



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5000.2
G-1
25 Oct 2023

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5000.2

From: Commander

To: Distribution List

Subj: REGIONALIZATION OF INSTALLATION PERSONNEL ADMINISTRATION CENTERS
(IPAC) THROUGHOUT THE MARINE CORPS INSTALLATIONS EAST (MCIEAST) REGION
STANDARD OPERATING PROCEDURES (SHORT TITLE: REGIONALIZATION SOP)

Ref: (a) MARADMIN 214/05
(b) DC, M&RA Memorandum 5000 M&RA of 12 Feb 20
(c) MCO 5000.24D
(d) DoDI 4000.19, "Support Agreements," December 16, 2020
(e) U.S.C, Title 10
(f) MCO 1610.7B

Encl: (1) Regionalization of Installation Personnel Administration Centers
SOP
(2) Regional Personnel Administrative Support for SSC Marines Serving
Aboard MCIEAST Bases/Stations

1. Situation. This Order promulgates guidance, information, and procedures to support the regionalization of IPAC across MCIEAST in accordance with the references.

2. Mission. Establish and delineate the roles and responsibilities of each entity to support personnel administration and installation mission requirements throughout the MCIEAST region. This Order also introduces a new Regional Personnel Administration Center (RPAC) construct and develops, implements, and formalizes associated organizational documents and operating procedures in order to provide standardized administrative support across MCIEAST installations.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order establishes the administrative support framework required for regionalized personnel reporting within MCIEAST and its subordinate commands. As regionalization expands beyond this headquarters to meet the intent outlined by the Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) outlined in reference (b), Memorandums of Agreement will be drafted between Parties to codify business processes and procedures similar to what is contained within this Order.

(b) Due to the complex nature of the commands affected by this paradigm shift and current pay and personnel system limitations, this Order will specifically delineate roles and responsibilities required to support this initiative in enclosure (2).

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(2) Concept of Operations. As originally outlined and scheduled in the MCIEAST Operations Order identified in paragraph 2 above, this Order formalizes the RPAC and Satellite Support Centers (SSC) structure and will serve as the foundational documentation necessary to govern personnel administration operations, relationships, and procedures. Full Operational Capability (FOC) is still on track for fiscal year (FY) 24. This Order should be used in conjunction with the references and other current regulations and directives to ensure compliance with established policies, procedures, and higher headquarters guidance. Deviations from procedures and instructions must be approved by, or referred to, the Commanding General (CG), G-3/5, Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) (Attn: Assistant Chief of Staff (AC/S)).

b. Tasks. See enclosure (1), page 4.

4. Administration and Logistics

a. Recommendations for changes to this Order are invited and should be submitted to the CG MCIEAST-MCB CAMLEJ (Attn: AC/S, G-1).

b. This Order has been coordinated with and received concurrence by the CG, II Marine Expeditionary Force, Commanding Officers of Marine Corps Air Station (MCAS) Beaufort, MCAS New River, MCAS Cherry Point, Marine Corps Logistics Base (MCLB) Albany, and Training and Education Command Schools.

5. Command and Signal

a. Command. This Order is applicable to MCIEAST and its subordinate commands in support of its tenant commands. Direct liaison is authorized between higher, adjacent, and subordinate commands in order to facilitate execution and ensure a smooth and seamless transition.

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

GARCIA.AD^o Digitally signed by
GARCIA.ADOLFO
OLFO.JR.11^o JR.1131206859
31206859^o Date: 2023.10.25
08:31:38 -04'00'

A. GARCIA JR.

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AC/S, G-1, 2d MAW

REGIONALIZATION OF INSTALLATION PERSONNEL ADMINISTRATION CENTERS SOP

1. General. As a result of the working group convened under the authority listed in reference (a), personnel administrative reporting was consolidated into IPAC. The memorandum highlighted in reference (b) issued by the DC, M&RA directed further changes to the 01XX Occupational Field, which requires the regionalization of personnel administrative functions. As such, all IPAC within the region will transition to SSC in order to facilitate personnel administrative reporting under the RPAC, MCIEAST-MCB CAMLEJ.

