obligation with the Marine Corps he or she will check-out with the ID Card Center. Administratively separated Marines must surrender their ID card during the check-out process. All departing Marines must turn in their Health and Dental records, DD Form 2468, and completed check-out sheet to the IPAC. Marines departing on their EAS will receive the DD Form 214. Marines departing on terminal leave will receive their Terminal Leave Orders. Copy one and four of the DD Form 214 will subsequently be forwarded to the address provided by the Marine during the separation interview upon their actual EAS with a return receipt transmittal.

(2) The IPAC Separations Section will make necessary entries to close out the service record, and make all unit diary entries relating to the release from active duty/TR FMCR/Retirement/TR TDRL/TR PDRL.

(3) The IPAC will mail the service records (to include medical/dental records, as appropriate) to higher headquarters within one workday of the completion of all administrative actions. All records will be accompanied with a copy of the Service Record Transmittal Sheet indicating the date the service records were mailed. Copies of the Service Record Transmittal Sheet will be maintained in the 30-day tickler until verification of receipt for custody is returned. The transmittal sheet will be filed in the Separations Section correspondence files.

m. End of Active Service (EAS)/Release From Active Duty. The IPAC Separations Section will track personnel pending EAS separation when the Marine is within 90 days of their EAS by using "90 day EAS rosters" which they query from ODSE. Marines who are being separated must report to the IPAC Separations Section no less than 90 days prior to their EAS or terminal leave/permissive TAD commencement date to begin the separation process. Each unit will be notified of personnel who fail to report.

n. Administrative Separations

(1) The IPAC Separations Section will track personnel pending administrative separations (ADSEP) upon notification from the parent command. Commanders must provide the IPAC a copy of the administrative separation recommendation when it is forwarded to the Legal Services Support Section (LSSS) and/or respective separation authority Staff Judge Advocate (SJA) for submission to the separation authority (do not forward copies of the request for legal services). Upon receipt of the commander's recommendation for ADSEP, IPAC Separations Section will report a promotion restriction entry on the unit diary. This entry will also serve as notification to the local Disbursing Office to stop allotments and terminate the Marine's direct deposit to prevent overpayments. Checkages of indebtedness, to include NMCRS loans, will also be implemented when applicable.

(2) These Marines should be directed to the IPAC when the ADSEP recommendation is submitted, not when it is approved. Each unit commander will be notified of those personnel who fail to report.

(3) Marines must report to the IPAC to receive a short briefing from the Separations Section personnel. As certain actions still require considerable time to complete (settlement of supply account, final physical, TAP/TAMP, etc.), command supervision is required: commanders are encouraged to assign an NCO escort to the Marine to ensure compliance.

(4) Marines will normally be separated not later than 10 days after the ADSEP is approved: an adjusted EAS/ECC will be reported effective 10 days after approval.

(5) When the ADSEP is approved but suspended, the command must forward the documentation to include appropriate Page 11 entries (non-recommendation for promotion) to the IPAC Separations Section. The IPAC Separations Section will submit a NAVMC 11116 to the Disbursing Office to restart the Marine's direct deposit.

m. Appellate Leave. Refer to chapter 4 (Legal Section) of this Order for information.

n. Transfer to the Fleet Marine Corps Reserve (FMCR) and Retirements

(1) All approved requests for retirement or transfer to the FMCR will be submitted into the MCTFS by the Separations Section after having determined the Marine's eligibility. Marines will complete the Retirement Pre-Application Checklist per appendix J of reference (i) and submit it to the unit commanding officer or designated representative via their chain of command. The request will establish a requested FMCR/retirement date and planned departure date. The checklist will serve as the source document for the unit diary entry.

(2) Requests will be submitted via unit diary no earlier than 14 months and no later than four months prior to the requested date. Separation can be requested outside of these parameters via AA Form to CMC (MMSR) with justification.

(a) Requests for transfer to the FMCR apply to enlisted Marines who complete 20 or more years of active service. The requested date of transfer to the FMCR/retirement must be the last day of the month.

(b) Requests for retirement for enlisted Marines upon completion of 30 or more years of active service. The requested date of transfer is the first day of the month following desired month of retirement.

(c) Officers transfer to the retired list upon completion of 20 or more years of active service. The requested date of transfer is the first day of the month following the desired month of retirement.

(d) HQMC acknowledges receipt of the request by entering a "PENDING" on the DFR. Separations will notify HQMC if this entry is not received on the DFR within 10 days of reporting the request.

(3) The SNCOIC of the Separations Section will certify that these administrative steps were taken and provide the parent unit with an encrypted E-mail containing the date the action was completed and the unit diary number reporting the request for FMCR or retirement. This E-mail will also provide the Marine with the date they must report to the IPAC Separations and Retirements Section to begin separation processing. The IPAC Separations Section will maintain an electronic copy of this E-mail.

