



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VA 22134-5001

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6 Dec 11

MARINE CORPS BASE ORDER 5001.1A

From: Commander

To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR INSTALLATION
PERSONNEL ADMINISTRATION CENTER (IPAC) MARINE CORPS BASE,
QUANTICO (SHORT TITLE: SOP FOR IPAC QUANT)

Ref: (a) MCO P5000.14D
(b) ALMAR 058-05
(c) MARADMIN 535-08

Encl: (1) SOP for IPAC QUANT

<p>Report(s) Required: Weekly Legal Status Report (Report Control Symbol MC-5805-01), par.6031</p>

1. Situation. Establish policies, procedures, responsibilities, and relationships with respect to consolidated administrative matters within the Marine Corps Base, Quantico (MCBQ) Installation Personnel Administration Center (IPAC), hereafter referred to as the IPAC.

2. Cancellation. MCBO P5001.1.

3. Mission

a. This SOP is not designed to replace directives or instructions published by higher headquarters. It is published to provide administrative policies, procedures, and responsibilities 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.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Review of this SOP is recommended for all commanders and their staffs. The Director of IPAC is responsible for the oversight and daily operation of the IPAC. Adherence to this SOP will assist commanders in focusing on the readiness of their unit, while simultaneously maintaining personnel administrative readiness. The end-state is to provide Commanders, Marines, Sailors and their family members with effective 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 the IPAC, Quality Assurance Section.

(2) Concept of Operations. The complex nature of entitlements and administrative procedures necessitates an ongoing technical professional military education program. Therefore, this SOP is a dynamic document, subject to periodic 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. Authorization to deviate from this SOP may occur as the situation requires, under the provision of the references and their updates and direction from higher headquarters.

(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 Forces 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 change in their pay for no apparent reason, is responsible for bringing the

situation to the attention of their respective unit S-1 and the IPAC Customer Service Section. A Marine's lack of action furthers the pay problem.

b. Tasks

(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 SOP.

(b) Implement internal control procedures at the local unit in order to comply with the responsibilities published in this SOP.

(c) Ensure all administrators and senior enlisted administrative personnel attend monthly administrative meetings to review and reconcile administrative issues.

(2) Director, IPAC

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

(b) Coordinate a schedule for monthly administrative meetings with unit S-1s, senior enlisted administrative personnel and IPAC Sections.

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

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

(e) Support commanders and Marines with flexible customer service and support as may be needed (i.e. administrative needs, augments for deployments).

5. Administration and Logistics

a. Summary of Revisions. This Revision contains a substantial number of changes. The major modifications to this SOP are as follows:

(1) Chapter 1. Clarifies interrelationships between the IPAC and supporting units. Outlines the responsibilities of the unit commander and the IPAC.

(2) Chapter 2. Adds information on the new online appointment system.

(3) Chapter 3. Adds information regarding the Administrative Discrepancy Notice and the reconciliation process between the IPAC and supporting units.

(4) Chapter 4. Adds information regarding the new Mass Join process for all new joins aboard MCBQ.

(5) Chapter 5. Adds information on reporting pay entitlements for Defense Attaché' Officers and outlines the submission of reserve travel claims.

(6) Chapter 6. Adds information on limited duty processes and clarifies the promotion process.

(7) Chapter 7. Clarifies responsibilities of the IPAC and the role of the Officer Candidate School (OCS).

(8) Chapter 8. Clarifies the administrative responsibilities of the IPAC and The Basic School.

(9) Chapter 9. Adds information regarding the distribution of the DD214/DD215.

b. Recommendations concerning the contents of this SOP will be submitted to the Commander, MCBQ, (Attention: Director, IPAC), via the appropriate chain of command.

c. This directive is distributed on the internet via the MCBQ homepage at <http://www.quantico.usmc.mil/directives.aspx>.

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6. Command and Signal

a. Command. This SOP is applicable to Active Duty and Reserve Personnel located aboard Quantico.

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

D. J. CHOIKE

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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR INSTALLATION PERSONNEL
ADMINISTRATION CENTER (IPAC) MARINE CORPS BASE, QUANTICO
(SHORT TITLE: SOP FOR IPAC QUANT)

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

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Chapter 1

POLICY AND STRUCTURE

1. General. The Installation Personnel Administration Center (IPAC) has cognizance over personnel administration for all serviced commands located aboard Quantico. The IPAC is under the operational and administrative command and control of the Commander, Marine Corps Base, Quantico (MCBQ).

2. Mission. The mission of the IPAC is to provide personnel administrative support and services to Commanders, Marines, Sailors and family members by ensuring military personnel records and pay accounts are accurate and properly maintained therefore ensuring individuals are administratively prepared for worldwide deployment with the operating forces.

3. Hours of Operation. The IPAC hours of operation are Monday through Friday from 0700 to 1700.

a. For emergency situations, contact the Director, Deputy Director, Staff Non-Commissioned Officer in Charge (SNCOIC) or Officer in Charge (OIC) of the respective section for assistance listed in Figure 1-3.

b. The IPAC is closed for routine business on Thursdays at noon for Professional Military Education (PME), with the exception of scheduled appointments, check-ins, check-outs and Marines with bona fide emergencies.

c. The IPAC will extend hours of operation to accommodate requests for service outside normal working hours.

4. IPAC Personnel Policies

a. All military personnel conducting routine administrative business are required to be in the uniform of the day or appropriate civilian attire.

b. All personnel are required to check-in with the front desk clerk of the respective IPAC section prior to being assisted.

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c. Electronic Personnel Action Requests (E-PARs) are encouraged for all Marines and must be properly routed through the respective chain of command. All E-PARs will be worked within 5 working days after being received by the IPAC.

d. Requests for Leave and Earnings Statements (LES), Basic Training Records (BTR), Basic Individual Records (BIR), W-2 and W-2C, and Fitness Report printouts will be processed by the individual Marine utilizing MOL, MyPay and/or the individual unit Adjutant/S-1. Additionally, requests for certified true copies of printouts and pages from an individual's Service Record Book (SRB)/Officer Qualification Record (OQR) (i.e., for meritorious boards, enlisted to officer packages, personal convenience, etc.) will be accomplished by the unit S-1.

e. All disputes/disagreements or service problems will be addressed to the Section OIC/SNCOIC. The IPAC staff will ensure that every complaint is thoroughly researched and a satisfactory explanation is provided to the Marine and/or command.

5. Check-Ins. All New Join Marines are required to report to the IPAC wearing Service "A" uniform, unless checked into their respective unit prior. The IPAC is located on the second deck of Building 2006. All Marines are required to check-in to the IPAC upon the following occasions: arrival for Permanent Change of Station (PCS), when directed Permanent Change of Assignment (PCA), Reserve ordered to active duty, upon assignment to Active Duty Operational Support (ADOS), and To/From Temporary Additional Duty (TAD) in excess of 30 days.

a. All personnel will report to the IPAC Inbound Section prior to the no later than date annotated on their PCS/PCA orders or the first work day if arriving on a weekend, with the appropriate reporting endorsement from the Battalion's/parent commands. All Marines from the rank of LtCol and below are required to attend the Commander's Welcome Aboard Brief.

b. All Marines are required to check-in (or register) with the following Base activities, in addition to the organizations outlined on their unit issued check-in sheet:

(1) Bachelor Housing Office (Single/Geo Bachelor/SNCO & Officer)

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- (2) Vehicle Registration (Pets/Weapons)
- (3) Naval Health Clinic (Medical & Dental)
- (4) Defense Travel System (Unit Coordinator)
- (5) Family Housing Office (Married personnel)
- (6) Military Post Office (Sgt & below living in the barracks)
- (7) Reserve Support Unit (Reservists only)
- (8) MCBQ Mass Notification System at www.quantico.usmc.mil)

6. Check-Outs. All Marines transferring, separating, and retiring are required to report to the IPAC Outbound Section for administrative processing. Marines going TAD in excess of 30 days are required to report to the IPAC Customer Service Section for administrative processing.

a. Marines transferring or departing on TAD in excess of 30 days are required to check-out of those agencies designated on their command issued check-out sheet.

b. Check-out sheets are required before Marines can pick-up tickets (if applicable) and orders from the IPAC Outbound Section.

c. All Marines are required to check-out with the same agencies listed in paragraph 5b above, in addition to the agencies outlined on their command issued check-out sheet.

7. IPAC Administrative Responsibilities. IPAC responsibilities include, but are not limited to, the following:

a. Provide timely administrative support in response to EPARs from individual Marine(s) or command representatives.

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b. Ensure all reportable items are accurately processed in MCTFS via unit diary within 5 working days of receipt of validated source documents.

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- c. Preparation, maintenance, accountability, and security of all SRBs and OQRs.
- d. Endorsement and preparation of PCS and PCA Orders.
- e. Prepare and distribute separation documents. This also includes processing requests for retirement and transfer to the Fleet Marine Corps Reserve.
- f. Monitor and retain completed check-out sheets.
- g. Issuing, recovery and accounting for electronic meal cards.
- h. Process bond and allotment requests that cannot be processed through MyPay.
- i. Monitor junior enlisted promotions and submit requests for remedial promotions.
- j. Coordinate with unit Limited Duty Coordinators to track personnel in a limited duty status and report any changes in duty status and limitation codes.
- k. Conduct new join, triennial, pre- and post- deployment audits. Deployment audits will include review and update of BIR, Service members's Group Life Insurance (SGLI) and Record of Emergency Data (RED) 30 days prior to departing and upon return from deployment/TAD in excess of 30 days.
- l. Provide personnel administrative support to unit commanders to include deployment support as required.
- m. Process all legal documentation received from the supported units.
- n. Provide administrative/backup support for MOL. This includes also providing any administrative assistance that may be needed by Commanders and Marines.
- o. Coordinate with G-1 Manpower for all new join arrivals and assignments.

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8. Unit Commander Responsibilities

a. Though the IPAC has caused a reduction in the unit commander's administrative responsibilities; they are not eliminated. Commanders are responsible for ensuring personnel information and providing documents for unit diary reporting into MCTFS (e.g. TAD Orders; deployment rosters, page 11s, UPBs, promotion, etc.) are forwarded promptly and properly to IPAC (in most cases no later than 5 working days from the day an event occurs). For the IPAC to function effectively, a free and open exchange of information must exist between the supported commands and the IPAC.

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 information is entered properly into a Marine's record.

b. Unit Commanders retain responsibility for the following:

(1) Conduct Request Mast for service members of their command.

(2) NJP on Marines of their command and provide completed Unit Punishment Book forms (with their respective summary transcripts) to the IPAC Legal Section not later than 5 working days from occurrence.

(3) Maintain the minimum technical and operational directives and publications required to accomplish the command's assigned mission.

(4) Distribute personal and official mail.

(5) Submit accurate and timely morning report via MOL.

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

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(7) Input all proficiency and conduct (pro/con) occasions marks into MOL. This includes pro/cons marks for reductions,

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promotions, transfers, and discharge for unit diary input. When the promotion to corporal or sergeant and the semiannual/annual (SA/AN) marking period coincides (1st of February and August for Regular Marines or the 1st of January for Reserve Marines), the promotion (PR) markings will take precedence over the SA/AN markings requirement. In this particular case, do not report SA/AN markings.

(8) Recommend/Non Recommend Marines for reenlistment.

(9) Monitor eligibility and recommend Marines for awards or personal decorations to include awarding of the Good Conduct Medal (GCM) Certificates.

(10) Recommend/Non-recommend Marines for promotion and submit only the "Non Rec" roster by 1700 on the 15th day of every month, via MOL. If the 15th falls on a weekend or holiday, non-recommendations will be submitted the last workday prior to the weekend or extended liberty period. Ensure all "Non Rec" Pg 11's with signatures are submitted with rosters to the IPAC Command Support Section for appropriate administrative action.

(11) Prepare all promotion warrants from MOL for delivery to Marines and submit "will not promote" Page 11 entries to the IPAC with appropriate signatures from the Marine and Commanding Officer. Units are required to provide copies of all enlisted promotion warrants to the IPAC Command Support Section.

(12) Prepare leave, special liberty, and permissive temporary additional Duty (PTAD) requests utilizing MOL. Ensure daily reconciliation is complete to ensure proper posting of the periods via MOL.

(13) Ensure procedures are in place to retrieve and maintain effective control of meal cards while personnel are in a leave, hospital, or temporary additional duty status.

(14) Ensure 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 Separation/Retirement Section.

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(15) Counsel and authenticate mandated Page 11 (6105) entries in the service record as required (Note: Only the commanding officer can sign 6105 entries).

(16) Prepare recommendations for administrative discharges, and **immediately** notify the IPAC Separation/Retirement Section when any administrative separation is initiated and forwarded to the General Courts Martial Convening Authority (GCM CA). Units are required to provide a copy of all administrative separation documentation to the IPAC Separation/Retirement Section for tracking purposes.

(17) Prepare, review, and submit training data into MOL via the Training Management System (TMS) such as college courses, lectures, briefs, etc. In addition, units are required to established internal control procedures to ensure accurate training data is processed in TMS.

(18) Assign Billet Identification Codes (BIC) for all military and civilian personnel within their respective units.

(19) When MOL cannot be used, provide rosters to the IPAC for the reporting company and platoon code changes with the unit. This is extremely important, as proper MCTFS codes aid units in creating company rosters, ensures proper unit MCTFS entries are made, and increases accountability. Note: Regardless of MOL, commands must submit all Special Orders (BSO/GSO etc.,) to the IPAC PCSOs Section for proper unit diary reporting.

(20) Issue check-in and check-out sheets for all service-members of their command. All check-in sheets will be maintained at the command level and all check-out sheets will be retained at IPAC Outbound Section.

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

(22) Establish procedures to identify Marines assigned additional duties and ensure duties are reported into MCTFS.

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Official documentation (i.e., Naval letter, MCCDC special order, etc.) is required in order to properly document the additional

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duties listed in Figure 1-2. Establish procedures to ensure source documents are forwarded to the IPAC Customer Service Section for processing.

(23) Establish procedures to grant appropriate MOL permissions to the IPAC designated staff to accomplish their administrative support mission (i.e. UMSR view access, Promotions module access).

(24) Prepare and release appropriate messages as required for the issuance/cancellation/modification of orders, refusal to extend/reenlist, limited duty, and any required administrative action for service members of their command. Commanders must ensure the CG MCB QUANTICO G1 and CG MCB QUANTICO IPAC are courtesy copied on the messages.