2. Situation. Reference (b) reaffirmed Headquarters, U.S. Marine Corps direction and intent regarding the further consolidation of personnel administration. Following the Commandant of the Marine Corps Future Force 2025 Initiative in 2016 and subsequent reviews of IPAC completed by Marine Corps Installations Command, Tables of Organization and Equipment (TO/E) published in 2017 by Total Force Structure Division (TFSD) reflected a reduction of 396 Administrators from the 0111 and 0170 military occupational specialty fields across the enterprise. These reductions are pre-programmed in current and future FY TO/Es through 2025. As outlined within the references, the administrative support framework and the subsequent implementation plan developed by this headquarters was determined to be the best method to provide continual superior administrative support to all tenant commands aboard MCIEAST installations.

3. Mission. A RPAC has been established aboard MCB CAMLEJ and is responsible for personnel administrative support across the region. Local, in-person personnel administrative support will be provided through the establishment of SSC at each MCIEAST installation where IPAC were previously in place. These SSC will serve under the operational control and direction of the AC/S, G-1, MCIEAST, via the Director, RPAC, and Administrative Reporting Unit Code (ARUC) 45020. Regional systems integration, enhancements of Marine Online (MOL) joins and separations, and consolidation of MCIEAST IPAC will address the 01XX gaps and significant programmed reduction across the region. While each MCIEAST IPAC faces 01XX attrition, regionalization and additional consolidation of personnel and processes will ensure uninterrupted support of tenant commands. The MCIEAST RPAC Consolidation Brief dated 29 January 2021 provided context and a detailed description of the necessity and plan for reorganization.

4. Execution

a. Commander's Intent. Current and future system enhancements coupled with the establishment of an RPAC further capitalizes on the efficiencies gained through consolidation of personnel administrative reporting directed in reference (a). As the number of supported units nearly triples from FY19 to FY25 and the number of administrators assigned to MCIEAST former IPACs are reduced by one third, drastic changes in current structure and procedures are required to sustain operations. The establishment of an RPAC under a single ARUC removes the previous reporting limitations that confined reporting capability to each installation and their tenant commands. When FOC is achieved, the RPAC and all SSC will be capable of reporting on all assigned or attached forces throughout the MCIEAST region. This capability of mutual support across the region is imperative to maximizing efficiencies, eliminating redundancies, and thereby ensuring continual and uninterrupted personnel administrative reporting capability.

b. Concept of Operations. MCIEAST will provide consolidated personnel administrative support throughout the region through the establishment of a main RPAC and the transition of previous IPAC to SSC.

(1) Command Relationships. SSC are established herein as an extension of RPAC, MCIEAST-MCB CAMLEJ in order to coordinate and facilitate personnel administrative reporting requirements to supported commands. SSC are attached to the MCIEAST bases/stations they are co-located with. Therefore, those commanders retain their accountability responsibilities, as well as legal, disciplinary, and administrative authorities granted to them under reference (e). However, due to current system limitations and the unique relationships between those commands and the SSC, enclosure (2) was developed in order to specifically delineate some roles and responsibilities normally associated with administrative control.

(a) Operational Control. Although the term operational control as defined in Joint Publication (JP) 1 and JP 1-02 is often reserved for use at the Combatant Commander (CCDR) level of command, the same term is used herein as a term of art to clearly delineate roles and responsibilities at each echelon. Therefore, operational control and direction of the RPAC and all the SSC geographically dispersed throughout the MCIEAST region is retained by CG MCIEAST-MCB CAMLEJ. This includes the authority to direct the internal organization and composition of the SSC as well as to coordinate the manning and staffing of personnel at each location. The management and daily operation will be under the cognizance of the AC/S, G-1, MCIEAST-MCB CAMLEJ via the Director, RPAC.

(b) Technical Direction. The technical direction of the RPAC and SSC will be coordinated by and through the AC/S, G-1, MCIEAST-MCB CAMLEJ via the Director, RPAC. Close coordination and direction must be maintained between CG MCIEAST-MCB CAMLEJ, DC, M&RA, Deputy Commandant, Programs and Resources (DC, P&R), CG TECOM and the Major Subordinate Commands assigned or attached to ARUC 45020. Direct liaison is authorized between higher, adjacent, and subordinate commands for coordination and execution of established policy.

(2) Organizational Structure

(a) The AC/S, G-1, MCIEAST-MCB CAMLEJ will work with TFSD in order to submit TO/Es to establish separate Monitored Command Codes (MCC) for the RPAC and each one of the separate SSC. Doing so will better facilitate the manning/staffing of each location, processing/responding to personnel taskers and the management of their daily operational requirements.