(4) Each unit will be notified of those personnel who fail to report to the Separations Section in sufficient time to process required documentation.

(5) Marines and commands must keep the Separations Section informed of any modifications or changes to retirement.

(a) Marines will be counseled on issues relating to pay while in a FMCR or retired status. These issues include, but are not limited to, information relating to the retirement/ retainer Pay (DD Form 2656), foreign employment restrictions, unauthorized allotments, and SBP.

(b) The Marine will be required to complete a Retirement Information Sheet, which is forwarded through their chain-of-command. Retirees are eligible to receive 20 days PTAD once the retirement request is approved by HQMC.

(6) Upon completion of all required briefings, but not less than 60 working days from the Marine's projected transfer to the FMCR/retirement date or commencement of terminal leave, the

Marine will set up an appointment and return to the IPAC Separations Section for review of the Retired Pay Data Form (DD Form 2656). Attendance of the Marine's spouse at this appointment is highly encouraged per reference (t). Marines are encouraged to review the SBP with the Camp Lejeune Veterans Affairs Office.

(a) The SBP allows all members of the uniformed services who will be entitled to retired pay to leave an annuity to their designated survivors at a reasonable cost. Marines requesting retirement/transfer FMCR will be counseled on SBP at least 60 days prior to the approved retirement date and will make an election on the Retired Pay Data Form.

(b) It is the responsibility of the Marine to adjust or stop all allotments a minimum of 60 days prior to retirement. Marines transferring to the FMCR are not allowed to continue savings bond allotments held in safekeeping. These allotments must be stopped and restarted with a mailing address. The finance officer will stop all charity allotments. Unless otherwise requested by the Marine, all other allotments will automatically continue after retirement.

(7) Upon return of the completed check-out sheet, the Marine will be issued appropriate travel Orders.

o. Discharge For Physical Disability

(1) The IPAC Separations Section will process separations for physical disability when CMC authorization for discharge for physical disability (with or without severance) is received, to include TDRL/PDRL. Commands will be notified via e-mail by the IPAC Separations Section, and must direct Marines to report to the IPAC Separations Section.

(2) Marines who are being discharged for physical disability must report to the IPAC Separations and Retirements Section within two working days of HQMC's notification to the command to begin separating the Marine. Marines will receive a briefing, and commands will be notified of those personnel who fail to report. Separations briefs (TAMP/TAP) remain a requirement, as well as Disability Transition Assistance Program (D-TAP) for those subject to a Physical Evaluation Board (PEB).

(3) HQMC establishes the separation dates for personnel who are to be disability retired and can only be modified by

HQMC. Marines will be notified when they are to be separated. Marines with a separation date falling on a weekend or holiday may elect to take terminal leave and detach on a workday.

(4) When Marines in the disability process are pending administrative separation for misconduct or punitive discharge, commands must notify the PEB Section at the Naval Hospital and IPAC Separations Section who will in turn notify CMC (MMSR-4).

p. Orders Home Awaiting Physical Evaluation Board (PEB)

(1) Requests for Orders home awaiting final action by the PEB will be submitted for approval/disapproval to the Marine's respective commanding officer using a Home Awaiting Orders request form, via the chain of command. Requests for Orders home awaiting PEB will contain a completed signed copy of the findings of the PEB proceedings indicating the member is unfit for duty and has fully accepted the findings of the PEB and that no further hospitalization or treatment is required.

(2) If approved, the command must direct the Marine to report to the IPAC with a copy of the request. Marines reporting to the IPAC will receive a short briefing from the Separations Section personnel. During this brief each Marine will complete administrative forms and provide information necessary for completion of the DD Form 214, NAVMC 11060, and other separation documentation based on their respective circumstances.

(3) Marines ordered home agree to liquidate accrued leave while awaiting final disposition. Their unused leave balance will be reduced for time spent at home commencing the day after the date of actual arrival or constructive travel time via the shortest route. Marines are entitled to settlement, upon discharge, of any balance of unused leave. Payment of the remaining balance will be paid by EFT.

g. Officer Transition Packages

(1) Upon notification by the command, the IPAC Separations Section will track personnel pending discharge to accept a commission or appointment to an officer grade (i.e. Warrant Officers). The unit will direct the Marine to report to the IPAC Separations Section to begin the separation process. Unit commanders will be notified of those personnel who fail to report.

(2) The IPAC Separations Section will complete the DD Form 214. Other IPAC Branches will complete additional administrative requirements such as TEMINS Orders for training and conversion of the service record (SRB to OQR).