(25) Establish procedures to identify and track Marines assigned to weight control. Units are responsible for providing a copy of NAVMC 11621, Body Composition Program (BCP) Evaluation, to the IPAC Command Support Section for all Marines assigned and removed from weight control.

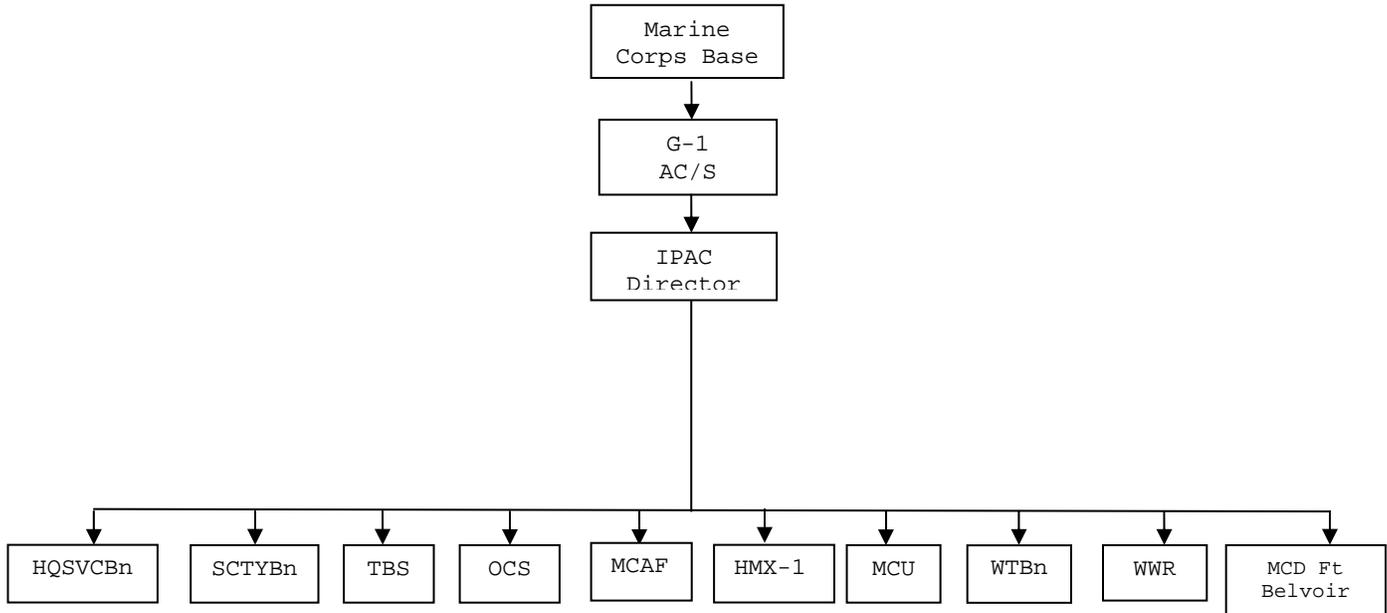
(26) Prepare, review and submit NAVMC 11352, Certificate of Appreciation, for their first term Marines and junior officers following their active service obligation and transfer to the Individual Ready Reserve (IRR) prior to the date of departure.

(27) Prepare, review and submit Letter of Appreciation signed by the CMC to all Marines, in the total force (regardless of rank, component code or length of service in Corps) released from active duty with a honorable characterization of service.

(28) Responsible for proper administration, tracking and reporting of all light duty and limited duty personnel. Assign a Limited Duty Coordinator (SNCO or above) in writing who coordinates with the Marine, medical, command administrative personnel and the IPAC.

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9. Organization and Supported Units



10. IPAC Organizational Structure. See Figure 1-1.

a. Headquarters Section. The Headquarters Section consists of the Director, Deputy Director and SNCOIC and exercises internal control of all IPAC functional areas and establishes command relationships with the supported units.

(1) The Director shall perform executive level duties pertaining to the IPAC by ensuring commands receive quality administration through open communication and coordination between higher headquarters and external agencies.

(2) The IPAC Headquarters Section is responsible for management of IPAC personnel training requirements and personnel accountability.

b. Identification/Defense Enrollment Eligibility Reporting System (ID/DEERS) & Passport Office. The ID/DEERS & Passport office provides administrative assistance for all service members (active/reserve), family members of service members and government employees.

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c. Quality Assurance Section. The Quality Assurance Section is responsible for monitoring unit diary reporting: and extract, work, monitor, and certify Electronic Diary Feedback Reports. Review, monitor, and conduct random audits identifying internal control problems and trend discrepancies in pay. In addition, responsible for conducting test cycle of software installation, special queries/Operational Data Store Enterprise reports; and conduct administrative visits to the supported commands.

d. Inbound Section. The Inbound Section is responsible for centralizing filing and processing all personnel arriving PCS to Quantico. The Inbound Section provides assistance and education in areas of pay entitlements and updating information in MCTFS. Lastly, the Inbound Section will conduct all initial join audits, ensure accuracy of the individual's service and pay records, and the completion of the travel claims process.

e. Customer Service Section. The Customer Service Section is responsible for the following administrative areas: administrative service for pay related EPARs, allotment requests, pay entitlements reporting, maintenance/security of service records, formal schools, awards and completion of triennial audits.

(1) Service Section. The Service Section is responsible for processing and reporting any change in a Marine's dependency and marital status to include a complete SRB audit, member married to member, member married to other service member and triennial audits.

(2) Pay Section. The Pay Section is responsible for tracking and monitoring all pay entitlements for personnel of the supported units, auditing and resolving pay discrepancies, and submitting special payments to the Finance Office. Lastly, the Pay Section is responsible for processing allotments not processed by MyPay.

(3) Deployed Support/TAD Section. The Deployed Support/TAD Section is responsible for tracking, monitoring and conducting all required audits to include pre- and post-deployment audits.

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(4) Records Room. The Records Room is responsible for maintaining strict accountability and auditing every service record maintained at the IPAC.

f. Command Support Section. The Command Support Section is responsible for monitoring the reporting of rifle/pistol qualifications, assignment and removal from body composition program, local/formal schools, physical fitness tests, combat fitness test scores and any entries not reported by the unit's S-3s. When MOL is not available, the IPAC Command Support Section will report the appropriate unit diary entries. In addition, the Command Support Section is divided into three categories: promotions, legal, and limited duty.

(1) Promotion Section. The Promotion Section is responsible for monitoring the enlisted promotion process through MOL to include tracking of Page 11 entries for "non-recommendations" for promotion, remedial promotion packages, and recomputation of composite scores. Promotion warrants, "select grade rosters" and proficiency/conduct marks will be processed via MOL by the unit S-1s. When MOL is not available, the IPAC Promotion Section will report the appropriate unit diary entries.

(2) 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), unauthorized absence, and/or desertion. Additionally, the Legal Section reports all relevant entries into MCTFS. Lastly, the Legal Section is responsible for forwarding all service records for Marines placed on involuntary appellate leave and Marines declared a deserter for more than 90 days, to designated higher headquarters.

(3) Limited Duty Section. The Limited Duty Section is responsible for tracking limited duty.

g. Student Personnel Section. The Student Personnel Section is responsible for the administrative processing of candidates attending Officer Candidates School (OCS) and the preparation of The Basic School (TBS) orders.

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h. TBS Detachment. TBS Detachment is responsible for the administrative processing of students training at TBS, Basic

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Officer Course (BOC), Warrant Officer Basic Course (WOBC), Infantry Officer Course (IOC) and the Martial Arts Center of Excellence (MACE). The TBS Detachment is physically located at Camp Barrett to provide direct support.

i. Outbound Section. The Outbound Section has overall cognizance of the PCS, PCA and separation/retirement process.

(1) PCS Orders (PCSO) Section. The PCSOs Section is responsible for endorsing all PCS and PCA orders issued by Headquarters Marine Corps. Additionally, it maintains responsibility for all portcall submissions for Marines ordered overseas.

(2) Separation/Retirement Section. The Separation/Retirement Section is responsible for the identification and processing of all Marines pending release from active duty, retirement, and transfer to the Fleet Marine Corps Reserve (FMCR), administrative/punitive separation, and physical evaluation board discharges.

11. Flow of Information. In an effort to reduce the requirement for Marines to physically visit the IPAC for routine personnel actions, Marines are encouraged to utilize courier service or electronic mail (email). Marines are also encouraged to utilize the MyPay website <https://mypay.dfas.mil> or the MOL website <https://tfas.mol.usmc.mil>. The courier service administratively falls under the operational control of the IPAC Quality Assurance Section for managing and tracking of all incoming and outgoing correspondence.

a. Courier Service. IPAC will provide a duty driver to visit all supported organizations once each day at a minimum. Information in hard copy can be delivered via the courier service but must be in compliance with applicable privacy act requirements. Loose or improperly controlled items will not be accepted. Routed action documents should be submitted utilizing MCBQ form 5216/2, MCBQ Routing Sheet.

b. EMAIL. The preferred method for transmitting information is email. Emails must be public key infrastructure (PKI) compliant and encrypted. In addition, email provides certification of delivery and immediate feedback to the sender for tracking purposes.

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12. Service Record 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 Customer Service Section on a quarterly basis. Service records on-hand within IPAC will be physically sighted and service records identified as "signed out" in the excess of 30 days are required to be returned to the IPAC.

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

13. Support of Activated Reservist on Active Duty Operational Support/Reserve Order Writing System (ROWS) Orders. The IPAC provides administrative support to a number of activated Reservists aboard MCBQ. Due to the complexity of Reserve issues, units are encouraged to contact the respective IPAC section when the following issues occur:

a. Inbound Section will process all newly activated Reservists who require an INITIAL JOIN, execute a PCS from outside MCBQ, and travel claims incident to PCS.

b. Customer Service Section will provide administrative support to all activated reservists who are on TAD type orders but orders were modified to PCSOs.

c. Deployment Support/TAD Section will process all 30-day partial travel claims, all travel claims for ADOS/ROWS orders with appropriation data starting with "M00091", pre-/post-deployment audits, any periods of TAD executed through use of the Defense Travel System application.

d. Pay Section will handle all pay inquiries.

e. Separation/Retirement Section will handle all adjustments to EAS/ECC dates due to modification to ADOS/ROWS Orders, 11060s, and preparation of DD 214.

f. The PCSO Section will prepare PCSOs, if applicable.

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IPAC ORGANIZATIONAL CHART

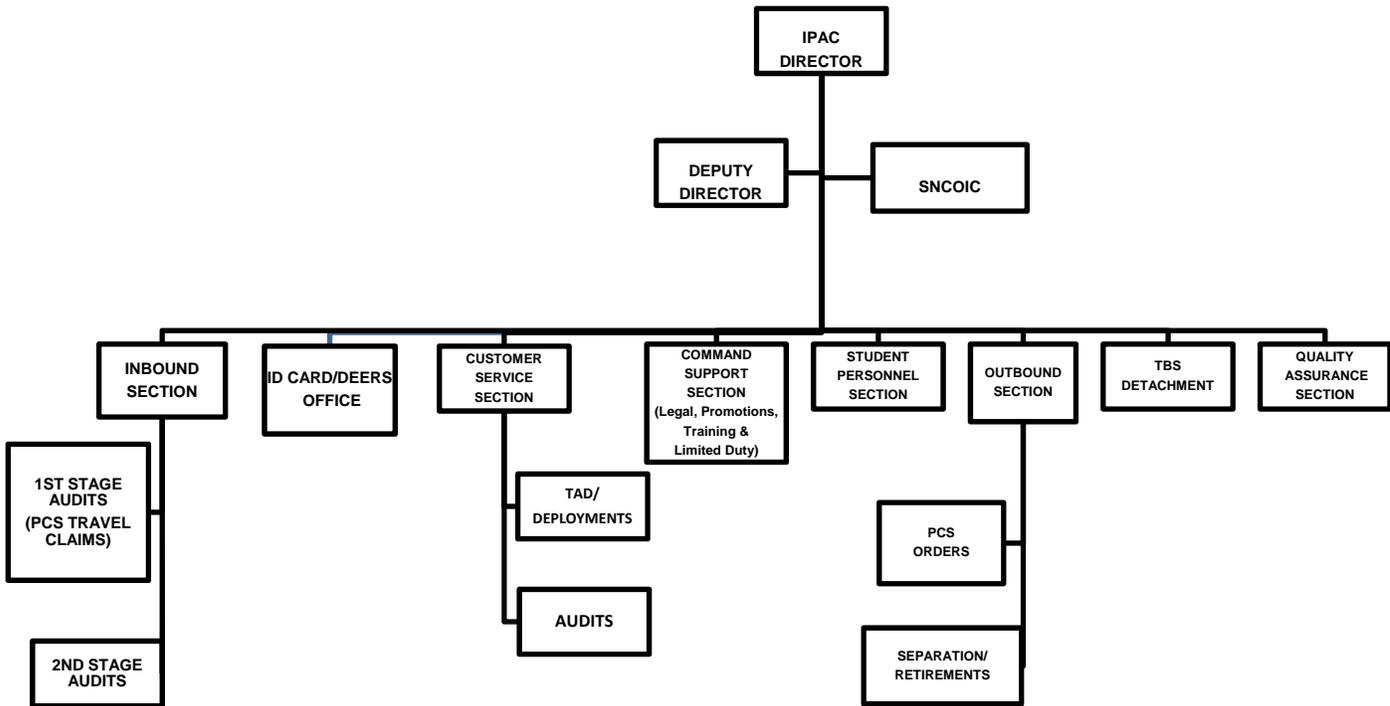


Figure 1-1.--PAC Organizational Chart

ADDITIONAL DUTY CODES

CODE	DESCRIPTION
AAPC	ASSISTANT AGENCY PROGRAM COORDINATOR
ACUS	ALTERNATE EVIDENCE CUSTODIAN
AGPC	AGENCY PROGRAM COORDINATOR
AMCO	AVIATION MATERIAL CONTROL OFFICER
AMHA	AVIATION MATERIAL HANDLER
ARMC	ARMORY CUSTODIAN
ASFO	AVIATION SAFETY OFFICER
ASPM	AVIATION PROGRAM MANGER
ATCO	DANTES ALTERNATE TEST CONTROL OFFICER
ATFN	ANTI-TERRORISM/FORCE PROTECTION NCO
ATFP	ANTI-TERRORISM/FORCE PROTECTION OFFICER
BCUS	BRIG CUSTODIAN
BEQM	BACHELOR ENLISTED QUARTERS MANAGER
BFVC	BRIG FUNDS/VALUABLE CUSTODIAN
BMSU	BRIG MAIL SUPERVISOR
BOFF	BRIG OFFICER
BOQM	BACHELOR OFFICER QUARTERS MANAGER
CCAS	COMMAND CASUALTY OFFICER
CEOO	COMMAND EQUAL OPPORTUNITY OFFICER
CEOR	COMMAND EQUAL OPPORTUNITY REPRESENTATIVE
CGRD	COLOR GUARD
CLDC	COMMAND LIMITED DUTY COORDINATOR
CMCO	CLASSIFIED MATERIAL CONTROL OFFICER
CMSL	CMS CLERK
CMSN	CMS NCO
CMSO	CMS OFFICER
COIN	COMMAND INSPECTOR
COMC	COMSEC COURIER
CORC	CONTRACTING OFFICER'S REPRESENTATIVE CLASSIFIED
CORE	CONTRACTING OFFICER'S REPRESENTATIVE
CPAO	COMMAND PUBLIC AFFAIRS OFFICER
CRPL	CAREER PLANNER
CRPO	CAREER PLANNER OFFICER
CRSP	CAREER RETENTION SPECIALIST
CSCM	COMMAND SECURITY MANAGER
CSCO	COMMAND SECURITY OFFICER
CSGT	COLOR SERGEANT
CSPM	CONFINED SPACE PROGRAM MANAGER

