



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

MCIEAST-MCB CAMLEJO 7420.2B

G-8

02 FEB 2022

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 7420.2B

From: Commanding General

To: Distribution List

Subj: TIME AND ATTENDANCE

Ref: (a) SECNAVINST 7000.27D

(b) DOD 7000.14-R, Volumes 5 and 8, "Department of Defense Financial Management Regulations"

(c) MCO 5200.24E

(d) MARADMIN 358/21

1. Situation. To establish and publish interim procedures for timekeeping administration pending publication of a Marine Corps Order for Time and Attendance (T&A) for all civil service personnel assigned to Marine Corps Installations East (MCIEAST) and the MCIEAST-Marine Corps Base, Camp Lejeune (MCB CAMLEJ) General and Special Staff Departments, in accordance with direction and policy guidance contained in the references.

2. Cancellation. MCIEAST-MCB CAMLEJO 7420.2A.

3. Mission

a. MCIEAST-MCB CAMLEJ Department Heads and MCIEAST Commanding Officers (COs) have a fundamental responsibility to establish and continuously maintain the policies and administrative procedures for T&A for their organizations in order to ensure effective operations, safeguard against fraud, waste, and abuse, and comply with laws and regulations.

b. Summary of Revision. This Order has been completely revised to update the current T&A policy and procedures and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure the Commanding General, MCIEAST COs, and MCIEAST-MCB CAMLEJ Department Heads provide a level of assurance over the effectiveness and efficiency of control activities under their supervision and direction, to establish roles and responsibilities to record, approve, and manage T&A data in the Oracle Time and Labor (OTL) module within the Defense Agencies Initiative (DAI) system in accordance with the references.

(2) Concept of Operations. Leaders at all levels will focus on controls associated with the assigned missions, tasks, and responsibilities to properly approve bi-weekly T&A. Approval provides an affirmative attendance record and is the basis for computing pay for all civilian employees. The approval of T&A constitutes authorization for expenditure of government funds.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Each employee's T&A must be approved correctly by the employee's supervisor, acting supervisor, other equivalent official, or a higher-level manager authorized to act as an alternate approver at the end of the pay period.

b. Tasks

(1) MCIEAST COs and MCIEAST-MCB CAMLEJ General and Special Staff Department Heads must ensure compliance with all applicable DAI-OTL guidance.

(2) OTL Limited Timekeepers shall:

(a) Create an account in Access Request Management Services (ARMS) system via <https://odsf.mcw.usmc.mil>. Once an ARMS account is created, the Limited Timekeeper must upload a Cyber Awareness Challenge Certificate and a DD Form 577. The Limited Timekeeper must be appointed via a DD Form 577. The Limited Timekeepers will then create an access request to begin the DD Form 2875 System Authorization Access Request (SAAR) process for the DAI-OTL account creation. Step-by-step instructions are posted in the "DAI ARMS Access Request" section of the DAI Knowledge Base through Confluence: <https://tso-confluence.mcw.usmc.mil/display/DKB/DAI+ARMS+Access+Request>. This site contains helpful job aids and how-to guides on performing DAI-OTL tasks.

(b) The Limited Timekeepers will perform timekeeping actions on behalf of the employees within their assigned timekeeper group. These actions may be performed at the request of the employee or the employee's supervisor. The Limited Timekeeper will accurately record T&A data into DAI-OTL and must affirm the timecard on behalf of the employee. The Limited Timekeeper may also run reports to track the status of by-weekly timecards and will assist employees with OTL T&A questions.

(c) Be responsible for uploading necessary supporting documentation on behalf of the employee. Necessary supporting documentation could include manual timecard signed by the employee, leave documentation (i.e., court leave, military leave, advance sick leave, annual leave, restored leave, etc.), and approved premium time requests (i.e., overtime, comp time, travel time, etc.). All leave and premium time must be requested and approved in DAI-OTL.

(d) Ensure the employee's Tour of Duty (TOD) matches hours recorded on timecard.

(e) Ensure all prior pay corrections are processed in accordance with all applicable DAI-OTL guidance.

(3) T&A OTL Supervisor Approvers shall:

(a) Create an account in the ARMS system via <https://odsf.mcw.usmc.mil>. Once an ARMS account has been created, the Supervisor Approver must upload a valid Cyber Awareness Challenge Certificate and a current DD Form 577. The Supervisor Approvers will then create an access request to begin the DD Form 2875 SAAR process for the DAI-OTL account creation. Step-by-step instructions and troubleshooting guides are posted in the "DAI ARMS Access Request" section of the DAI Knowledge Base through Confluence:

<https://tso-confluence.mcw.usmc.mil/display/DKB/DAI+ARMS+Access+Request>. This site contains helpful job aids and how-to guides on performing DAI-OTL tasks.