(b) Changes to the TO/E. All requests for changes to the TO/E which affect RPAC and/or individual SSCs will be coordinated by and through AC/S, G-1, MCIEAST-MCB CAMLEJ.

(3) Manning and Staffing

(a) Currently each SSC shares the MCC of its former respective parent unit which results in personnel manning of various entities being funneled through one MCC. This creates the need to deconflict the inherit issues with the orders process. As such, Installation Manpower, S-1, and RPAC leadership are directed to coordinate internally and mutually deconflict

manning requirements of the 01XX population.

(b) All permanent change of station and permanent change of assignment orders for SSC personnel will be coordinated by and through the RPAC Director, Deputy Director and Senior Enlisted Advisor as appropriate. Additionally, careful consideration must be given.

(c) Personnel Tasking. With the current programmed and future reductions in administrative personnel serving within MCIEAST, adhering to proper tasking procedures is as important as ever. Personnel taskers for external support requests of 01XX personnel must flow through and be coordinated by the AC/S, G-1 and RPAC leadership. External official taskers received either through Global Force Management or supported commands for a myriad of deployment requirements that are received by AC/S, G-1 for Personnel Officers will be forwarded to the Director, RPAC and the Deputy Director, RPAC for coordination and execution across RPAC and all SSC. Official taskers received for all enlisted administrative personnel will additionally include the Senior Enlisted Advisor, RPAC for execution across RPAC and all SSC.

(4) Personnel Administration

(a) Administrative and operational responsibilities are delineated by task item in enclosure (2). This Order is not intended in any way to limit commanders' authorities or responsibilities delegated to them as outlined in reference (e) with regards to promotion, legal, separation or adverse administrative actions.

(b) Fitness Reports. Fitness Reports for RPAC and SSC personnel will follow the operational chain of command. Regardless of proximity, the officers responsible for the daily assigned duties are best positioned to provide a proper evaluation on how well those assigned duties are performed. However, Installation Commanders are in a substantive position to provide meaningful input to performance evaluations for the duties, responsibilities and leadership of the personnel assigned or attached to their units. Therefore, personnel performing Reporting Senior and/or Reviewing Officer actions for SSC personnel that are not co-located with the Marine Reported On will seek input from the respective Installation Commander during the preparation of their respective portion(s). The below guidance is provided in order to ensure that within the RPAC and SSC the reporting senior will be the first officer senior in grade, or date of rank in select circumstances, who is directly responsible for the primary tasking and supervision of that Marine. The Officer in Charge (OIC), SSC will maintain a fitness report matrix for the personnel on their staff. In an effort to standardize personnel reporting requirements, procedures, and the general program management across the region, it is imperative that personnel are properly evaluated based upon their primary assigned duties in accordance with reference (f). The Deputy Director, RPAC will serve as the Reporting Senior for each of the respective Branch Heads within the RPAC headquarters and the Officers-In-Charge for each of the respective SSC. The Deputy Director will also serve as Reviewing Officer for all fitness reports where the OIC, SSC serve as the Reporting Senior. The Director, RPAC will serve as the Reviewing Officer for the OIC, SSC. In the event that rank, or seniority of those personnel necessitate the Director, RPAC to serve as the Reporting Senior, the AC/S, G-1 will serve as the Reviewing Officer for the reports for

personnel not co-located with RPAC headquarters. Due to the unique circumstances where the Director, RPAC is also assigned to serve in the primary capacity as the Commanding Officer, Alpha Company, Headquarters and Support Battalion (HQSPtBn), the CO, HQSPtBn will serve as the Reporting Senior.

c. Tasks

(1) CG, MCIEAST-MCB CAMLEJ, via Director, RPAC, MCIEAST:

(a) Provide personnel administration support to all units assigned, attached or otherwise previously under the administrative cognizance of MCIEAST installations now under ARUC 45020.

(b) Establish and maintain a SSC aboard MCAS New River, MCAS Cherry Point, MCAS Beaufort and MCLB Albany to facilitate personnel reporting requirements and provide in-person support to Marine Corps units and personnel under ARUC 45020.