3. Defense Travel System (DTS) Section/Temporary Additional Duty (TAD)

a. General. This Section contains information and administrative procedures for processing TADO utilizing DTS and it includes funded TAD and PTAD. This chapter also encompasses travel claims, travel advances, and partial payment procedures for Government Travel Charge Card (GTCC) holders who will be TAD in excess of 45 days. This Section is also responsible in attaching/detaching members to and from the command RUC (45020).

b. The DTS Section. The DTS is designed to streamline the processes for official travel. With DTS, the traveler can create authorizations, vouchers from authorizations, and local vouchers; make trip reservations; and manage other travel-related tasks - all from their computer. This integrated computer system provides the traveler with paperless travel planning and reimbursement. The DTS is a commercial-off-the-shelf software that has been enhanced with interfaces to many other systems for making airline, lodging, and rental car reservations. The DTS is paperless and uses DoD PKI certificates that enable you to sign documents securely. The link to the DTS website is www.defensetravel.osd.mil.

c. DTS Duties and Responsibilities. The DTS Section is responsible for reporting personnel administrative requirements associated with TAD via UD/MIPS and to support commanders and Marines with administrative technical advice.

(1) It is the sole responsibility of the traveling member to submit their request for TAD via DTS. Questions regarding the process must be addressed via their respective Organizational Defense Travel Administrator (ODTA) and/or their Finance Defense Travel Administrator (FDTA).

(2) The respective individual commands are responsible for assigning ODTAs and FDTAs. Individual commands are also responsible for ensuring that members of their command understand the business process regarding TAD as set forth and required by DTS for their command.

(3) To ensure timely adjustments of pay, allowances, and PERSTEMPO are processed via MCTFS, each respective individual command must establish appropriate Travel Control Procedures to ensure that IPAC is notified about TAD trips executed by members of their command. Failure to do so may inadvertently cause significant financial hardship and inaccurate reporting in many areas, to include PERSTEMPO. In order for the DTS Section to effectively support Camp Lejeune Commands and manage MCTFS reporting, the following recommendations are provided:

(a) Individual commands must establish appropriate procedures to ensure that authorizations, vouchers, and local vouchers are submitted in accordance with their respective business practices.

(b) Recommend that FDTA(s) and/or Reviewing Officials (RO) generate "Un-submitted Voucher Reports" weekly in order to monitor any open obligations that are in the system because of travelers not filing vouchers.

(c) Request individual commands provide the DTS Section with a weekly report of all TAD trips processed via DTS. This will ensure timely processing of MCTFS entries for travelers. At a minimum the following data must be included in these reports: Name, Last 4 of SSN, Type of TAD, TAD begin Date, TAD end Date, Length of TAD, leave period authorized, and whether the traveler is a meal card holder.

(d) Periods of TAD and PTAD must be reflected on the Unit's Morning Report accordingly (MOL).

(4) GTCC procedures are the responsibility of the parent commands. Further information regarding usage of the GTCC's may be obtained from the unit Agency Program Coordinator (APC). Recommend that travelers forward e-mail notification of approved DTS Travel Authorization to the APC in order to have their charge cards activated. This e-mail is generated by DTS once the Authorizing Official (AO) stamps "approved" on the authorization request.

d. TAD Section Duties and Responsibilities

(1) TAD in Excess of 30 days. Members TAD in excess of 30 days will be attached to the command RUC within three business days after reporting to their TAD command. Commands are

responsible for providing a reporting endorsement to the TAD section as the source document to attach. They are also required to provide the TAD section with a detaching endorsement upon termination of their TAD. The TAD section will report the appropriate unit diary entries terminating the attachment.

(a) Travelers must report to IPAC Camp Lejeune or their servicing ASC no later than five working days prior to the commencement of TAD to provide a copy of their checkout sheet, a copy of their approved travel orders, and to have a records audit in accordance with appropriate regulation. Travelers will be given a copy of their SRB from the DTS Section when performing TAD in excess of 30 days. Failure to provide adequate prior notification will result in a delay of processing the member to/from TAD.

(b) Proficiency and conduct marks, as applicable, will be processed via MOL by the traveler's respective parent command. Parent commands must ensure that "TD" proficiency and conduct marks processed via MOL are also included on the traveler's checkout sheet and signed by the appropriate commander per, paragraph 4005 of reference (j).

(c) Travelers must surrender their meal card to their unit for the duration of the TAD Period in excess of 30 days. Failure to do so will incur a checkage of BAS whether or not the traveler used a dining facility at the TAD site. Refer to the reference(s).

(d) Upon completion of TAD in excess of 30 days, the traveling member must report to the IPAC or servicing ASC in order to complete an audit and any appropriate administrative action. The importance of this audit cannot be overemphasized. Failure to return for this audit may cause financial hardship, and inaccurate reporting of MCTFS entries such as school completions, "TC" proficiency and conduct marks (as applicable), awards, and/or other entries associated with the TAD trip.