(b) Verify T&A is accurately recorded in DAI-OTL and each employee has affirmed the T&A data to be true by selecting the affirmation checkbox on the timecard. If the employee has not selected the affirmation checkbox, the OTL Supervisor Approvers must affirm on behalf of the employee and enter a comment as to the reason why the employee was not able to affirm the timecard. If the employee timecard is not approved by the OTL Supervisor Approver, the employee's pay will default to Annual Leave. If Annual Leave is not available, the employee's pay will default to a no pay due status.

(c) Verify all supporting leave documentation (i.e., court leave, military leave, advance sick leave, annual leave, restored leave, etc...) are attached to the timecard. All leave should be requested/approved in DAI-OTL. All premium time (i.e., overtime, comp time, travel time, etc...) must be requested and approved in DAI-OTL.

(d) Ensure the employee's TOD matches hours submitted on timecard.

(e) Ensure all prior pay corrections are processed in accordance with all applicable DAI-OTL guidance.

(4) Employees with DAI-OTL access shall:

(a) Create an account in the ARMS system via <https://odsf.mcw.usmc.mil>. Once an ARMS account is created, the employee must upload a valid Cyber Awareness Challenge Certificate. The employee will then create an access request to begin the DD Form 2875 SAAR process for the DAI-OTL account creation. Step-by-step instructions and troubleshooting guides are posted in the "DAI ARMS Access Request" section of the DAI Knowledge Base through Confluence:

<https://tso-confluence.mcw.usmc.mil/display/DKB/DAI+ARMS+Access+Request>. This site contains helpful job aids and how-to guides on performing DAI-OTL tasks.

(b) Input T&A, request leave, and premium hours in DAI-OTL.

(c) Affirm to the accuracy of all entries in DAI-OTL by selecting the affirmation checkbox on the timecard and submit to supervisor for approval.

(5) Employees without DAI-OTL access shall: Ensure all necessary supporting documentation is provided to the Limited Timekeeper each pay period. Necessary supporting documentation could include manual timecard signed by the employee, leave documentation (i.e., court leave, military leave, advance sick leave, annual leave, restored leave, etc.), and approved premium time requests (i.e., overtime, comp time, travel time, etc.). All leave and premium time must be requested and approved in DAI-OTL.

c. Coordinating Instructions

(1) All DAI-OTL users must gain access to DAI via a two-step process.

(a) Log into the ARMS website: <http://odsf.mcw.usmc.mil/arms2/> and follow the ARMS Instructions. The ARMS Instructions are located at:

<https://tso-confluence.mcw.usmc.mil/display/DKB/DAI+ARMS+Access+Request>.

Ensure email address for Supervisor and Security Manager are correct and confirm the proper level of access is being requested. The user must upload a Cyber Awareness Certificate, and OTL Supervisor Approvers and Limited Timekeepers must also upload a completed DD Form 577. The user should monitor the request in ARMS through the final step when the Information Owner (IO) approves the request. After the user receives confirmation of the IO Approval, proceed to the next step.

(b) After the user receives confirmation of the IO Approval, the user must complete DAI Self-Registration at: <http://oamprod.dai.csd.disa.mil/cgi-bin/selfregister>. USMC Civilian must select "Government", USMC Military must select "Military", and all other military (Navy) and non-USMC civilian employees (NAF) will select "Contractor" from the drop-down list when prompted.

(2) Training. All supervisors and employees must view the training videos located at the MarineNet eLearning website located at: <https://portal.marinenet.usmc.mil/>. Click into the search icon and type in "DAI" to locate the "USMC DAI Oracle Time and Labor: Supervisor Training Video" for supervisors and "USMC DAI Oracle Time and Labor: Employee Time User Training Video" for employees.

5. Administration and Logistics. Point of contact for this Order is the MCIEAST-MCB CAMLEJ Assistant Chief of Staff, G-8.

6. Command and Signal

a. Command. This Order is applicable to all personnel assigned to MCIEAST commands and MCIEAST-MCB CAMLEJ Departments.

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



ANDREW M. NIEBEL

DISTRIBUTION: A/B