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Figure 1-2.--Additional Duty Codes

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CSSO	COMPUTER SYSTEMS SECURITY OFFICER
CVAO	COMMAND VOTING ASSISTANCE OFFICER
DDCO	DD214/215 CONTROL OFFICER
DICP	DIRECTIVES CONTROL POINT
DPAS	DPAS OPERATOR
DTAC	DRUG TRAINING AID CUSTODIAN
DTCO	DANTES TEST CONTROL OFFICER
ECUS	EVIDENCE CUSTODIAN
EDAO	EDUCATION ASSISTANCE OFFICER
EDUO	EDUCATION OFFICER
EEEC	E&EE FUNDS CUSTODIAN
EEEE	E&EE FUNDS OFFICER
EEEO	EQUAL EMPLOYMENT OPPORTUNITY OFFICER
EEOR	EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVE
EMBN	EMBARKATION NCO
EMBO	EMBARKATION OFFICER
EMBR	EMBARKATION REPRESENTATIVE
ESFO	EXPLOSIVES SAFETY OFFICER
FADM	FUNDS ADMINISTRATOR
FAMO	FAMILY READINESS OFFICER
FAPO	FAMILY ADVOCACY PROGRAM OFFICER
FCUS	FUNDS CUSTODIAN
FNCO	FOD PREVENTION NCO
FORM	FORMS MANAGEMENT OFFICER
FORN	FORM MANAGEMENT NCO
FRSO	FAMILY READINESS SUPPORT OFFICER
FWAO	FRAUD WASTE & ABUSE OFFICER
HAZC	HAZARDOUS MATERIAL/WASTE COORDINATOR
HAZO	HAZARDOUS MATERIAL CONTROL OFFICER
HIST	STAFF HISTORIAN
IAMA	INFORMATION ASSURANCE MANAGER
IAMO	INFORMATION ASSURANCE OFFICER
IMCO	INTERNAL MANAGEMENT CONTROL OFFICER
INSC	INFORMATION SYSTEM COORDINATOR
ISSA	ISSUING AGENT
ISSM	INFORMATION SYSTEMS SECURITY MANAGER
LEGO	LEGAL OFFICER
LLPO	LIFELONG LEARNING PROGRAM OFFICER
LSSO	LASER SYSTEM SAFETY OFFICER
LTCO	LOCKOUT-TAGOUT COORDINATOR
MARO	MARS OFFICER

Figure 1-2.--Additional Duty Codes--Continued

MCRO	MCTFS CERTIFYING OFFICER
MCSA	MCTEEP SYSTEMS ADMINISTRATOR
MCTO	MCTEEP OFFICER
MCUI	MILITARY CUSTOMS INSPECTOR
MCVO	MAJOR COMMAND VOTING OFFICER
MEAL	MEAL CARD ISSUING OFFICER
MEAN	MEAL CARD ISSUING NCO
MWRC	MORAL WELFARE RECREATION COORDINATOR
MWRM	MWR ADVISORY BAORD MEMBER
NAFC	NAF CUSTODIAN
NASO	NALCOMIS SECURITY OFFICER
NBCO	NBC DEFENSE OFFICER
NBCS	NBC DEFENSE NCO
NTOE	NATOPS EVALUATOR
NTOI	NATOPS INSTRUCTOR
NTOA	NATOPS ASSISTANT INSTRUCTOR
OAMO	ORGANIZATIONAL ALLOWANCE MATERIAL OFFICER
OPSO	OPERATIONS SECURITY OFFICER
PACO	PRIVACY ACT COORDINATOR
PBCL	PUBLICATIONS CLERK
PNCO	PUBLICATIONS NCO
POSA	POSTAL OFFICR ASSISTANT
POSN	POSTAL NCO
POSO	POSTAL OFFICER
POSS	POSTAL SUPPLY CLERK
PRES	PRISONER ESCORT
PRMO	PRINTING MANAGEMENT OFFICER
PSCM	PHYSICAL SECURITY COUNCIL MEMBER
RADO	RADIATION SAFETY OFFICER
RAPO	RELOCATION ASSISTANCE PROGRAM OFFICER
RECN	RECORDS MANAGEMENT NCO
RECO	RECORDS MANAGEMENT OFFICER
RECV	RECORDS VERIFIER
REPO	REPORT MANAGEMENT OFFICER
RPPM	RESPIRATORY PROTECTION PROGRAM MANAGER
SACC	SACC PROGRAM OIC
SACO	SUBSTANCE ABUSE CONTROL OFFICER
SACS	SUBSTANCE ABUSE CONTROL SPECIALIST
SAFN	SAFETY NCO
SAFO	SAFETY OFFICER

Figure 1-2.--Additional Duty Codes--Continued

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SAUC	SUBSTANCE ABUSE URYNALISIS COORDINATOR
SAVO	SAVINGS BONDS OFFICER
SMPC	SINGLE MARINE PROGRAM COUNSELOR
SMPG	SINGLE MARINE PROGRAM REPRESENTATIVE
SMPP	SINGLE MARINE PROGRAM PRESIDENT
SMPR	SINGLE MARINE PROGRAM RECORDER
SMPT	SINGLE MARINE PROGARM TREASURER
SMPV	SORTS NCO
SORT	SORTS OFFICER
TAMP	TRANSITION ASSISTANCE MANAGEMENT PROGRAM OFFICER
TASO	TERMINAL AREA SECURITY OFFICER
TOPS	TOPS ADMINISTRATOR
TOYS	TOYS FOR TOTS COORDINATOR
TRNN	TRAINING NCO
TRNO	TRAINING OFFICER
TRSO	TRAINING SAFETY OFFICER
TSCA	TOP SECRET CONTROL ASSISTANT
TSCO	TOP SECRET CONTROL OFFICER
UTCN	UNIT TRANSISTION COUNSELOR
VOTO	VOTING ASSISTANCE OFFICER
WEBM	WEBMASTER

Figure 1-2.--Additional Duty Codes--Continued

IPAC PHONE ROSTER

<u>Headquarters Section</u>		<u>Outbound Section</u>	
Director	784-4672	Separation OIC	432-0093
Deputy Director	784-5100	SNCOIC	784-5613
SNCOIC	784-5851	PCS OIC	784-4350
		PCS SNCOIC	784-3461
		Customer Service	432-1240
<u>ID Card/DEERS & Passport Office</u>		<u>Fax Numbers</u>	
Customer Service	784-2758	Customer Service	432-0231
Passports	784-1488	Inbound	432-0040
		Outbound	784-5717
<u>Quality Assurance Section</u>		Students	432-0414
Officer In Charge	784-2353	TBS Detachment	784-5249
SNCOIC	432-1988		
MCTFS Support	784-0026		
ISC/Courier Driver	784-0185		
		<u>TBS Detachment</u>	
<u>Inbound Section</u>		Officer In Charge	432-6526
Officer In Charge	784-0023	SNCOIC	432-6412
SNCOIC	784-4479	Customer Service	432-6411
Customer Service	432-4194		
<u>Customer Service Section</u>			
Officer In Charge	784-2434		
SNCOIC	432-1229		
Deployment OIC	432-1216		
Deployment SNCOIC	432-1231		
Pay Section	784-5661		
Deployment Section	432-1231		
Service Records Room	784-4195		
<u>Command Support Section</u>			
Officer In Charge	432-1990		
SNCOIC	784-2933		
Customer Service	432-1989		
<u>Student Personnel Section</u>			
Officer In Charge	784-4400		
SNCOIC	784-4188		
Customer Service	432-1243		

Figure 1-3.--IPAC Phone Roster

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Chapter 2

ID CARD/DEERS & PASSPORT OFFICE

SECTION 1: GENERAL

1. General. The Identification (ID)/Defense Enrollment Eligibility Reporting System (DEERS) and Passport office provides administrative assistance for all service members (active/reserve), family members of service members and government employees. If there is anything not covered/ explained in this SOP contact the supervisor at 703-784-2750/2758/2759.
2. Mission. Establish regulations and procedures for issue and recovery of all ID/Common Access Cards (CAC) (military and civilian). In addition, the DEERS/Real-time Automated Personnel Identification System (RAPIDS) provides a computerized information service to the enrollment of individuals eligible for Uniformed Services benefits in order to reduce potential fraud, waste, and abuse associated with obtaining benefits.
3. Location. The ID Card/DEERS office is located in Building 2034 (Little Hall). The mailing address is 2034 Barnett Ave., Quantico, VA 22134.
4. Hours of Operation. Operating hours are Monday through Friday 0700 to 1630. Walk-ins and appointments are available during working hours. For appointments call 703-784-2750/2759/2758. The ID Card/DEERS office is closed on Federal holidays and at 1500 every second Wednesday of each month for training. Appointments are highly encouraged for faster service.

Chapter 2

ID CARD/DEERS & PASSPORT OFFICE

SECTION 2: ID CARD/DEERS SECTION

1. General. The Identification (ID)/Defense Enrollment Eligibility Reporting System (DEERS) office provides administrative assistance for all service members (active/reserve), family members of service members and government employees.

2. ID/CAC Guidelines. The ID Card/DEERS office also produces the CAC which is an identification credential that uses the smart card security features for the secure retrieval and verification of the cardholder's identity and entitlements. ID/CACs are issued to service members, eligible civilians, and contractors for physical access to buildings and controlled spaces, as well as logical access to Department of Defense (DoD) information systems (see Figure 2-2).
 - a. Marine Corps Base, Quantico (MCBQ) has a Trusted Agent Security Manager (TASM) which designates trusted agents who will enter Contractor information into the Contractor Verification System (CVS) if a contractor requires a CAC. Point of contact for the CVS is the G-6 Information Assurance Section, (703) 432-0719.

 - b. Upon termination of employment, all ID/CACs must be turned into the ID Card/DEERS and Passport Office. An expired ID/CAC provided to the ID Card/DEERS Office will not be returned, but will be destroyed (see Figure 2-5).

 - c. Any person possessing more than one ID/CAC or who willfully alters, damages, lends, counterfeits, or uses an ID card in any unauthorized manner is subject to possible adverse administrative, disciplinary, or Uniform Code of Military Justice action under Title 18, U.S. Code. Furthermore, violators may be subject to punishment in accordance with existing Federal laws.

3. Documentation. All personnel must present two valid forms of identification in accordance with Figure 2-2. At least one of the forms of ID must have a valid photo.

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a. Marriage certificates, divorce decrees and birth certificates must be originals, court-certified copies, or certified photocopies that reflect the file number.

b. For certified documents, this includes official copies of documents (whether called certified copies or not), as long as they qualify under the laws of the state where made, to be introduced into evidence in court. Usually such copies will be accompanied by a statement (either attached or on the copy itself) of the records custodian attesting to the copy's authenticity and will be signed by a custodian (see Figure 2-3).

c. Foreign documents must be accompanied by an official English translation.

d. Foreign divorce decrees must be reviewed by the local installation's legal department.

e. Common law marriages must have been entered into in a state that recognizes common law marriages.

f. Temporary CAC for casual Marines (deserters).

4. Lost, Stolen or Altered ID Card/CAC Procedures. All ID cards and CACs are the property of the U.S. government and must be safeguarded against fraudulent use, loss and alteration.

a. All service members, government civilians, and contractors are required to immediately report the loss, theft or alteration of their government ID card/CAC to their respective chain of command/supervisors.

b. Additionally, service members are required to report the loss, stolen or alteration of their family member(s) government ID card to their respective chain of command. Lastly, contractors who require secure access to government computer systems and networks or require access to secure buildings must report the lost or stolen card to their designated trusted agent.

c. Counseling will be completed and documented prior to replacement of any lost, stolen or altered ID card/CAC.

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Counseling is not intended to be adverse in nature, but to
reinforce personal and force protection responsibilities

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necessary to safeguard ID cards/CAC as well as the integrity of attached networks for which they have access. Counseling will be completed on Figure 2-4 in duplicate; the original will be presented at the ID Card/DEERS Office and a copy should be placed in the individual's unit personal file. Counseling will be completed as follows:

(1) Active Duty service members. The Company Commander, First Sergeant or Executive Officer must counsel active duty service members who report or have a family member who reports a lost, stolen, or altered ID card/CAC.

(2) DOD Civilians/Contractors. The first-line supervisor must counsel a civilian/contractor(s) whose ID card/CAC is lost, stolen, or altered.

(3) Family Member(s). Family members(s) who have lost or stolen cards shall be required to present documentation from the PMO office; the sponsor should be present along with the family member(s). If the sponsor is not present, the following documentation is required for reissue:

(a) DD Form 1172, signed by the sponsor and verified by a verifying official from an ID card facility.

(b) DD Form 1172, signed by the sponsor and notarized.

(c) Spouse may use an unexpired general power of attorney (POA) from active duty spouse, in place of the sponsor's signature, when sponsor's presence is not possible.