(c) Establish the same/similar business procedures for tenant and supported commands through the establishment of Memorandums of Agreement between Parties to meet the intent outlined in reference (b)

(d) Perform command relationship authorities and responsibilities as outlined in paragraph 4(b)(1).

(e) Retain personnel evaluation/fitness report requirements for civilians and military as outlined in paragraph 4b(4)(b). With the regionalization of personnel administrative reporting requirements, there is a complete paradigm shift in where and how these actions are completed. Due to the transition of each subordinate installation's personnel administration center to SSCs, MCIEAST Installation Commanders will no longer have the individual responsibilities associated with ensuring timely and accurate personnel reporting for their tenant commands (i.e., Marine Corps Administrative Analysis Team inspection). Rather the responsibility and overall management of personnel reporting will be retained by CG, MCIEAST and be centrally managed via AC/S, G-1, MCIEAST and Director, RPAC.

(f) Support tasking of SSC personnel for Destructive Weather (DX) and Security Augmentation Force (SAF) installation requirements by the CO, of each base/station. Any additional duties outside of the above listed must be agreed upon by the parties prior to assignment to ensure no degradation of administrative support across the region.

(2) Tasks Common to all Installation Commanding Officers, MCIEAST and/or their subordinate Battalions:

(a) Exercise Administrative Control (ADCON) for Marines assigned to SSC as outlined chapter 1, paragraph 4(b)(1) and as further delineated in enclosure (1);

(b) Promulgate and submit Operations Event/Incident Report, Personnel Casualty Reports (PCR), Commander's Critical Information Requirements (CCIR), and daily personnel accountability within the Marine Online Unit Management Status Report (UMSR).

(c) Perform routine administrative tasks as required within Marine Online and its sub-modules, including, but not limited to leave/liberty, Junior Enlisted Performance Evaluation System (JEPES) markings, generation, and submission Electronic Personal Administration Requests (EPARs), Family Care Plans, etc.

(d) Promulgate, route and process routine administrative packages, promotions, to include meritorious and other recognition boards.

(e) Provide support for and report basic Marine annual/fiscal year training requirements, including, but not limited to, Physical Fitness Test (PFT), Combat Fitness Test (CFT), Body Composition Program (BCP), Rifle and Pistol Qualification, Marine Corps Martial Arts Program (MCMAP).

(f) Facilitate, track and report medical and dental readiness.

(g) Manage the Marine Corps Request Mast and Substance Abuse Programs for SSC Marines.

(h) Track all assigned Marines on the Force Preservation Council (FPC) Program within Command Individual Risk and Resiliency Assessment System (CIRRAS).

(i) Provide adequate messing and billeting for SSC Marines.

(j) Perform all administrative and legal actions inherent in the authorities and responsibilities delegated under U.S. Code Title 10, including, but not limited to pay, promotion, adjudication of legal matters, etc.

(k) Coordinate with internal and subordinate staff sections for any required command support.

(l) Provide suitably furnished and configured workspace(s) commensurate with current office requirements and configurations and as modified to meet future requirements required to accommodate the number of personnel assigned to SSC in order to perform their mission. Unfortunately, the diverse mission requirements and composition of SSCs will vary based upon the geographical location and the number of personnel supported. Installation commanders will facilitate this requirement based on established processes and procedures that are unique to their base/station.

(m) Provide official mail and other postal operational support to SSC Marines.

(n) Provide vehicle support to SSC Marines as required.

d. Coordinating Instructions

(1) Direct liaison between the Parties' staff is authorized for coordination purposes.

(2) Civil service employees and labor related manage to payroll will be addressed separately.

(3) Each installation will retain the SSC Marines within their current hierarchy or modified as appropriately within their command structure. Any operational Temporary Additional Duty (TAD) requirements initiated through the SSC's operational chain of command will coordinate in advance to obtain and provide an appropriate line of accounting (LOA) for that purpose. Career progression and Professional Military Education (PME) courses will likewise be funded through the appropriate LOA(s) by the operational chain of command.

(4) RPAC will assume budget responsibilities for all operational and consumable expenses not previously addressed.

(5) In the event that any party reorganizes or merges with another organization or otherwise operates under new organizational control, the affected parties will proactively engage with the points of contact listed within this Order to deconflict any potential issues. Any such amendments or changes must be provided in writing prior to a re-organization or a merger to the CG MCIEAST-MCB CAMLEJ (Attn: AC/S, G-1).