(e) Traveler(s) must submit a travel voucher via DTS within five days of returning from travel. These vouchers are pre-populated with data that was entered on the authorization; therefore the user/traveler must have an approved authorization in DTS before creating a voucher. (Defense Travel Administration Users Manual, pages 10-25 and Document Processing Manual, chapter 4)

(2) Travel Advance/Non-ATM Advances. Requests for advances will be processed via DTS. These advances are typically limited to travelers who do not have a GTCC. The two categories of advances authorized are:

(a) Advance Authorized, up to 80% of estimated costs.

(b) Full Advance, up to 100% of estimated costs.

Note: The AO must approve the request in the authorization before electronic disbursement. For expenses that are incurred prior to the departure date, the AO may authorize the non-ATM advances to be paid immediately (DTS Document Processing Manual Version 1.2.7 of November 21, 2005, pages 2-76 to 2-77). Once an authorization is approved with an advance, it may no longer be cancelled and a voucher must be processed to close out all cost incurred.

(3) Partial Payments. MARADMIN 302/99 provides GTCC holders who will be performing TAD in excess of 45 days with the opportunity to submit partial payments. This will assist the Marine in obtaining the funds to remain in good standing with Citibank Card Services, pending final submission and settlement of the travel claim. DTS enables a traveler to receive partial reimbursement before the trip is completed.

(4) TAD Funding from other services and other commands should be completed in DTS as appropriate unless DTS cannot be used. If DTS cannot be utilized then submission of TAD Orders can be accomplished using NAVPERS 1320/16 (Authorization for TAD).

(5) All order-writing commands will, upon issuing any travel orders (PCS or TAD) to or within NATO Country will attach NATO travel orders. Use the NATO travel order format contained in figure 4-20 of reference (u).

(6) Reserve Marines will normally have their Orders produced in the Reserve Order Writing System (ROWS) when ordered to active duty (ADOS, EAD, IADT, etc.) Any questions can be addressed to the IPAC.

4. TAD Process when DTS Not In Use (Reservist Only)

a. TAN 12-03 and 13-03 and MARADMIN 238/05, are the guiding documents for filing partial travel settlements. When a traveler

performs extended TAD (45 days or more), they are required to submit a DD Form 1351-2 for a partial settlement every 30 days. These claims must be submitted within five (5) working days of the end of each 30-day period as provided by TAN 05-00. The following partial settlement procedures apply to all 30 day partials.

b. All travel performed by the member while on presidential recall orders after October 1, 2005 must be funded by the M00091 appropriation data (MARADMIN 238/05). The TAD trips must be shown on the 1351-2 for the time period claimed. If the member is submitting a final travel claim and had consecutive TAD trips (not covered by M00091) prior to October 1, 2005 the dates must be annotated in block 10.d. and the EDA travel voucher summary submitted.

c. The traveler is responsible for maintaining a copy of all partial settlements and supporting documentation for each claim paid by the Finance Office. The traveler should apply for a GTCC upon arrival at the TAD site. Cash advances can be acquired using the GTCC for all out-of-pocket expenses (DODFMR, Volume 9 030301).

d. The traveler can submit the completed travel claim by either mail or electronic means to the administrative unit that services their permanent duty station (PDS). All travel claims must be submitted through Mobilization Command's website from the administrative unit only (DODFMR, Volume 9 050201 Sect C-3).

e. Concurrent TAD is defined as TAD performed prior to October 1, 2005, and funded under a separate standard document number (SDN). The dates of all concurrent TAD must be annotated in block 15.d. of the DD Form 1351-2 (MARADMIN 238/05).

f. Consecutive TAD is defined as TAD performed after October 1, 2005 and funded by the M00091 appropriation data. The consecutive TAD must be listed in block 15.b. of the DD Form 1351-2 (MARADMIN 238/05).

5. Procedures for the Initial Claim

a. The itinerary will begin with the date of departure from the place entered (or called) to active duty (PLEAD), then showing the arrival at the home training center (HTC), processing center, other applicable stops and the TAD site, and end on the 30th day of the TAD period.

b. The traveler will claim all reimbursable expenses applicable for that period, including lodging, utilities, furniture rental, and rental car. Receipts for these and all other expenses of $75 or greater for the partial settlement period must be submitted with the travel voucher.

c. The statement "Partial Settlement Number 1" must be annotated in Block 10.d.

d. All advances must be annotated in Block 9. If no advances were received the traveler should write "None".

e. Any leave taken during the period covered by the partial settlement must be reflected on the travel voucher whether or not it has been reported in MCTFS (TAN 13-03). Additionally, the member will complete the following statement on the travel voucher, Block 10.d. "I did" or "I did not take leave during the period claimed on this voucher". If leave was taken, the traveler will include the date and time the leave period began and ended (i.e., "1630/20030317 - 0730/20030320).