5. Reissuance of a Lost, Stolen or Altered ID/CAC Documentation

a. Original copy of the Lost/Stolen or Altered ID Card/CAC Form.

b. All individuals will sign a statement of understanding at the ID Card/DEERS Office, outlining the responsibilities as the card holder, regardless of circumstances of the issue or reissue of government identification. Individuals who have reported a lost, stolen or altered government ID card/CAC will acknowledge on statement of understanding that they may be subject to increased scrutiny when accessing MCBQ facilities.

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6. DEERS/RAPIDS System

a. This program was developed by the DoD to provide a means of gathering and storing personnel and health benefits eligibility information for Uniformed Services sponsors and their eligible family members. Military personnel may update their addresses and telephone numbers through the Defense Manpower Data Center Support Office at <https://www.dmdc.osd.mil>.

b. Eligibility of Medical Benefits. DEERS provides specific guide-lines for determination of medical benefits based on the beneficiary's data and status in DEERS. This ensures that all beneficiaries receive the benefits to which they are entitled. Updating personnel information at the IPAC does not automatically update your dependent information into DEERS and vice versa.

7. Online Appointment System (Web Scheduler). The Navy Web Scheduler is an online system used for scheduling appointments. Customers can access the system through the Quantico Website and MCCS Website at <http://www.quantico.usmc.mil>.

8. CAC Reset Locations. The CAC Reset machines are located at Building 3280.

Chapter 2

ID CARD/DEERS & PASSPORT OFFICE

SECTION 3: PASSPORTS

1. General. The Passport Office is designated as the Passport Assistance Area and is responsible for assisting command-sponsored military, DoD civilians and authorized family members traveling on official travel orders in acquiring no-fee passports. Three passport agents in the Passport Office are appointed by the Department of State and are authorized to accept passport applications and administer oaths to personnel. Information regarding tourist passport applications can also be provided by the agents; however, they are not authorized to process tourist passports (see Figure 2-6).

2. Location. The Passport Office is located in Building 2034 (Little Hall). The address is 2034 Barnett Ave., Quantico, VA 22134.

3. Hours of Operation. Operating hours are Monday through Friday from 0800 to 1530. For appointments call 784-2750/2758/2759. Appointments are recommended but not required.

4. Passport Requirements. Special assignments such as explosive ordnance disposal and National Capital Investment Fund are required to possess a valid official passport. Special handling and processing of official and diplomatic passports for Marine Helicopter Squadron-1 and Marine Corps Embassy Security Group will be processed and maintained at those individual units.

a. Passport photographs will be provided by the passport agents only for those with permanent change of station (PCS)/temporary additional duty orders and individuals applying for naturalization.

b. This office is not authorized to process passport or visa applications for contractors working aboard MCBQ or outside agencies.

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REQUIRED DOCUMENTATION FOR ISSUANCE OF ID/CACs

(ALL DOCUMENTATION MUST BE ORIGINAL OR NOTARIZED COPIES ONLY)

1. Initial CAC Issue

Military IDs (Geneva Convention Identification Card)

- Entered into DEERS from military service tape
- Two valid forms of identification

Civilian CAC

- Entered into DEERS via the Defense Civilian Personnel Management Service from Civilian Personnel
- Two valid forms of identification

Contractor's CAC

- Entered into DEERS via CVS (Contractor's Verification System)
- Two valid forms of identification

2. Initial Enrollment of Dependent ID Card

New Spouse

- Sponsor (Military or Retired member)
- Marriage Certificate
- Social Security Card
- Sponsor's divorce decree if applicable
- Two valid forms of identification
- Birth Certificate

Newborns

- Sponsor (Military or Retired member)
- Birth Certificate/Certificate of Live Birth
- Social Security Card

Stepchildren

- Marriage Certificate

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Figure 2-1.—Required Documentation for Issuance of ID/CAC

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- Birth Certificate
- Social Security Card
- Two valid forms of identification if over 21 years of age

Wards and Foster Children

- Dependency Determination/Approval from HQMC
- Birth Certificate
- Social Security Card
- Two valid forms of identification if over 21 years of age

3. Renewal of CACs

- Civilian CAC - Update 30 days prior to expiration date
(Two valid forms of identification)
- Contractor's CAC - Update information in the CVS with new
expiration date.
Two valid forms of identification

4. Renewal of Dependent ID Cards

Spouse and Children (10 to 20 years of age)

- Sponsor (Military or Retired member) or Power of Attorney
or DD Form 1172 notarized.
- Two valid forms of identification

Children (Over 21 years of age)

- Sponsor (Military or Retired member) or Power of Attorney
- Letter from school Registrar stating full time and
anticipated graduation date
- Two forms of identification

Note: ALL DEERS ELIGIBLE CUSTOMERS MUST SHOW VALID FORMS OF ID
INCLUDING CHILDREN UNDER 21 YEARS OF AGE. REQUIRED
DOCUMENTS ARE MANDATORY FOR AN ID/CAC CARD.

Figure 2-1.--Required Documentation for Issuance of ID/CAC

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--Continued

VALID FORMS OF IDENTIFICATION LIST

1. US Passport (Unexpired).
2. Permanent Resident Card/Alien Registration Receipt Card (Form I-551).
3. An unexpired foreign passport with a temporary I-1551 stamp.
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688Am U-688B).
5. An unexpired foreign passport with an unexpired Arrival-Departure record, Form I-94.
6. Driver's license or ID card issued by a state.
7. ID card issued by Federal, state or local government agencies or entities.
8. School ID card with a photograph.
9. Voter's registration card.
10. U.S. Military ID Card or Military dependent's ID Card.
11. U. S. Coast Guard Merchant Mariner Card.
12. Native American Tribal document.
13. Driver's license issued by a Canadian government authority.
14. U.S. Social Security Card.
15. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
16. Original or certified copy of a birth certificate.
17. U.S. Citizen ID Card (Form I-197).

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Figure 2-2.--Valid Forms of Identification List

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18. ID Card for use of Resident Citizen in the United States (Form I-179).
19. Unexpired employment authorization document issued by DHS.
20. Medical Record.
21. Voter Registration Card.
22. School record/report card.

Figure 2-2.--Valid Forms of Identification List--Continued

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DOCUMENTATION FOR SPECIAL OCCASIONS

PROMOTIONS

- Original signed or copy of signed Promotion Warrant or Notarized copy of Basic Individual Record;
- Old ID Card

REENLISTMENT/EXTENSION

- Originally signed or Certified True Copy of Reenlistment/ Extension Contract;
- Old ID Card
Note: CACs will not be processed prior to effective date of extension

LOST/STOLEN ID CARD

- Must have a signed Lost, Stolen or Altered CAC Form and have another form of picture ID (Active Duty and Reservist only); (see Figure 2-4)

RESERVIST GOING ON ACTIVE DUTY

- Original Orders or 1172 stating member is on active duty orders for 31 days or more;
- Photo ID

RETIRED/TR FMCR

- Original/Copy of Orders or DD 214 (these members should wait until their retirement date so benefits will continue);
- Old ID Card

APPELLATE LEAVE

- Original signed Appellate Leave Orders; Initial ID Card, expiration date 1 year or less
- Reissuance in 90 day increments must be authorized by Navy and Marine Corps Appellate Leave Activity

DIVORCE

- Must have original or certified true copy of divorce decree;
- Must be Absolute divorced or final judgment

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Figure 2-3.--Documentation for Special Occasions

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ORIGINAL ISSUE/ENROLLMENT OF FAMILY MEMBERS

For Spouses

- Marriage certificate with state seal or file number, birth certificate, SSN Card, picture ID, and divorce decree if either was previously married. Driver's license, tax forms or other state or Federal documents may be used if birth certificate or SSN Card cannot be produced. Death certificate if applicable.

For Children

- Birth certificate and SSN card if over 6 months old
- Court ordered documents and established paternity, child dependency affidavit, and birth certificate documents (applies to wards, adoptive, illegitimate to male sponsor, and any child that is not biological or stepchild)

REISSUANCE AND RENEWALS OF FAMILY MEMBERS

- **SPONSOR MUST BE PRESENT UNLESS:**
 - The dependent has a valid POWER of ATTORNEY, or
 - Must have a signed DD Form 1172 verified and date is 90 days or less from form date

REQUIREMENTS FOR CHILDREN BORN OUT OF WEDLOCK

- Male sponsor must have a judicial determination concerning his paternity of the child. Female sponsor must have a birth certificate with her name on it stating she is the mother.
- If the sponsor wants the child to have commissary privileges, the child must reside in the sponsor's household or in one maintained by the sponsor.
- The sponsor must provide a child dependency affidavit showing that he/she provides over 50% of the child's expenses to rate exchange and theater privileges.

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Figure 2-3.--Documentation for Special Occasions--Continued

- The child's mother must fill out and sign the child dependency affidavit. You may type the sheet yourself as long as the mother's signature is on it. This form must be notarized.
- Sponsor must provide the original or a certified true copy of the child's birth certificate and SSN Card.

IMPORTANT NOTE: AT LEAST ONE PARENT'S NAME MUST APPEAR ON BIRTH CERTIFICATE.

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REPORT OF LOST, STOLEN OR ALTERED ID/CAC FORM

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6. CHAIN OF COMMAND REPRESENTATIVE OR SPONSORING OFFICE REPRESENTATIVE:
_____ reported a lost/stolen or altered ID/CAC card to the appropriate command official. (Name/Rank)
Command Official/First-line Supervisor: _____ on _____. (Print Name, Rank and Title) (Date)
Signature of Command Official/First-line Supervisor: _____ Date: _____

Figure 2-4.--Report of Lost, Stolen or Altered ID/CAC Form

WASHINGTON METRO ID CARD ISSUING FACILITIES

DEERS/RAPIDS ID Card/CAC services are also available to all U.S. military personnel at other facilities located throughout the National Capitol Region. Washington Metro ID Card issuing facilities are as follows:

Anacostia NAS, D.C. (202) 433-2799, Military Personnel Office,
Bldg. 92, 1st Floor, Washington, D.C. 20373-5803

Army National Guard Bureau (703) 607-7119, 111 South George
Mason Drive, Arlington, VA 22204

Andrews AFB, Naval Air Facility (301) 981-5845/5764/3457,
Personnel Support Detachment Bldg. 3282 located on Navy side
of the base across from hangar 13/14 Camp Springs, MD 20762

Bethesda Naval Hospital, MD (301) 295-2161, Detachment Bldg. 8,
Room 2213

Bolling AFB, MD (202) 767-4440, Finance Bldg. 5681, Suite 2,
Room 220, Washington, D.C. 20332

Fort Belvoir, VA (703) 805-3405/3341/4428/4429, Bldg. 213, 20th
St., Fort Belvoir, VA 22060

Fort Myer, VA (703) 696-3030, Bldg. 202, Basement behind
Officers Club, Fort Myer, VA 22211

Fort Meade, MD (301) 677-6031/6032, Bldg. 4215, Room 111,
Roberst Ave., Fort Meade, MD 20755

OSA Military Personnel (703) 602-1076/0347 (DSN 332-1076/0347),
2531 Crystal Drive NC3, 9th Floor, Suite 9W20 Crystal City, VA
22202

Pentagon USAF (703) 697-3230, Room 5A286

Pentagon USN (703) 697-1022/4150, Room 4A664

Pentagon Pass & ID (703) 697-8111, Room 4C1057

Figure 2-5.--Washington Metro ID Card Issuing Facilities

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Walter Reed Army Medical, D.C. (202) 782-7758/7759, Bldg. 11,
Room I-86, 6825 16th NW, Washington, D.C. 20307-5001

Figure 2-5.--Washington Metro ID Card Issuing
Facilities--Continued

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PASSPORT INSTRUCTIONS

1. Required Documentation

- a. Current or expired passport.
- b. One (1) copy of Orders.
- c. Original State Birth Certification with **RAISED SEAL**.

Note: HOSPITAL CERTIFICATES & BIRTH ABSTRACTS ARE NOT ACCEPTABLE. ALL EVIDENCE OF CITIZENSHIP MUST BE FORWARDED TO THE DEPARTMENT OF STATE AND WILL BE RETURNED WITH THE NO-FEE PASSPORT

- d. Original Marriage Certificate.

2. Photo Information

- a. Photos will only be taken for "NO FEE" passports.
- b. Photos will only be taken with PCS Orders (Accompanied tour).
- c. Two or more identical photos for VISAS (as needed).
- d. Passport photos purchased from an external agency **WILL NOT** be accepted.

e. Required documents:

- (1) Original naturalization document (as needed).
- (2) ID Card (both parents and children ages 16 or older).
- (3) Both natural parents must be present (only natural parent can sign passport application for child(ren)). **ALL CHILDREN MUST BE PRESENT.**

3. Application Instructions

a. The website for passport applications is <http://travel.state.gov>. Complete one application (2 pages) for each family member. Applications must be typed online using the passport application wizard, which will create a **BAR CODE** on the top left of the application. Applications received without bar codes **will be** rejected.

b. Items that state not mandatory on the application need to be completed (emergency contact).

c. If your spouse was previously married, he/she must indicate in their own handwriting a statement regarding any previous marriages. This letter must include his/her name, the name of his/her former spouse, city/state and date of marriage, city/state and date of divorce. He/she must now state that they are presently married to (your name), sign and date statement. This must be done for all previous marriages, regardless of the number of said marriages.

d. All applicants 16 and older MUST APPEAR IN PERSON BEFORE A PASSPORT AGENT, with his/her ID card. BOTH natural parents or guardian MUST BE PRESENT to sign the passport application for minor children. When a natural parent is not available at the time of signing the application, the missing parent must use Form DS-3053. This form is a notarized statement giving permission for the other parent to take the child(ren) out of the country. They must sign and date their statement as well as provide a picture ID (front and back); etc., ID card, driver's license.

e. Timing is very important. Do not wait for port call date. "No fee" passports are not expedited for family members.

Note: PLEASE DO NOT SIGN APPLICATION UNTIL IN THE PRESENCE OF THE PASSPORT AGENT

Figure 2-6.--Passport Instructions--Continued

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Chapter 3

QUALITY ASSURANCE SECTION

1. General. The Quality Assurance Section is responsible for developing Internal Control Reports (ICR), conduct internal and external inspections and to ensure the IPAC and supported units are in compliance with Federal regulations, directives and guidance as set forth by higher headquarters. The Quality Assurance Section is comprised of three sections: Internal Audit Section, Administrative Assistance Liaison Section, and Data Systems Section. Contact can be made with the Quality Assurance Section at 703-432-1991/0026.