(6) SSC Marines will stand interior guard duty at their host installation in accordance with established orders and regulations of the installation in which they are administratively attached.

(7) In order to preserve the unilateral ability to maintain personnel reporting support throughout the region, RPAC/SSC personnel may not be assigned primary collateral duties or serve as functional area managers that may result in the degradation of their ability to meet their primary mission (i.e., Voting Officer, SACO, etc.). However, the SSC Marines are available for pro-share tasking for installation support required during emergencies (i.e., Security Augmentation Force or during a Destructive Weather event), or when otherwise directed by CG MCIEAST-MCB CAMLEJ. SSC Marines may serve as Investigating Officers (IO) for Preliminary Inquiries (PI) or other Naval Investigations when required. This is vital to regional personnel administrative reporting to retain the ability to redirect any/all SSCs to focus on the RPAC's main mission/effort (i.e., administrative separation requirements during peak summer moving season).

(8) In an effort to reduce the administrative support requirements and to increase the availability of services, SSC personnel are authorized and encouraged to serve in alternate functional area billets. For example, section level Unit Transition Counselor or Sexual Assault Prevention and Response Uniform Advocate. However, the intent is that those duties not interfere with their primary duties and/or degrade personnel administrative support and are coordinated with the operational chain of command in advance of assignment.

5. Administration and Logistics

a. Points of Contact. The following POCs will be used by the Parties to communicate matters concerning the execution of this Order. Each Party may change its POC upon reasonable notice to the other Party.

(1) For MCIEAST-MCB CAMLEJ

(a) Primary: Deputy, A/CS G-1, MCIEAST

Phone: (910) 451-2385

(b) Alternate: Director, RPAC
Phone: (910) 451-6221

(c) Alternate: Deputy Director, RPAC
Phone: (910) 449-9958

(d) Alternate: Senior Enlisted Advisor, RPAC
Phone: (910) 451-6218

(2) For MCAS, Beaufort, SC

(a) Primary: Director of Manpower, MCAS BFRT
Phone: (843) 228-7164

(b) Alternate: Dep. Director of Manpower, MCAS BFRT
Phone: (843) 228-8401

(c) Alternate: CO, H&HS, MCAS BFRT
Phone: (843) 228-7851

(3) For MCAS, Cherry Point, NC

(a) Primary: Director, Manpower
Phone: 252-466-4142

(b) Alternate: Deputy Director, Manpower
Phone: 252-466-3871

(c) Alternate: CO, H&HS, MCAS CHERPT
Phone: 252-466-2546

(4) For MCAS, New River, NC

(a) Primary: Director, Manpower
Phone: 910-449-5460

(b) Alternate: Deputy Director, Manpower
Phone: 910-449-5469

(c) Alternate: CO, H&HS MCAS NEW RIVER
Phone: 910-449-7152

(5) For MCLB, Albany, GA

(a) Primary: Director, Manpower
Phone: 229-639-8756

(b) Alternate: Deputy Director, Manpower
Phone: 229-639-6994

(c) Alternate: CO, H&S, MCLB Albany
Phone: 229-639-7170

b. Correspondence. All correspondence to be sent and notices given pursuant to this Order will be addressed to the office identified in the origination block:

- (1) Commanding General, MCIEAST-MCB CAMLEJ
(ATTN: AC/S, G-1)
PSC Box 20005
Camp Lejeune, North Carolina 28542-0005
- (2) Commanding Officer, MCAS Beaufort, SC
(ATTN: Manpower/S-1)
PO Box 55010
Beaufort, South Carolina 29904-5010
- (3) Commanding Officer, MCAS Cherry Point, NC
(ATTN: Manpower)
PSC Box 8003
Cherry Point, NC 28533-0003
- (4) Commanding Officer, MCAS New River, NC
(ATTN: S-1)
PSC Box 21002
MCAS New River, NC 28545-1002
- (5) Commanding Officer, MCLB Albany, GA
(ATTN: S-1)
814 Radford Blvd Bldg 3500
Albany, GA 31704-1128

Regional Personnel Administrative Support for
SSC Marines Serving Aboard MCIEAST Bases/Stations