f. Any consecutive TAD performed during the period claimed, not covered by M00091 appropriation data, on the partial settlement must be reflected on the DD Form 1351-2 and inclusive dates and SDN in block 10.d is annotated. Additionally, the traveler must complete the following statement on the travel voucher in Block 10.d. "I did" or "I did not have any concurrent TAD periods during the period claimed on this voucher". If there was a concurrent TAD period, the traveler will include the dates of TAD ((i.e., "1630/30030317 - 0730/20030320).

g. The traveler will claim all reimbursable expenses applicable to that period, including lodging, utilities, furniture rental and rental car. Receipts and Lease agreements for these and all other expenses of $75 or greater, for the partial settlement period, must be submitted with the voucher.

6. <u>30 Day Settlement Procedures</u>

a. The statement "Partial Settlement Number #" (corresponding partial number) must be annotated in Block 10.d.

b. The travel claim must start the day after the last day of previous payment.

c. The member's itinerary must show all travel performed listing City and State of travel. If no travel was performed the

member must list the dates for the partial and the City and State that the member is located.

d. Any leave taken during the period covered by the partial settlement must be reflected on the travel voucher whether or not it has been reported in MCTFS (TAN 13-03). Additionally, the member will complete the following statement on the travel voucher, Block 10.d. "I did" or "I did not take leave during the period claimed on this voucher". If leave was taken, the traveler will include the date and time the leave period began and ended (i.e., "1630/03/17/03 to 0730/03/20/03").

e. The member must claim all reimbursable expenses: lodging, rental car, utilities, and all other expenses. The member must also provide a bill and a receipt of payment.

f. Any consecutive TAD performed during the period claimed, not covered by M00091 appropriation data, on the partial settlement voucher must be reflected on the travel voucher. Additionally, the traveler must complete the following statement on the travel voucher in Block 10.d: "I did" or "I did not have any concurrent TAD periods during the period claimed on this voucher". If there was a concurrent TAD period, the traveler will include the dates of TAD (i.e., "20030317-200030720").

7. <u>The Final Claim in accordance with TAN 12-03/13-03</u>

a. The itinerary for the traveler's final settlement claim will begin the day the member was ordered to active duty. The travel claim will show all travel completed by the member for the duration of the Presidential recall orders. Including travel to his HTC, processing center, all TAD sites, deployment to theatre and will include all travel back to the traveler's PDS/PLEAD.

b. The statement "Final Claim" must be annotated in Block 10.d. on the travel voucher.

c. All advances/Previous Payments must be annotated in Block 8.

d. Any leave taken during the period covered by mobilization orders must be reflected on the travel voucher whether or not it has been reported in MCTFS. Additionally, the member will complete the following statement on the travel voucher in Block 10: "I did" or "I did not take the leave during the period

claimed on this voucher". If leave was taken, the traveler will include the date and time the leave period began and ended (i.e., "1630/20030317-0730/20030320").

e. Any consecutive TAD performed, during the Presidential Recall period claimed on the partial settlement voucher, must be reflected on the final travel voucher (TAN 13-03). Additionally, the traveler must complete the following statement on the travel voucher in Block 10.d: "I did" nor "I did not have any concurrent TAD periods during the period claimed on this voucher". If there was a concurrent TAD period, the traveler will include the dates of TAD (i.e., "20030317-20030720").

f. The traveler will claim all reimbursable expenses applicable for that period, including lodging, utilities, furniture rental, and rental car. Receipts and lease agreements for these and all other expenses of $75 or greater for the recall period must be submitted with the voucher.

g. The member is required to submit all orders, modifications, and endorsements that effect the time ordered to active duty.

9. Supplemental Claims for Partial Settlements. When resubmitting claims for an expense previously not paid, the traveler must submit a copy of the settlement voucher (the entire paper clip from EDA) and a new DD Form 1351-2 which shows the unpaid expense for the period concerned, the word "Supplemental" written in Block 15 of the DD Form 1351-2 and an explanation of the nature of the supplemental.

Chapter 8

Wounded Warrior Cell

1. General. As a stand alone entity of the IPAC Wounded Warrior Cell (WWC) administrative personnel will perform all administrative tasks associated with permanent and TAD personnel assigned to Wounded Warrior Battalion-East (WWB-E). The WWC will be staffed with an administrative officer and/or equivalent, an administrative chief and/or equivalent and the administrative footprint to perform the mission/task needed daily in supporting the Marines from WWB-E.