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

- a. Electronic Personal Action Requests (EPARS).
- b. Internal Assist Visits.
- c. Administrative Training.
- d. Audit Inconsistencies Reports.
- e. Update and manage web server.
- f. Generate and analyze the Timeliness Management Report (TMR).
- g. Update and manage the Electronic Diary Feedback Report (EDFR).
- h. Provide Software Release Support.
- i. Manage account security for the Installation Personnel Administration Center (IPAC) and HQSVCBn.
- j. Develop administrative programs.
- k. Accountability of computer workstations.
- l. Monitor unit diary processing.

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m. Maintain current Bydir letters, NAVMC 11119s, and all general correspondence.

n. Coordinate, manage and publish the IPAC Newsletter, Administrator User Guide, EDFR manual and other administrative publications.

o. Publish the Monthly Administrative Discrepancy Notice.

p. Manage the Reconciliation program between supported units and IPAC.

3. EPARS

a. Units are responsible for granting Marine on Line (MOL) permissions to designated personnel to forward and track EPARS to the IPAC for corrective action. The Quality Assurance Section reviews and assigns EPARS to the respective section within the IPAC. The goal is to have EPARS answered within 5 working days.

b. The Quality Assurance Section reviews, analyzes and researches assigned EPARS, or forwards to the appropriate section within IPAC for action. In addition, the Quality Assurance Section will then reply to the EPAR with an answer or direction notifying the Marine what he/she needs to do.

4. Internal Audit Section. The Internal Audit Section will:

a. Ensure information is processed accurately.

b. Ensure proper administrative training is conducted to ensure accurate and timely reporting of unit diary information.

c. Distribute weekly, the Unit Diary Statistic Report that consists of the following: tracking the acceptance and rejection rate of unit diary entries submitted and the timeliness of unit diaries within each section.

d. Manage, audit, and track all information received on the EDFR and inform SNCOIC/OIC of trends within their respective section. Daily monitoring of EDFR cycles will be conducted to

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ensure they are completed and certified within 5 working days or 7 working days for ICR EDFRs.

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e. The Timeliness Management Report (TMR) will be generated on the 1st working day of the month for the previous month's activity. The Quality Assurance Section 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% while the MCAAT threshold is 90%.

f. Develop and maintain a department technical training syllabus.

g. Monitor the internal operations of department/section procedures.

h. Utilize the Marine Corps Administrative Assistance Team (MCAAT) and Automated Inspection Reporting Systems (AIRS) Inspection Checklists when conducting internal analysis.

i. Monitor and ensure completion of Inconsistency Reports for IPAC sections. Ensure research and corrective action are completed after the end of the month Update and Extraction (U&E) processes.

j. Function as the Quality Assurance for the IPAC by providing instructions and on-site assistance to each section/department upon request.

k. This section is also responsible for the join/drop of civilian and other personnel from the MCTFS (see Figure 3-1).

l. Manage the Command Reporting Unit Code EDFR and the EDFR for OCS RUC 88812.

5. Administrative Assistance Liaison Section. Responsible for coordinating with the supported commands and Base G-1 to establish a schedule to conduct biannual reviews of those functional areas which impact timely reporting within the G-1/S-1 sections. These inspections are required to facilitate open communication between the IPAC and the supported units and to ensure accurate and timely information is being reported in MCTFS. Areas that require particular attention are legal, MOL, promotion recommendations, leave, PTAD, training, off-duty

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education, career planning, deployment data, personnel tempo, administrative separations, travel controls, Defense Travel System/order writing, and the Government Travel Charge Card (GTCC) Program. The Administrative Assistance Liaison Section will:

a. Conduct biannual inspections and special reviews of all functional administrative areas within the IPAC.

b. Conduct biannual inspections and special reviews of all functional administrative areas of the supporting units. Utilize the AIRS Inspection Checklists and the MCAAT checklist when conducting administrative visits to units supported by the IPAC. The inspection schedule will be coordinated with the Base G-1 and the tenant command.

c. Identify error trends and make recommendation to eliminate trends.

d. Review and monitor written desktop procedures for each functional area as outlined in the current checklists for MCAAT and CGIP inspections.

e. Plan, implement, and monitor IPAC technical training.

f. Audit and complete monthly inconsistency reports.

g. Conduct proper proficiency training for units. 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.

h. Provide subject matter experts, as required, to assist Commanding General Inspection teams.

6. Biannual Inspection Procedures. The purpose of the biannual inspection is to provide administrators with education and instruction on Marine Corps policies and procedures which affect administration and pay and allowances. Secondly, the review promotes accuracy and efficiency in pay-related administrative and financial functions. Lastly, the biannual review provides recommended action for improvement in the unit administrative

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offices and within the IPAC. The Quality Assurance Section
will:

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- a. Provide clarification of Marine Corps pay-related administrative and finance directives.
 - b. Request pay and allowance entitlement determination; travel and station allowances; request interpretations from MCAAT and higher headquarters, as required.
 - c. Isolate problem areas, recommend appropriate corrective actions, and provide instruction and/or training in proper procedures.
 - d. Notify the chain of command of significant deficiencies, discrepancies and problem trends.
 - e. Conduct a comprehensive internal review of the external units and the IPAC's internal control procedures. This review will determine whether current procedures in the unit S-1 and IPAC functional areas are in compliance with Marine Corps directives.
 - f. The results of the personnel service records review and the internal control review will assess a command efficiency rate. The command efficiency rate will determine whether or not the unit administrative office or IPAC functional areas are maintaining the efficiency rating goal established by CMC (MI) and CGVIP.
 - g. Provide an inspection After Action Report that summarizes the discrepancies and findings, and include recommendations. The Quality Assurance Section will provide the original report to the section/unit inspected, and provide one copy to the IPAC Director, Deputy Director and command files. The inspected section or unit must correct the discrepancies within 5 working days after the date of receipt. All After Action Reports will be maintained by the Quality Assurance Section for 2 calendar years in the Quality Assurance inspection binder.
7. Monthly Administrative Discrepancy Notice (ADN). The Quality Assurance Section is responsible for preparing and submitting the IPAC ADN. This consists of generating ICRs and auditing them for accuracy. Once the ADN has been approved by the Director, the

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Quality Assurance Section will forward the ADN to all supporting units for corrective action. The report will consist of the following rosters:

- a. Zero Composite Scores.
- b. Expired Body Composite Program (BCP).
- c. Expired Limited Duty (LimDu).
- d. Missing Proficiency/Conduct Marks for Promotion, Reduction and Semi-Annual occasions.
- e. Missing Pg 11 Entries (Promotions).
- f. Hazardous Duty Incentive Pay Recertification.
- g. Proficiency Pay Annual Recertification.
- h. Dependent Children Age 21 and Over.
- i. Audit Required (Triennial/From TAD).
- j. Person Authorized to Direct Disposition Missing on Record Emergency Data (RED).
- k. Career Status Bonus (CSB) Election Required.
- l. Survivor Benefit Plan Counseling Required.
- m. Personnel with PCS/PCA Orders (Within 30 days) needed at the IPAC.

In addition, each quarter (Jan/Apr/Jul/Oct) the Quality Assurance Section will review all Operational Data Store Enterprise(ODSE) ICRs to ensure proper maintenance and action was completed. ODSE ICRs will be maintained for 1 calendar year within the Quality Assurance Section. Periodically when trends are identified, the Quality Assurance OIC will make recommendations to the appropriate section's OICs in order to eliminate further occurrences.

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8. Technical MOS Training. The objective of technical MOS training is to raise the level of administrative knowledge

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within the IPAC. This will be facilitated by conducting weekly MOS training on pay and entitlements, procedures, and other topics that improve the level of professionalism within IPAC and unit S-1s. Commanding Officers should ensure appropriate training and internal inspections are conducted to verify adequate internal controls exist. Sample inspection guidelines are contained at website address <http://www.hqmc.usmc.mil>. Click on Manpower and Reserve Affairs, Active Marine, Manpower Information (MI), MCAAT, and Information for Administrators to view the most recent MCAAT Checklist.

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

a. Ensure unit diary software release, and patches are promptly loaded and operational within 3 working days of release for IPAC functional.

b. Maintain a current inventory of all automated data processing equipment (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 Base G-6 for resolution.

c. Develop and maintain server-based applications designed to streamline information availability to the IPAC and supported organizations and improve the personnel administrative process.

d. Being responsible for the accountability of all ADPE, computer, printer, and scanner assets within IPAC and coordinate with Navy Marine Corps Intranet (NMCI), or the Manpower Information System Support Office (MISSO) for any computer maintenance, service, and/or applications.

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

f. Perform all IPAC Terminal Area Security Officer (TASO) functions for MCTFS access for the IPAC. Ensure IPAC personnel have the proper access to MCTFS, DTMS, ODSE, UD/MIPS and all required software systems.

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g. Ensure only NMCI authorized software will be loaded on computers. Coordination will be made with the Data Systems Section to install required administrative software programs.

h. Serve as the direct line of communication between IPAC and NMCI. All communications or computer support requests will be forwarded to the Data System Section for action.

i. Track and monitor all access to any automated system belonging to the IPAC. Ensure required training and annual Information Awareness (IA) certifications are completed.

j. Coordination will be made with G-6 to schedule the maintenance of the IPAC server. The Server will be backed up once a week on the external hard drive.

k. Track all computer requests between IPAC and NMCI to obtain any computer parts and/or repairs.

10. IPAC Courier Service. The IPAC courier service is provided as an assistance service for all supported organizations on Quantico. Information in hard copy can be delivered via the courier service but must be in compliance with applicable privacy act requirements. Loose or improperly controlled items will not be accepted. Routed action documents should be submitted utilizing MCB form 5216/2. The Quality Assurance Section is responsible for tracking all incoming and outgoing documentation.

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CIVILIAN AND OTHER PERSONNEL JOIN CHECKLIST

NAME _____
(LAST) (FIRST) (MIDDLE)

SSN ____-____-____ (Required to report into MCTFS)

CHECK ONE: _____ C (CIVIL SERVICE)

_____ D (CONTRACTOR)

_____ E (OTHER)

JOIN DATE _____

RUC _____ MCC _____

PLATOON CODE _____ COMPANY CODE _____

WORK TELEPHONE NUMBER _____

BILLET DESCRIPTION _____

WORK E-MAIL ADDRESS _____

OPTIONAL INFORMATION THAT CAN BE REPORTED INTO MCTFS

DATE OF BIRTH _____

HOME TELEPHONE NUMBER _____

HOME ADDRESS _____

RACE _____ SEX _____ ETHNIC CODE _____

MARITAL STATUS _____

Figure 3-1.--Civilian and Other Personnel Join Checklist

Chapter 4

INBOUND SECTION

1. General. The Inbound Section serves as the single centralized inbound department for the units being serviced by IPAC Quantico. With exception to OCS candidates and TBS students, all PCS, PCA and Reservists ordered to active duty (unless reporting to the MOB Processing Center), processing will be accomplished at this location.

2. Mission. The mission of the Inbound Section is to:

a. Conduct a thorough and detailed audit on all Marines that join the Marine Corps Base, Quantico (MCBQ) area.

b. Ensure all pay related entitlements for newly joined Marines are reported correctly and in a timely manner.

c. Ensure all entries reported by previous commands were reported correctly and have posted into MCTFS.

d. 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.

3. Reporting Instructions. All inbound personnel will report to the IPAC located aboard MCBQ (Building 2006, 2nd Deck). The Inbound Section conducts mass join audits at 0800 and 1300 Monday thru Friday. Marines who report after the mass join session has started will be directed to return during the next available mass join session. It is imperative that Marines return to conduct join audit in order to ensure pay and entitlements are started correctly. Individual join audits will be conducted on a case-by-case basis only.

a. Marines reporting aboard the installation during non-working hours who would ordinarily be issued a meal card (i.e., single E-5's & below, and married E-5's and below not residing with their dependents [geographical bachelors]) are allowed to eat in the military dining facilities aboard the installation by presenting a copy of their PCS/PCA orders and military ID Card.

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These personnel must report to the IPAC on the next available business day to be issued a meal card.

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b. In all cases, the discounted meal rate (DMR) will be effective/correspond with the date that the Marine is joined for duty (DJPU).

4. Check-in Sheet Policy. Due to the variation in command check-in requirements from organization to organization, the Inbound Section 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, to include the agencies listed in paragraph 5b of Chapter 1.

5. Document Flow. The Inbound Section will conduct a complete new join record book audit in the following sequence:

a. The First Stage Audit and PCS travel claim is conducted with the Marine present. Upon join, the service record will remain in the Inbound Section until all diary entries are reported.

b. Once a travel claim is settled, a copy of the settlement will be attached to the Second Stage 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 Section OIC for certification and/or signature. All NAVMC 11116's will be processed and tracked through DTMS.

c. Once all corrective action (if any) is completed, the service records are sent to the Customer Service Section - SRB Room to be maintained. A complete SRB/OQR Audit Checklist will be attached to each SRB/OQR prior to turning it in to the SRB Room. The travel claims are maintained with the join package in the Inbound Section's correspondence files.

6. First Stage Audit Section Responsibilities. The First Stage Audit Section is responsible for reporting all changes in entitlements associated with newly joined Marines and establishing and maintaining written internal controls, document flow, and desktop procedures to ensure appropriate pay entitlements and allowances are identified. Additional responsibilities include the following; but not limited to:

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- a. Complete an Official Reporting Endorsement on Marines upon reporting into IPAC during normal working hours and on Marines that have reported into the Area Officer of the Day (AOD) after normal working hours.
- b. Conduct new join audits on all personnel serviced by MCBQ IPAC. In addition, ensure all entries reported by previous commands were reported and posted correctly.
- c. Report all unit diary join action within the prescribed time established.
- d. Work Electronic Diary Feedback Reports and make all corrective actions of entries reported by the section and advisory entries pertaining to the section within the prescribed time established.

7. First Stage Audit Procedures. Initial audits are conducted in the presence of the Marine being joined. The audit will consist of Option 23, Basic Individual Records/BTR, Awards, Education, Career Sea, Record of Service, and Record of Emergency Data MCTFS screens, 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 DD Form 2058/1, State Tax Exemption, and SGLI forms, and conduct a page-by-page audit of the service record. The Inbound clerks will annotate all corrective action (if required) that was taken on the Option 23 as well as the unit diary number and date. They will then turn the audit over to the Inbound SNCOIC for review. The SNCOIC will review the package and forward the service record and the unit diary to the OIC for review and certification. All documents (join package) will be maintained in the Inbound Section.