SATELLITE SERVICE CENTER ADMINISTRATIVE SUPPORT/RESPONSIBILITY MATRIX			
Responsibility	RPAC SSC	Station	Comments
Adverse Administrative Actions (NJP/CLA/AdSep)		P	Authority/responsibility inherent in base/station CO. Recommendations provided by RPAC SSC as appropriate.
Awards (Below NAM)	P	A	RPAC retains primary responsibility; local initiatives to recognize meritorious/outstanding achievement and/or notable contributions in support of the administrative chain of command are authorized and encouraged.
Awards (NAM or above)	P	A	RPAC retains primary responsibility; local initiatives to recognize meritorious/outstanding achievement is authorized and encouraged.
Basic Mil Training (Swim/CBRN/MCMAP)		P	RPAC SSC will assist in monitoring and facilitating training.
BCP		P	RPAC SSC will assist in monitoring and facilitating training.
CACO	A	P	RPAC SSC will provide support as requested/required.
Career Planning		P	System requirements dictate administrative chain of command
CCIR	A	P	Station will produce CCIR; RPAC SSC will inform RPAC Camp Lejeune.
Civilian HRO		P	
CMR/Equipment Accountability		P	Per base/station current regulations
CY Training		P	RPAC SSC will assist in monitoring and facilitating training.
Defense Travel System (DTS)		P	All TAD requirements in support of PAC operations will be funded by the RPAC Camp Lejeune via cross-org; coordinating instructions will be provided for orders generation and approval.
Dental Readiness		P	RPAC SSC will assist in monitoring and facilitating readiness.
EEO	A	P	RPAC SSC willing/able to assist as required; dual reporting basic info for SA.
Fitness Reports	P		As outlined IAW Chapter 1, para 4(b)4(b)
Force Preservation Council		P	Info to RPAC for all cases medium and above.
FY Training		P	RPAC SSC will assist in monitoring and facilitating training.
General Correspondence	S	S	Shared responsibility based on requirement.
Government Travel Charge Card (GTCC)		P	Responsibility inherent in PRUC.
Interior Guard - Duty (Command/Barracks)		P	Pro-share distribution/assignment based from on-hand strength.
JEPES		P	This feature inherits the MOL permissions associated with the PRUC. System limitations require completion by AdCon chain of command.
Leave and Liberty		P	Leave requests routed to PRUC in accordance with base/station regulations; info copy to RPAC for Officers/SNCOs by SSC.
Limited Duty Tracking		P	Info to RPAC Camp Lejeune through SSC.
Manning/Staffing	P	A	RPAC SSC assumes responsibility for coordinating with MMOA/MMEA.
MCTIMS		P	All training requirements reported/tracked through MCTIMS based on permissions through PRUC. RPAC will facilitate reporting any training requirements as necessary with a cover letter from S-3.
Medical Readiness		P	RPAC SSC will assist in monitoring and facilitating readiness.
Meritorious Promotion Packages		P	Inherent in CO's promotion authority of assigned personnel.
Order Writing Authority	S	S	*Shared; Permanent duty orders are certified at the RPAC; TAD/PTAD Orders are generated through MOL via AdCon Chain of Command.
Personnel Accountability		P	MOL Unit Management Status Report (UMSR)
Pistol Range		P	RPAC SSC will assist in monitoring and facilitating training.
Postal		P	Responsibility based on requirement with PRUC.
Promotion Authority		P	Authority/responsibility inherent in base/station CO.
Promotion Recommendations/non-recommendations		P	Authority/responsibility inherent in base/station CO.
Reenlistments		P	Authority/responsibility inherent in base/station CO.
Request Mast		P	Authority/responsibility inherent in base/station CO.
Rifle Range		P	RPAC SSC will assist in monitoring and facilitating training.
SACO		P	RPAC SSC will assist in monitoring and facilitating training.
SAPR		P	RPAC SSC willing/able to assist as required; dual reporting basic info for SA.
Separation Authority		P	No changes to existing orders, regulations, or chain of command (PRUC)
SIR/OPREP-3/PCR		P	Station will produce SIR/OPREP-3/PCR; RPAC SSC will inform RPAC Camp Lejeune.
Transition Readiness/Assistance		P	
Tuition Assistance	A	P	No restriction on ability to review/approve.
		S	Shared
		P	Primary
		A	Alternate