2. Wounded Warrior Cell Responsibilities. The responsibilities of the WWC include, but are not limited to the following:

a. All unit diary entries associated with Marine Corps personnel joins or attachments, permanent personnel, and other service personnel will be reported by the WWC.

b. Delivery of service records, tickets, and any other documents related to a PCS and/or separation for all WWB-E personnel.

c. Preparing applications for family members NAVMC 10922's (additions/losses) for inclusion into the service records for both permanent personnel and personnel attached TAD.

d. Preparing and submitting bond and allotment requests to the disbursing office, unless submitted by the Marine via MyPay.

e. Assist Marines with any administrative requirements they have and provide the service and support they deserve. Forward any and all necessary requirements to the IPAC if unable to resolve and assist.

f. WWC will report all administrative requirements associated with all PCRs for Marines belonging to II MEF.

g. Maintain liaison with regional and overseas medical centers assigned to the WWB-E to include providing administrative reporting requirement on the Patient Administrative Teams (PATs).

3. Personnel Casualty Reporting (PCR)

a. The MSC's G-1's/ Adjutants and IPAC will assist the deployed unit's (S-1) as needed. Upon receipt of any PCR, the WWC will report unit diary entries, assist in obtaining PNOK information, and forwarding physical records to HQMC as appropriate in coordination with the IPAC Separations and Retirements Sections. The IPAC will provide 24/7 service to ensure immediate handling and support is provided to any commander needing assistance.

b. Service record and unit diary actions will occur to close out the records and forward them to CMC.

4. Use of Electronic Mail (E-mail). The preferred method for transmitting information is e-mail. E-mail also provides certification of delivery and immediate feedback to the sender for tracking purposes. Submit requests to the appropriate IPAC SMB/OMB.

5. Electronic Personal Action Requests (E-PARs)/Personal Action Requests (PARs). E-PARs/PARs are the preferred method of conducting business for permanent personnel and are required for all NCOs and below.

6. Checking In. Student and permanent personnel will report to the Inbound Section for inbound processing. This will include all other service personnel and civilian employees as well so they can be joined into MCTFS.

7. Checking Out. Permanent personnel executing a PCS from WWB-E are required to checkout with the WWC the day of departure.

8. Permissive TAD (PTAD). Wounded Warrior Battalion - East will authorize PTAD utilizing MOL. Upon return from PTAD MOL will report the appropriate entries for BAS into MCTFS.

9. Temporary Additional Duty (TAD). Refer to chapter 7 of this Order.

10. Travel Claims. Refer to chapter 7 of this Order.

11. Permanent Change of Assignment (PCA). PCAO direct a Marine to move between MCC's. These orders are non-funded orders, and are produced by HQMC and endorsed by the IPAC Wounded Warrior Cell. Annual leave is **not** authorized in conjunction with

PCAO. For permanent personnel being transferred from the MSCs to WWB-E, the WWC will prepare and issue the Orders and the Marine(s) will be forwarded to the IPAC for new join processing and further assignments.

12. Permanent Change of Station (PCS). All PCSO are issued, modified and cancelled by HQMC. The WWC will then endorse these orders, and forward the service records, original orders, flight tickets and itinerary to personnel assigned to the WWB-E. The WWC will also work with the WWB-E Commander ensuring the following is completed for student and career student personnel; Area Clearance, passports, Overseas screening, special screening for Marine Corps Security Forces and Yankee White duties, and any other required screening that may be required.

13. Separations/Retirements. The WWC will handle separations for all permanent personnel. Reserve separations will be completed at the WWC and will include the completion of NAVMC 11060, DD Form 214 and DD 215, and any Quad 6 submissions via DTMS for necessary pay adjustments.

14. Legal. Legal administration for permanent personnel will be reported at the WWC.

15. Allotments. Allotments can be started, stopped or changed by utilizing the MyPay website **https://mypay.dfas.mil/mypay.aspx**. The WWC will forward any allotment requests to the Disbursing Office for appropriate reporting.

16. Meal Cards. Per WWB-E CO policy letter 1-07, all members of WWB-E are authorized to mess separately.

17. Dependent Add/Loss Packages. When a Marine experiences a change in marital status or gains/loses a family member, such changes must be recorded. The WWC will assist the Marine in completing the NAVMC 10922 and will ensure all appropriate unit diary entries are completed.

18. Common Access Cards (CAC)(ID Cards). All WWC can forward Marines to any DEERS/RAPIDS site for issuance of CACs and dependent ID Cards. Appointments can be made utilizing the Camp Lejeune web-site.

19. Proficiency/Conduct Markings Marks. All semi-annual proficiency and conduct marks **MUST** be submitted via MOL by the OIC/SNCOIC to the respective unit commander. All other proficiency and conduct marks (transfer and reduction) will be submitted to the WWC. The WWC will ensure the appropriate entries are made via the MCTFS.