- a. An initial pay/entitlement audit is crucial to identify that in-transit entitlements started correctly and to ensure that new station allowances are started:
- b. Report Basic Allowance for Housing (BAH) via unit diary, if eligible, based on assignment and termination of government quarters. Additionally report Continental United States (CONUS) Cost of Living Allowance (COLA) based on BAH ZIP Code. Effective dates and location rates are available at

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www.dtic.mil/perdiem. Additional guidance on BAH procedures is found in paragraphs 10 and 11 of Chapter 5.

(1) BAH-Partial/CONUS COLA start the day the single Marine reports for duty.

(2) BAH-DIFF is continued for Marines who were in receipt of the entitlement prior to the date of join.

(3) BAH/COLA W/DEPN at the 22134 zip code is reported for Marines authorized with dependent rate, effective the date the Marine reported aboard MCBQ.

(4) BAH Waivers for low cost PCS/PCA or PME Orders will be submitted to HQMC MMIA for consideration.

(5) Marines assigned to MCC J95 will receive BAH/COLA at ZIP 20340.

(6) Marines assigned to MCC MDG will receive BAH/COLA at ZIP 22192.

(7) Marines assigned to MCCS JAT/TN9/K9G/J98 will receive BAH/COLA at ZIP 22060.

(8) Marines attending a formal school Duty Under Instruction will receive BAH/COLA at ZIP 22134, unless they received a specific PME BAH/COLA waiver. Those that are Temporary Duty Under Instruction (TEMINS) (less than 20 weeks), rate BAH/COLA at last PDS.

(9) Mobilized Marines rate BAH/COLA based on their type of orders.

(a) If a Reserve Marine has component code KM with Permanent Change of Station Orders (PCSO), then report BAH/COLA at ZIP 22134.

(b) If a Reserve Marine has orders to Active Duty other than PCSOs, then report BAH/COLA at their PLEAD.

(c) ADOS Marines only rate COLA if they are on orders for more than 139 days. Otherwise there is no COLA entitlement.

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(10) BAH (Transit or R/C) will be verified and reported as appropriate. Refer to Chapter 10 of the Joint Federal Travel Regulations for entitlement.

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c. Staff Sergeants and above and married Marines accompanied by their family members are entitled to BAS. Additional guidance on BAS procedures is found in paragraph 9 of Chapter 5.

d. Report DMR and maintain Meal Card control. Particular attention must be made regarding issuance, recovery and strict accountability of all Meal Cards. The Inbound Section will utilize the electronic meal card system approved by CMC and managed by the Customer Service Section. Additional guidance on Meal Card procedures is found in paragraph 13 of Chapter 5.

8. PCS Travel Section Responsibilities. Responsible for the timely submission and tracking of all PCS travel claims. PCS 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. Preparation will be in accordance with the Marine Corps Travel Instruction Manual and submitted electronically to the Finance Office via Document Tracking and Management System (Travel) (DTMST), within 5 days of the Marine reporting.

9. PCS Travel Section Procedures. Original travel claim will be prepared and two additional copies will be made. An additional electronic copy will be kept on file and used to submit claim to finance office via DTMST. The original travel claim will be given to the Marine. Upon submission of the travel claim by the Marine to the IPAC, the Marine is instructed verbally on how to pull a copy of settled travel claim via MyPay. (<https://mypay.dfas.mil>). A copy will be included with the entire join package and another copy included in the travel tickler file and used to check the status of the claim within 5 days from the day it was sent to the Finance Office.

a. The New Join tickler files will be managed by the Inbound Travel Section for completion of the second stage audits. If claims are settled, the travel claim clerk will forward the settlement to include voucher number and date of settlement to Second Stage Audit Section for proper analysis of pay entitlements.

b. The Travel Section SNCOIC will conduct a quality control review of all travel claims. This review is to identify any

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discrepancies in the travel claim, PCSOs, and endorsements or required receipts prior to the claim being submitted to the Finance Office via DTMST.

c. Travel claims will be monitored to verify the travel claim status within 5 days of submission. For travel claims not settled within 5 days, a 5-day letter will be prepared and forwarded to the Finance Office.

d. Supplemental claims will be processed as needed for Dislocation Allowance, TLE, vehicle pick-up, dependent travel, and miscellaneous unclaimed expenses.

e. All PCS travel settlements will be tracked by the Inbound Section for completion of the Second Stage audit. Upon completion of the second stage audit, the PCSOs, travel claim, settlement, and all documentation from both the join and the second stage audits will be filed in the Inbound Section as one complete package in the correspondence files.

10. PCS Travel Claim Discrepancies. All discrepancies will be annotated and corrective action will be taken immediately. Attempts to obtain missing PCSOs and endorsements from external commands will be closely monitored by the Travel Claims Section. After one unsuccessful attempt to obtain missing information, the claim will be provided to the SNCOIC/OIC, Inbound Section, for resolution. Travel claims returned by the Finance Office with a Discrepancy Notice will be handled in the same manner as discrepancies identified during the quality control process. All discrepancies identified on the travel claim will be expeditiously researched, resubmitted, and continue to be tracked until properly settled.

11. Second Stage Audit Responsibilities. The Inbound Section will (no later than 45 days from the elapsed time posted, date of join, or upon entitlements for the PCS posting in the MCTFS) conduct the second stage of the New Join audit.

12. Second Stage Audit Procedures. This audit will be completed by the auditor through a comparison of the MCTFS record to include the settled travel claim, PCSOs, TRS, MCAAT

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screens and join documents. An audit will be conducted after the Marine's elapsed time (leave/delay) has posted in MCTFS or 60 days after the Join posts, whichever is earlier.

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a. For joins where no travel entitlements exist (e.g. PCA, reassignments between reporting units or inter-unit transfer of reserve Marines) the second stage of the Join Audit will be conducted immediately after the join posts.

b. If the elapsed time is not reported within 45 days, an automatic Electronic Diary Feedback Report advisory will be posted on Part III advising that a travel claim needs to be completed. The Inbound Section will ensure that the Finance Office receives the DD 1351-2 and a copy of the PCSOs to process the correct elapsed time.

13. Navy/Other Service Inbound Procedures. Naval and other service personnel reporting for duty with supported organizations aboard MCBQ should report to their respective individual commands in the appropriate uniform of the day. Entitlements for Navy personnel are handled by the Navy Administration at the Personnel Support Detachment Washington, Naval Station, Washington Bldg. 92, Anacostia Annex, D.C. 20373-5803.

14. Promotion Procedures for Inbounds. Upon checking into the IPAC, the Inbound Section will conduct a new join audit on all newly joined Marines and will be responsible for identifying those Marines who were promoted via MCTFS enroute or identifying those Marines who have a "SELECT GRADE".

a. If it has been discovered that a Marine has been erroneously promoted while enroute to the Quantico area, a letter signed by the gaining Battalion and/or appropriate Commanding Officer requesting the promotion be deleted as erroneous must be forwarded to the Inbound Section immediately to avoid further delay and overpayments to the Marine.

b. All Marines with select grades will have an electronic copy of the MCTFS Promotion Screen sent to the gaining unit for promotion verification. If the Marine is recommended for promotion, corresponding Pro/Con marks will be obtained along with a copy of the promotion warrant to be filed with the join package. If the Marine is not recommended a "Will Not Promote" entry will be reported via unit diary accompanied by the required page 11 entry.

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15. TEMINS Joins. Marines under PCSOs 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 Section for proper processing and audit requirements.

16. Casual Joins. MCBQ serves as a collection point for Marines returned from desertion.

a. The Inbound Section will conduct audit and join the Marine from Desertion for duty, and run all appropriate diary entries.

b. These personnel will be initially joined to the Headquarters & Service Battalion Casual Platoon with an active pay status, with the intent of making good lost time; unless determined otherwise at a later point.

c. These Marines will have the appropriate NAVMC 118(11) counseling entry placed in their record book.

d. Furthermore, to prevent a select grade, Casual Platoon Marines will be placed in a 3 month promotion restriction status while awaiting legal proceedings. A page 11 entry will suffice for the 3-month promotion restriction.

17. Defense Attache' Officer (DAO) Support. Upon receipt of Arrival Message, DD 1351 and supporting pay documents from the Defense Attaché Coordinator, Marine Corps Intelligence Activity, the Inbound Section will conduct an audit of pay and entitlements, to include possible entitlement to Hazardous Duty Pay (Location), Hostile Fire Pay (HFP), COLA and Combat Exclusion Tax Entitlement. 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 SNCOIC. The SNCOIC will review the package and forward the service record and the unit diary for the OIC for review and certification. After the join is processed, all other administrative matters such as PCSOs, Pay or Retirements will be handled by the respective section within the IPAC.

a. Upon arrival at the Outside CONUS (OCONUS) Permanent Duty Station (PDS), DAO personnel must submit a DD-1351 for themselves and their dependents to settle all travel for the PCS.

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b. DAO Personnel must notify the IPAC of what type of housing is being occupied and if residing on the local economy, provide a copy of the lease agreement and a completed Individual Overseas Housing Allowance (OHA) Report in order to start the OHA and Move in Housing Allowance (MIHA).

18. Failure to Report Joins. The Inbound section will immediately make every effort to determine the reason for the Marine's failure to report. Reference is MCTFSPRIUM, paragraph 60210.

a. The Inbound Section will contact the transferring command to determine if the Marine was actually transferred or if the Marine's orders were canceled or modified en-route. The gaining command will also be contacted to verify if the period of delay (leave) was extended or if the Marine is being placed in an Unauthorized Absence status.

b. After determination has been made that the Marine has in fact been transferred and has not reported to the joining or intermediate command by the hour and date specified, the Marine will be joined and reported as having commenced a period of unauthorized absence.

19. OCONUS PCS. FEML provides members assigned outside the United States to a prescribed tour, to include voluntary extensions, which incur an obligation of at least 24 consecutive months, environmental relief. A member assigned to a 24-month tour is eligible for one round trip for environmental relief. A member assigned to a 36-month tour is eligible for two round trips. Personnel assigned permanent duty in FEML PDS areas must coordinate FEML through their unit S-1s.

a. Upon arriving at the Permanent Duty Station (PDS), personnel must submit a DD-1351 to settle all travel for the PCS.

b. Personnel must notify the IPAC of what type of housing is being occupied and if residing on the local economy, provide a copy of the lease agreement and a completed Individual OHA Report in order to start the OHA and MIHA.

CUSTOMER SERVICE SECTION

SECTION 1: GENERAL

1. General. The Customer Service Section is responsible for the following administrative areas: administrative service for pay related PARs, allotment requests, pay and entitlements reporting, maintenance/security of service records, and completion of pre, post and triennial audits. Activated reservists on TAD type orders and orders that were modified to Permanent Change of Station Orders (PCSO) will have administrative matters handled by the Customer Service Section.

a. Service Section. The Service Section is responsible handling routine administrative matters for walk-in customers; duties include marriage/divorce packages, awards updates, personal information updates into MCTFS, completing required triennial audit, and providing general information/guidance for newly introduced administrative practices (i.e., Post 9-11 GI Bill Transfer of Benefits to eligible dependents, etc).

b. Records Room. The Records Room is a subsection of the Service Section and is responsible for the care, control, maintenance, accountability, and security of all service records (SRB/OQR) administratively responsible to the IPAC.

c. Deployed Support/TAD Section. The Deployed Support/TAD Section is responsible for pre/post-deployment audits, auditing and reporting of deployed pay entitlements, Pers-Tempo reporting, and taking appropriate administrative action on personnel reporting or detaching for TAD. Additional duties include providing administrative assistance to unit S-1 offices with deployment briefs and providing reach-back administrative support to forward deployed personnel/units ADCON to the IPAC via communications with the Deployed Support/TAD Section's SMB email account: **smb_ipac_mcb_quan@usmc.mil**.

d. Pay Section. The Pay Section is responsible for tracking and monitoring the pay entitlements for all personnel supported by the IPAC. Duties include; auditing and resolving pay discrepancies, submitting special payments to the Finance Office, picking up hard-checks from the Finance Office for

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distribution, providing adoption reimbursement, waiver/remission of indebtedness assistance, resetting MyPay Personal Identification Numbers (PINs), and processing bond and allotment requests not able to be completed utilizing the MyPay System. This includes Combined Federal Campaign (CFC) and Navy/Marine Corps Relief Society (NMCRS) charity allotments.

2. Information Flow. In an effort to reduce the requirement for Marines to physically visit the IPAC or an Adjutant/S-1 Office for routine personnel actions, Marines are highly encouraged to utilize the MyPay web site (<https://mypay.dfas.mil>) or the Marine On-Line web site (<https://tfas.mol.usmc.mil>) whenever possible to complete administrative tasks.

CUSTOMER SERVICE SECTION

Chapter 5

SECTION 2: SERVICE SECTION

1. Service Section. The Service Section is responsible for handling routine administrative matters for walk-in customers; duties include marriage/divorce packages, awards updates, personal information updates into MCTFS, and completing required triennial audits.

2. Electronic Personnel Action Requests (E-PARs)

a. E-PARs via MOL or hard-copy PARs are strongly encouraged for all Marines. E-PARs allow the member to track the administrative progress of the request.

b. Response time for routine E-PARs is 5 working days. Those E-PARs requiring detailed research, coordination with other commands or multiple actions may require a longer period to accomplish. The target response time for pay-related or urgent matters is 24 to 48 hours. An E-PAR is not considered complete until all unit diary action has posted and the Marine/Command has been notified.

3. SRB/OQR. All SRB/OQRs are located within the IPAC and are maintained and monitored by the IPAC Customer Service Section, Records Room. This section is primarily responsible for the continuous accountability of SRB/OQRs.

a. Upon request, command representatives may receive a scan copy of SRB/OQRs for official use. Each command must provide the IPAC with a listing of those personnel authorized to receive a scan copy of service records.

b. Individual Marines are authorized to check out their own SRB/OQR for official use only (reenlistment, TAD excess, etc.) depending on the unit's policy. Service records must be returned within 30 days of the check out date, or upon immediate return to Marine Corps Base, Quantico (MCBQ) if the Marine was TAD.

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c. All sections are required to complete and attach a SRB/OQR Audit Checklist (dated 4 Nov 2010) to each SRB/OQR prior to turning it in to the SRB Room. This ensures that the record book has been reviewed and audited correctly by a SNCO and that they are certifying that there are no discrepancies within that service record book. SRB Room personnel have 10 days to review all service records books for correctness once turned in to the SRB Room. If discrepancies are found, the record book will be returned to the appropriate section for corrections. The SRB/OQR Audit Checklist can be found on the IPAC SharePoint under the SRB Room Document folder.

d. SRB Room personnel are available after-hours when command requirements exist to acquire an SRB/OQR for Patient Casualty Report (PCR) documentation. All SRB Room personnel can be reached by utilizing the recall roster provided to the HQSVCBn AOD Duty and are available to provide prompt service in case of emergencies. The HQSVCBn AOD Duty can be reached at (703) 784-6424.

4. Triennial Audits. As required by current regulations, triennial SRB/OQR audits will be conducted every 3 years (MCTFS PRIUM).

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

b. The Basic Individual Records (BIR) will be audited and corrective action taken. The audited BIR, complete with signatures and dependent certification, will be filed in the SRB/OQR. The date the BIR is signed will be used as the BAH certification date.

c. The Record Emergency Data (RED) will be audited and corrective action reported in MCTFS. The audited and certified RED will be filed in the SRB/OQR until the next update to this document is required.

d. The Record of Service, Individual Deployment Record, Awards, Career Sea, Remarks Summary, BTR, and Education Screens in MCTFS will be audited and corrective action taken as required. These documents will be returned to the Marine.

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Note: Source documentation verifying proposed updates will usually be required.

e. Combat Leave balance discrepancies are handled by the Customer Service Section Pay Section.

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 3 years from the date of the last completed audit process or triennial audit.

g. Marines are required to inform IPAC with immediate notification of changes that may affect the status of pay entitlements. Such changes include: marriage/divorce, separation for the purpose of or intent to divorce, birth/death/acquisition of a dependent, change in BAH status/residence on or off base.

h. At the beginning of each month, rosters are generated identifying Marines with audits over 3 years. These rosters will be sent to the commands for referral of their Marines to IPAC to conduct the required audits via the Administrative Discrepancy Notice (ADN).

5. Dependent Add/Loss Packages. Marines who experience a change in marital status or gains/losses a family member must immediately notify the Customer Service Section. These changes require both unit diary reporting to correct information into MCTFS and a complete review of all entitlements. Marines requiring this type of administrative service must report to the IPAC with all supporting documents, i.e. marriage/birth certificates, divorce decrees, etc. Note: ID cards are issued by the ID Card/DEERS and Passport Office.

6. SGLI, TSGLI, AND FMSGLI. Marines must verify their SGLI/TSGLI /FMSGLI during join, pre/post deployment, triennial audits, 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

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their pay (contained in the LES). Notification will be sent to the spouse when primary next of kin is not the primary or sole beneficiary or designated to receive less than 100 percent.

7. 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, Marine's will be required to sign their original RED.

8. Tricare Family Member Dental Program. Personnel offices no longer have the capability to report enrollments or disenrollments of dental coverage for service members. For inquiries 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.

9. Basic Allowance for Subsistence (BAS). All Marines entitled to basic pay are entitled to a BAS. Marines who are not authorized to mess separately will be provided a meal card and will be charged for meals at the Discounted Meal Rate (DMR).

a. Marital status alone does not entitle a service member to be authorized to mess separately. Marines in the grade of E-6 and above are automatically authorized to mess separately. Sgts and below who reside with their dependents are authorized to mess separately. All other Sgts and below must be authorized to mess separately. In special cases, service members may request authorization to mess separately in case of medical restrictions, religious reasons, or due to irregular work hours. No service member is authorized to receive BAS, without the DMR deduction while in possession of a meal card or while participating in field duty. Marines receiving BAS and not in possession of a meal card, who are placed on restriction, are required to report to the IPAC Customer Service Section for issuance of a meal card. Sgts and below who permanently move into the barracks from off base housing are also required to obtain a meal card from IPAC. Authorization to mess separately will not be approved retroactively.

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b. Marines in the following categories are authorized to mess separately:

(1) Flight Crew members while on flight orders assigned to HMX-1.

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(2) HMX-1 personnel assigned to Anacostia Alert Facility.

(3) All OCS permanently assigned personnel and summer augments.

(4) Headquarters & Service Battalion personnel in the following categories:

(a) Band Members

(b) Ceremonial Platoon Members

(c) Commanding General's/Commander's driver

(d) Motor Transportation personnel assigned to the Range Management Section.

(5) Security Battalion personnel with Primary Military Occupational Specialty of 5811 or 5831.

(6) Marines assigned TAD to the Marine Corps Marathon.

(7) Marines approved for BAH Own-Right (O/R).

10. Basic Allowance for Housing (BAH). 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 (Joint Federal Travel Regulations (JFTR)).

a. BAH O/R is not authorized for MCBQ personnel in pay grade E-5 and below unless requested for and approved to reside off base by the Commander, MCBQ. MCAF personnel in pay grade E-5 and below must be approved by the CO MCAF. Personnel in the pay grade E-5 and below married to service members who do not establish a joint household or do not have physical custody of dependent children will be required to request permission to reside off base. If service members report and within the first sixty days are authorized BAH O/R, ensure a supplemental travel claim is submitted for Dislocation Allowance (DLA) O/R. All

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approved requests must be submitted to the Customer Service Section for proper reporting and retention.

b. Upon the loss of all dependents (through divorce, death, or legal separation), Marines residing on the economy have 90 days to submit for entitlement to BAH O/R. The BAH qualifier will be changed to O/R (and the member will be temporarily authorized COMRATS) while requests to remain off-base are being processed. At the end of the 90 day period, or upon disapproval of the BAH requests the BAH qualifier will be changed to BAH Partial and a meal card will be issued.

11. BAH-DIFF. Marines who claim BAH solely upon the financial support of a dependent minor child, may be eligible for BAH-DIFF if such financial support is equal or greater than the amount of BAH-DIFF. If support payments are less than the amount of BAH-DIFF and the member has no other qualifying criteria which would make them eligible for a greater BAH rate, the service member is entitled to BAH-partial only. 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 service member is entitled to BAH at the "with dependents rate" with a BAH DIFF qualifier code.

12. Awards. Marines desiring to have an award reported in MCTFS may do so by submitting the supporting documentation to the IPAC. All source documents must be verified by the respective unit before submitting to the IPAC for inclusion into MCTFS. Supporting documentation may include a copy of the MARADMIN announcing the award, copy of Pg 3, 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 has been approved for a Navy Unit Commendation. In this scenario, the Marine would provide the Customer Service Section with a copy of his/her TAD orders as verification of such TAD, as well as a copy of the MARADMIN. All personal awards awarded by a Marine's command (higher than a Navy Achievement Medal) will be reported in MCTFS via the awards web-based system (IAPS) or HQMC (MMA).

13. Meal Cards. The Customer Service Section will issue and control the MCBQ's meal cards. This includes issuing meal cards to Sergeants and below living in the barracks. Meal Cards will

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be prepared and handled as controlled documents with positive accountability at all times. The Customer Service Section is designated as the primary issuing point for meal cards for personnel serviced by MCBQ IPAC. Meal cards will be issued as follows:

a. Upon joining the Quantico area, the Inbound Section 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, a new meal card will be issued upon receipt of a lost/stolen Meal Card statement. The Customer Service Section 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 respective section within the IPAC as follows:

(1) Upon transfer/separation by the IPAC Outbound Section.

(2) Upon TAD assignment (excess of 30 days) by the Deployed Support/TAD Section and returned back to the Marine upon completion of TAD.

(3) Personnel being reassigned to another Monitored Command Code (MCC) aboard MCBQ will retain their meal card.

d. All commanders aboard Quantico must ensure procedures are in place to collect meal cards from all personnel departing on leave, PDMRA, and/or TAD/PTAD. In addition, procedures must be present to return the meal card to the Marine promptly upon his/her 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 Section.

f. The Customer Service Section will use a CMC approved, automated meal card database to maintain control and accountability for all meal cards. Designated IPAC E-4s and

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above, and GS-4 and above will be assigned in writing to perform meal card issuing functions.

g. 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.

h. Joint inventories, of the automated meal card database and of all blank meal cards on-hand, will be done on a semi-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.

i. 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 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.

14. Transfer of Post 9-11 GI Bill Benefits to Family Member

a. IPAC Responsibility (active component Marines). The Customer Service Section will have the responsibility for managing and executing the approval of requests to transfer post 9-11 GI Bill education Benefits via the TEB Website for Active Component Marines.

b. Procedures. The following procedures will be utilized by Active Component Marines in order to approve the requests in the TEB website:

(1) Individual Marines will access the TEB Website in order to submit a request to transfer benefits via the TEB website: <https://www.dmdc.osd.mil/TEB>.

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(2) Individual Marines will contact his/her unit to initiate the counseling and determine eligibility and if additional obligated service is required.

(3) If required, the unit Career Planner will request for extension/reenlistment, and upon approval the Marine will extend/reenlist. The IPAC Outbound Section will report the extension/reenlistment in MCTFS in the same manner as all other reenlistments/extensions.

(4) The individual Marine, regardless if additional obligated service was required, will complete the Statement of Understanding with his/her unit representative (S-1). The Commanding Officer or someone with "By direction" or "Acting" authority will sign block 6 of the Statement of Understanding (SOU).

(5) The individual Active Component Marine will bring the SOU to the IPAC Customer Service Section for TEB approval.

(a) Personnel designated within the Customer Service Section will accept the SOU and follow prescribed procedures in order to determine eligibility and if requirements are met.

(b) If the Marine requires the Career Planner to submit for additional obligated service, then the Customer Service Section will enter a 'PENDING' status in the TEB website, pending approval of the reenlistment/extension request. The Marine will be provided documentation of this action for MMOA/MMEA to further process the reenlistment/extension request. Once approved, it is the Marine's responsibility to provide the Customer Service Section a copy of the reenlistment/extension approval from MMOA/MMEA in order to change the '**PENDING**' status to '**APPROVED**'. If the Marine is denied further obligated time, then the status will be changed to 'REJECTED' and no further action will be taken.

(c) Once it is determined that all requirements are met (EAS, SOU, etc.) designated personnel will access the TEB Website and approve the Marine's request ("push the button") to transfer his/her educational benefits.

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(d) The original SOU will be forwarded to MMSB and a copy of the SOU will be maintained in the POST 9-11 GI Bill TEB binder.

(6) Upon approval via the TEB website, family members may apply to use transferred benefits with VA by completing VA Form 22-1990e in the Veterans Online application site (VONAPP). VA Form 22-1990e should only be completed and submitted to VA by the family member after the IPAC has approved the request for TEB. Do not use VA Form 22-1990e to apply for TEB. The following is a link to VONAPP:

<http://vabenefits.vba.va.gov/vonapp/main.asp>.

15. Reserve Support. The Customer Service Section provides assistance to Reservists on Active Duty Orders for the following issues: All activated reservists who are on TAD type orders but those orders were modified to PCSOs. All business normally handled by the Customer Service Section as indicated in the previous chapters.

16. Defense Attache' Officer (DAO) Support. The IPAC provides administrative support to all DAO Marines and their dependents. In times of civil unrest in those countries where those Marines are on duty, there are instances where additional support is necessary. Upon notification of any type of evacuation (EVAC) in a country where there are DAO Marines and their dependents, the following steps must be taken:

a. Identify whether IPAC have Marine(s) in that country. If so, verify if Marine(s) have family members.

b. If they have dependents, contact Marine Corps Intelligence Activity (MCIA) at (703) 432-7542 and request relevant information, request a "strawman" travel claim (1351) for the purpose of having a source document with a date the dependents were evacuated, location to which they were evacuated, and the Marine's signature.

c. Adjust Cost of Living Allowance (COLA) based on the date the dependents departed (stops the day prior to departure data per JFTR).

d. Date of departure is used to track Family Separation Allowance (FSA) and reporting the dependent location (DDLB).

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e. If the EVAC lasts 30 days or more, report FSA. The dependent's per diem will be reported by the Department of State (DoS).

f. DoS will authorize travel to a safe haven. The dependents can choose to go to that safe haven, or they can choose to go elsewhere. Most of the time, family members will return to CONUS. There is no housing entitlement if they choose to return to CONUS.

g. If the EVAC is terminated, dependents are authorized 10 days to return to their post. The Customer Service liaison will remain in contact with the Marine(s) and request a strawman travel claim with signature in order to change pay entitlements and update personal information in MCTFS. Terminate FSA the day prior to their return, restart COLA the day they return, change the dependent location, and update the DDLB for the date of their return.

h. If the EVAC is permanent, the Customer Service liaison will stay in contact with the Marine(s), request a strawman travel claim (1351), and report the DDLB, request an audited RED, and assist the Marine in submitting an AA form for BAH at DDLB for the duration of the Marine's tour. At this point the Marine's OHA would get adjusted to reflect "without dependents" as well, which means the Marine would have to provide a new OHA form (not necessarily a new lease). Note: COLA (O) and FSA would continue (though it may need to change from Family Separation Allowance (Temporary) (FSAT) to Family Separation Allowance (Restricted), if FSAT was initially started).

i. Through all the above steps, Customer Service will never settle the travel claim for the Marine; the above mentioned travel claims are for unit diary reporting and tracking of entitlements only. The DoS will take care of travel claims for the dependents.

j. To complete the process, if an EVAC is made permanent, then the post will move from page 1 of the DoS to page 2 where country specific assignment policies are located.

k. All the above information is provided on the EVAC Report received from the Bureau of Resource Management and the Chief Financial Officer's Office (HarveyRJ2@state.gov) at (202) 647-6099.

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Chapter 5

CUSTOMER SERVICE SECTION

SECTION 3: DEPLOYED SUPPORT & TAD SECTION

1. Deployed Support/TAD Section. The Deployed Support/TAD Section is responsible for pre/post deployment audits, reporting and auditing of pay entitlements, Pers-Tempo reporting, and taking appropriate administrative action on personnel reporting or detaching for TAD.