Chapter 9

Administrative Service Center (ASC) Procedures

1. General. The IPAC has cognizance over all personnel administration within II MEF, TECOM and MCB Camp Lejeune commands. The administrative chain of command under consolidated administration is from the individual Marine via the Marine's parent unit, to the IPAC. The unit commander, although not eliminated from the administrative chain, is required to formally endorse personnel requests. When appropriate, the unit commander's remarks will be solicited and incorporated in the organizational commander's endorsements or comments.

a. The IPAC will be located aboard Camp Lejeune and will be the primary administrative support for all tenant commands located within the Camp Lejeune area. ASC's are located on Camp Geiger, Camp Johnson, and Court House Bay. Their primary mission is to handle all administrative matters for student personnel (accession pipeline), reception of the entry level training Marines (students reporting for training), students attending career courses, and all permanent personnel (staff) located aboard those areas. The ASC's location are listed below:

ASC	Bldg#	Phone#	Organizational E-mail
Geiger	TC860	449-0441	soismb@lejeuene.usmc.mil
Johnson	M130	450-1450	MCCSSSPAC@lejeune.usmc.mil
Court House Bay	BB12	450-7589	MCES_Frostcall@usmc.mil

b. An Administrative Reporting Unit Code (ARUC) was created to service TECOM supporting establishments located in the Camp Lejeune region. The ARUC consolidated the MCTFS's unit diary and unit diary feed back processes for the School of Infantry-East (SOI-E), Marine Corps Combat Service Support Schools (MCCSSS), and Marine Corps Engineer School (MCES).

c. MCCSSS will serve as the lead and will be responsible for the management and oversight of the ARUC.

d. Evaluations, proficiency and conduct markings, FitReps, administrative needs, NJP, and training requirements for the ASC personnel will be submitted/staffed through the Area Commander for final approval.

e. Administrative personnel will perform all administrative tasks associated with incoming and out going students and routine administrative requirements for all service members aboard those Areas. They will also be required from time to time to stand associated duties (CDO, SDNCO, DNCO, and ADNCO) which fall under the local Camp Commanders responsibility. At no time will they stand any type of duty for the IPAC.

f. Due to the mission of the ASCs tasking by the IPAC, MCB for individual augmentee (IA) requirements, watch standing, event requirements such as funerals, parades, and special events would interfere with mission requirements and would delay through-put of students to follow-on schools and ultimately decrease the fleets War Fighting capability. Because of this, the ASCs are exempt from external tasking from the TECOM and MCB chain of command.

g. Billeting will be provided by the Area Commander for the ASC administrative personnel and they will be housed with the permanent personnel from those areas.

h. Each ASC will be staffed with an administrative officer and/or equivalent, an administrative chief and/or equivalent and the administrative footprint to perform the mission/task needed daily in supporting the Marines from those areas.

i. The current civilian (GS) footprint will remain under the Area Commanders control due to funding and ownership issues/requirements.

2. ASC Responsibilities. The responsibilities of the ASC include, but are not limited to the following:

a. All UD entries associated with student joins or attachments, permanent personnel, and other service personnel will be reported by the ASC(s).

b. Delivery of service records, tickets, and any other documents related to a PCS and/or separation for all student personnel.

c. Preparing applications for family members NAVMC 10922's (additions/losses) for inclusion into the service records for both students and permanent personnel.

d. Preparing and submitting bond and allotment requests to the disbursing office, unless submitted by the Marine via MyPay.

e. Assist in preparing TAD/PCS travel vouchers, reporting of elapsed time for all entry level students (including Reserve Marines), and electronically submitting to the disbursing office for needed action. All funded TAD for permanent personnel, will be reported using DTS and will be tracked by the ASC DTS Section.

f. Assist Marines with any administrative requirements they have and provide the service and support they deserve. Forward any and all necessary requirements to the IPAC if unable to resolve and assist.

3. Use Of Electronic Mail (E-mail). The preferred method for transmitting information is e-mail. E-mail also provides certification of delivery and immediate feedback to the sender for tracking purposes. Submit requests to the appropriate IPAC/ASC SMB/OMB.

4. Electronic Personal Action Requests (E-PARs)/Personal Action Requests (PARs). E-PARs/PARs are the preferred method of conducting business for permanent personnel and are required for all NCOs and below.

5. Checking In. Student and permanent personnel will report to the ASC for inbound processing. This will include all other service personnel and civilian employees (belonging to TECOM) as well so they can be joined into MCTFS.

6. Checking Out. Permanent personnel executing a PCS from their parent command are required to checkout with the ASC the day of departure. All student records will be maintained and handled at the ASC. Other service and civilian personnel will also check out with the ASC to be dropped via a unit diary entry from MCTFS.

7. Permissive TAD (PTAD). Individual commands will authorize PTAD utilizing MOL. Upon return from PTAD MOL will report the appropriate entries for BAS into MCTFS.

8. Temporary Additional Duty (TAD). Refer to chapter 7 of this Order.

9. Travel Claims. Refer to chapter 7 of this Order.

10. Permanent Change Of Assignment (PCA). PCAO direct a Marine to move between MCC's. These orders are non-funded orders, and are produced by HQMC and endorsed by the IPAC/ASC Outbound

Section. Annual leave is **not** authorized in conjunction with PCAO. For student and permanent personnel being transferred from the school houses to commands within the Camp Lejeune area, the ASC will prepare and issue the Orders and the Marine(s) will be forwarded to the IPAC for new join processing and further assignments.

11. Permanent Change of Station (PCS). All PCSO are issued, modified and cancelled by HQMC. The ASC will then endorse these orders, and forward the service records, original orders, flight tickets and itinerary to the student personnel assigned to the ASC Camps. The ASC will also work with the Camp Commanders ensuring the following is completed for student and career student personnel; Area Clearance, passports, Overseas screening, special screening for Marine Corps Security Forces and Yankee White duties, and any other required screening that may be required.

12. Separations/Retirements. The ASC will handle separations for all student and permanent personnel. Reserve separations will be completed at the ASC and will include the completion of NAVMC 11060, DD Form 214 and DD 215, and any Quad 6 submissions via DTMS for necessary pay adjustments.

13. Legal. All legal services will remain under the Area Commander(s) for all personnel assigned to that Camp. Legal administration for student and permanent personnel will be reported at the ASC.

14. Allotments. Allotments can be started, stopped or changed by utilizing the MyPay website **https://mypay.dfas.mil/mypay.aspx**. The ASC will forward any allotment requests to the Disbursing Office for appropriate reporting.

15. Meal Cards. The ASC will issue and control the MCB Camp Lejeune's meal card database for the ARUC and issue meal cards (as appropriate to their school house) to sergeants and below living in the barracks. Meal cards will be prepared and handled as controlled documents with positive accountability at all times. Meal cards will be issued as follows:

a. Upon joining the ASC, the join section will issue the meal card, regardless of command assigned with the exception of SOI.

b. If a replacement meal card is needed due to loss, or mutilation of the meal card, a lost/stolen Meal Card Statement

must be completed; these forms must contain a stamp from the PMO. ASC will notify the Facility Managers of the local mess hall(s) in writing, to provide the name (and serial number to which the card was issued) of lost or stolen meal cards.

c. All commanders aboard Camp Lejeune must ensure procedures are in place to collect meal cards from all personnel departing on leave, PDMRA, and/or TAD/PTAD. Procedures must also exist to return the meal card promptly upon the Marine's return.

d. During routine personnel inspections, meal cards should be inspected to ensure serviceability and that only authorized personnel have meal cards. Any fraudulent use of meal cards will be reported immediately to the ASC SNCOIC or OIC.

e. When the automated meal card database is not available for use, the on-hand meal card DD Form 714 will be used. Meal cards will be requisitioned from the MCB Serv-Mart/Self-Service Facility via the controlled item requisition form. A copy of the Serv-Mart/Self-Service packing list will be retained in the Meal Card Logbook until the supply is exhausted. In the event the packing list is lost, a Memorandum for the Record should be prepared identifying on-hand meal cards.

16. Dependent Add/Loss Packages. When a Marine experiences a change in marital status or gains/loses a family member, such changes must be recorded. The ASC will assist the Marine in completing the NAVMC 10922 and will ensure all appropriate unit diary entries are completed.

17. Common Access Cards (CAC)(ID Cards). All ASCs can forward Marines to any DEERS/RAPIDS site for issuance of CACs and dependent ID Cards. Appointments can be made utilizing the Camp Lejeune web-site.

18. Proficiency/Conduct Markings Marks. All semi-annual proficiency and conduct marks **MUST** be submitted via MOL by the OIC/SNCOIC to the respective unit commander. All other proficiency and conduct marks (transfer and reduction) will be submitted to the ASC. The ASC will ensure the appropriate entries are made via the MCTFS.

19. Administrative Reporting Unit Code (ARUC). The responsibilities of the ARUC (located at ASC MCCSSS) include, but are not limited to the following:

a. Management of the MCTFS processes, including allocation of unit diary numbers.

b. Oversight and management of the ELSIG control process.

c. Oversight and certification requirements for EDFR.

d. Review TMR and coordinate with TECOM unit's assigned to under the ARUC to ensure optimal internal control procedures that are consistent with the unit's type, location, and mission.

20. ASC (SOI/MCES) Responsibilities

a. Properly work EDFR entries for assigned RUCS within mandated time requirement.

b. Take necessary action to adhere to Marine Corps timeliness policy.