2. Parent Commands. Parent commands are responsible for notifying the Deployed Support/TAD section when assigned personnel enter and depart a field duty status so that appropriate PersTempo and BAS checkages can be reported. The BAS checkages are not an option for the unit commander.

a. While utilizing the appropriate OPSEC, report changes to personnel accountability/status; such as the dates to/from UA, IHCA, to/from sick, and arrival/departure in theatre to the IPAC by any means available (i.e., email the Deployed Support/TAD section SMB account: smb_ipac_mcb_guan@usmc.mil, by telephone, official correspondence, etc.).

b. To assist commands with meeting the requirements of the most recent MCAAT Checklist for PERSONNEL ADMINISTRATION CENTER - SUPPORTED UNITS; in specific, the section concerning deployments, ensure commands who have Marines depart and return from periods of TAD using Defense Travel System (DTS), to either provide the IPAC a copy of the completed voucher, grant the IPAC access to view your command's DTS reports, or have the Marine themselves stop by the IPAC in person to the deployment support/TAD section to conduct a to/from TAD audit. This ensures appropriate tracking of Unit Diary entries that are not covered by DTS, and also assists the Marine in avoiding unnecessary over/under payments. Monthly consolidation by providing copies of DTS rosters and travel vouchers with the IPAC for Marines that went TAD whether or not they utilized DTS, will assist in meeting this requirement set forth by MCAAT.

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c. Marines who are directed to execute periods of TAD assigned as Escorts need to contact their G-1/S-1 to ensure they are entering their travel claim via use of the DTS and utilizing the appropriate line of appropriation for reimbursement.

d. Marines who are directed to execute all other periods of TAD, and are exempt from using the DTS (excluding Reservist on ADOS/ROWS Orders who are required to submit 30-day partial travel claims, and those utilizing DTS) are required to come to the Deployment Support & TAD Section to submit a completed travel claim for reimbursement. Marines will need to have a copy of all Orders (1610), endorsements and modifications, and receipts for submission to the local Financial Disbursing Office for reimbursement. All questions regarding these requirements should be directed to the Deployment Support & TAD Section at (703) 432-1228.

3. Individual Augment/TAD Excess

a. Prior to Departure

(1) All personnel assigned as an Individual Augment, or going TAD in excess of 30 days, or going TAD Outside CONUS (OCONUS) must report to the IPAC Deployed Support/TAD Section and complete the required Pre-Deployment Audit within 30 days prior to departure. This primarily consists of updating the BIR, BTR, RED, and SGLI Form. IPAC will need a copy of each service member's deployment orders.

(2) A Family Care Plan is required to be completed and on file for all single parents & dual military couples with dependents. Please see the checklist and the sample Power of Attorney contained in MCO 1740.13_.

b. Upon Arrival in Theater

(1) All personnel shall ensure the Deployed Support/TAD Section, who can be reached at (smb_ipac_mcb_quan@usmc.mil, or DSN 278-4466/4199/4603, or commercial 703-784-XXX; or comm fax 703-432-0231 or (DSN) 378-0231), is notified of the travel itinerary that was actually performed; reflecting the date departed this duty station and the date the service member arrived at the TAD/deployed location. Entitlements will not be started until such documentation is received.

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(2) Providing this documentation will be required in order to start the deployed entitlements such as Hazardous Duty Pay-L, Hostile Fire Pay (HFP)/Imminent Danger Pay (IDP), FSA-T, Deployed-Per-Diem (C), and Combat Zone Tax Exclusion. IPAC Deployed/TAD Section will also report all deployment related MCTFS entries such as Crisis Code, Operation History, and PersTempo.

c. Upon Return to CONUS

(1) Personnel must return to the IPAC for a post-deployment/TAD audit. Please ensure that a copy of your travel claim is provided to IPAC for entitlements verification. This post deployment/TAD audit, along with a travel itinerary, will support any subsequent MCTFS entries and award requirements.

(2) During the post-deployment/TAD audit, IPAC will review all TAD travel claims (whether originated by the DTS or the Standard Accounting Budget and Reporting System (SABRS)) to ensure that unauthorized or dual payments of per diem/lodging do not exist. All DTS originated travel claims identified with irregularities shall be forwarded to the MCBQ DTS Helpdesk (located at the Quantico Finance Office) for corrective action. Those travel claims with irregularities originated by SABRS type orders shall be forwarded to the respective traveler's S-1 Office for all corrective action. In either event, the ultimate responsibility for auditing and ensuring that all necessary corrective action has occurred resides with the supported unit, not IPAC.

4. Personnel on Permanent Duty OCONUS. The Deployment Support/TAD section will be the primary point of contact concerning administrative requirements for all personnel performing all periods of TAD. The primary method of contact is by sending copies of TAD Orders, Travel Claims, and/or DTS vouchers via email to the Deployment Support/TAD section SMB account at: smb_ipac_mcb_guan@usmc.mil. Due to the SMB email account's inability to receive encrypted email traffic; do not send PII information via this method. Instead, notify us on that email that you have documentation/attachments with PII on it, and we will contact you directly from an email that is in PII compliance in order to acquire that documentation.

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5. Wounded in Action

a. The Deployed Support/TAD Section will identify and track all service members who have been wounded in action (WIA). Upon receipt of a PCR or when it is known that a service member has been WIA, the appropriate unit diary entries will be reported to record such events (i.e., TO SIK WIA HOSP, TO SIK OTHER, etc.).

b. In accordance with Personnel Administration Advisory Notice (PAAN) 06-05, PAAN 34-06, MARADMIN 056-04, MARADMIN 262/05, and MARADMIN 227/10, the Deployment Support/TAD Section will ensure that the following entitlements are applied as appropriate:

(1) HFP/IDP. Service members hospitalized for a wound or injury incurred as a result of **"hostile action"** are to remain entitled to HFP/IDP for each month the member is hospitalized up to an additional 3 months after the month in which the wound or injury occurred.

(2) Combat Exclusion Tax Entitlement (CZTE). Service members are entitled to CZTE for any month that the service member is hospitalized or re-hospitalized as a result of wounds, disease, or injury incurred while serving in a combat zone. This tax exemption will not apply to any months beginning more than 2 years after the date of termination of activities in the combat zone.

(3) Pay and Allowances Continuation (PAC) Program. Per MARADMIN 227/10, pay and allowances shall continue to be paid to a service member who, in the line of duty, incurs a wound, injury, or illness in a combat operation or a combat zone, while serving in a hostile fire area, or while exposed to a hostile fire event (regardless of location), and is hospitalized for treatment of the wound, injury, or illness. In order to qualify for PAC, a Marine must meet the requirements found in paragraphs 4a & 4b of MARADMIN 227/10. Eligible Marines are authorized PAC beginning on the date first hospitalized for a period up to 12 continuous months.

6. Preparation of Reservist 30-Day Partial Travel Claims. All 30-day partial travel claims will be completed using DD Form 1351-2, Travel Voucher or Sub-Voucher and DD form 1351-2C,

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Travel Voucher or Sub-Voucher Continuation Sheet and will be prepared in accordance with the Marine Corps Travel Instruction Manual. The IPAC is designated as the focal point of all inquiries and submissions to the Mobilization Command (MOBCOM) Finance Office for travel claim settlement.

a. Travel claims will be prepared with the assistance of the Travel Claim Clerk. Travelers are required to provide copies of all orders, any modifications to orders, endorsements, and required receipts. Once the travel voucher is reviewed and signed by the traveler, it will be submitted to the SNCO/Officer for reviewer and approving official signature. Once signed, the entire package is scanned and a copy is provided to the traveler for record purposes. A case file is created for storage of all pertinent documentation on each traveler.

b. The scanned travel claim is then submitted to MOBCOM Finance Office via email traffic through their organizational mailbox and then placed in the 30/31 day tickler file for tracking purposes. Once the travel claim is accepted by MOBCOM, they have 3 working days to process. If discrepancies are found, notification will be sent back to the IPAC for clarification or additional documentation. The IPAC will contact the traveler for assistance if the discrepancy cannot be corrected at the IPAC level. Once corrective action is taken, the claim is resubmitted to MOBCOM Finance Office for follow up processing. Once the claim is processed and a payment is posted, the IPAC receives a notification of payment. The IPAC then notifies the traveler of the payment via email with the amount and the date reimbursement was made. At this time, if a subsequent or follow on claim is ready to be sent to MOBCOM Finance Office for processing, this action will be taken.

c. The Travel Claim Section SNCOIC/OIC will conduct a quality control review of all travel claims before and after submission to MOBCOM Finance Office. This review is to identify any discrepancies in the travel claim settlement. If a discrepancy is identified and the travel claim warrants a second look by MOBCOM Finance Office, a Supplemental Travel claim is immediately submitted annotating the identified items for audit.

d. Travel claims returned by the MOBCOM Finance Office with a Discrepancy Notice (DN) will be handled in the same manner as discrepancies identified during the quality control process.

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

e. Once the travel claim is completely audited and all final payments made to the traveler, the IPAC will then scan the final travel voucher and claim into an electronic file for record and inspection purposes in the section's correspondence files.

7. Reserve Support. The Deployment Support/TAD Section provides assistance to reservists on Active Duty Orders for the following issues: All travel claims for ADOS/ROWS orders with appropriation data starting with "M00091"; Pre-/post-deployment audits; Any periods of TAD executed through use of the DTS application.

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Chapter 5

CUSTOMER SERVICE SECTION

SECTION 4: PAY SECTION

1. MYPAY and MOL. These systems allow a Marine the opportunity to make changes directly to their own pay and personal information accounts in a secure electronic environment. Some of these changes consist of, start, stop, increase, decrease allotments; update tax exemptions; change direct deposit; thrift savings plan; home address; phone number; PADD information; as well as view and print current and previous year W-2s, etc. The web site for MyPay can be accessed at <https://mypay.dfas.mil>, and MOL can be accessed at <https://tfas.mol.usmc.mil>.

a. Both the MyPay and MOL systems eliminate the need to complete new forms, saves time in administrative support, reduces the chance for errors and updates pay and personnel records faster than processing changes through the member's administrative office or customer service representative.

b. With the exception of emergency service support (e.g. emergency stoppage of allotment) IPAC will not approve service requests for administrative changes available in the MYPAY and MOL systems. Personal Identification Number (PIN) access/resetting can be accomplished in the IPAC Pay Section, by following the instructions on the MYPAY website, or by calling DFAS-Cleveland directly at 1-800-390-2348, DSN 580-5122, or FAX (216) 522-5800. Per MARADMIN 535/08, effective October 1, 2008, MOL is mandated as the sole source for commanders to report leave, proficiency/conduct marks, promotion recommendations/warrants, Billet Identification Code (BIC) assignments, and unit training.

2. B&A. The MyPay offers the individual Marine the ability to effectively manage a portion of their respective pay entitlements in the form of allotments. This system enables a Marine to start, stop, increase, or decrease a new or existing allotment. B&As that are unable to be started utilizing the MyPay system should be submitted to the Pay Section for processing.

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a. All requests for savings allotments must contain a valid account number and routing number from the financial institution

where the allotment is to be sent. This information must be on direct deposit or allotment request form and signed by the Marine. Allotments are required to remain in effect for 3 months before they can be changed or stopped via MyPay. However, the Pay Section can stop allotments after the first deposit has been deposited. Marines are reminded to double check all allotment account and routing numbers. Submission of incorrect accounts will result in members pay being deducted and held in suspense until corrected.

b. Due to the often sensitive and urgent nature of allotments where credit worthiness or support of family member is involved, Marines must consider submission dates of allotments and plan accordingly. Generally, allotments submitted and processed prior to the 15th of the month will have an earlier deduction date than those requests submitted after the 15th of the month. For example:

(1) Marine submits a request on the 3rd of August 2008, half the total amount of the allotment will be deducted on the 15th and 30th of August 2008, with the total monthly amount being paid to the institution on the 1st of September 2008.

(2) Marine submits a request on the 25th of August 2008, half the total amount of the allotment will be deducted on the 15th and 30th of September 2008, with the total monthly amount being paid to the institution on the 1st of October 2008.

c. Requests for emergency stop/start of allotments will be handled on a case-by-case basis and in direct coordination with the Pay Section OIC/SNCOIC.

d. PAAN 30-10 and RPAAN 29-10, effective 30 September 2010, service members will no longer be able to purchase U.S. Savings Bonds via payroll deduction. Marines are encouraged to enroll with the U.S. Treasury at www.treasurydirect.gov for continued procurement of U.S. Savings Bonds.

3. Direct Deposit (DD)/Electronic Funds Transfer (EFT)

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a. All Marines who are on direct deposit will receive special and normal payments, travel advances, and travel settlements electronically via their direct deposit accounts. If a payment has not been received within 3 business days after notification that an EFT payment was made, the member must notify the Pay Section immediately.

b. Participation in DD/EFT is mandatory for all Marines who are in a good pay status and not pending separation. In accordance with DFAS-KC 7220.31, in certain situations participation in DD could inadvertently cause overpayments. As such, service members in the following situations are not allowed to sign up for the DD/EFT Program:

(1) Service members in a non-accrual pay status: excess leave, UA, IHCA, confined, etc.

(2) DD/EFT will be stopped on all service members pending administrative separation. Pending AdSep is defined as the Marine acknowledging their rights after being notified in writing by the commanding officer of AdSep proceedings and the IPAC reporting a promotion restriction for the pending AdSep.

4. Government Treasury Checks. The Pay Section will be responsible for the safekeeping and distribution of government treasury checks for all units except OCS and TBS. Undeliverable treasury check(s) will be returned to the Finance Office within 2 working days of receipt for cancellation (MCTFS APSM). In addition, a government check logbook will be maintained to show an accurate chain-of-custody.

5. Proficiency Pay/Hazardous Duty Incentive Pay (HDIP)

a. Assignments. Career Planners, drill instructors (including summer augments), recruiters, career recruiters, and personnel in receipt of HDIP will be assigned in writing (competent orders) to rate incentive pay. Unit Administrative Chief or S-3/Operations office, in coordination with the IPAC Pay Section, will ensure that annual recertification is accomplished.

b. HDIP Notifications. With the exception of Demolition Duty Pay, Jump Pay, and Scuba (Diving Duty), all other HDIP (i.e., Flight Pay) will accrue continuously, unless otherwise stated in the assignment letter.

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(1) Unit Administrative Chiefs (or appropriate S-3/Operations offices) will make timely notification to the IPAC Pay Section, in writing, of all cases where members did not meet the payment requirements for any given month. Such notification will be utilized by the Pay Section as source documentation to generate the appropriate pay checkage.

(2) Demolitions Duty Pay will be administered in strict compliance with the DoDFMR Vol 7A Chapter 24, MCO P1000.6_ (ACTSMAN), and MARADMIN 361/09; specifically, unit commanders must submit monthly letters validating that all personnel in the unit have met the monthly requirements and are entitled to Demolition Duty Pay. If a Marine has not met the requirements for a particular month, it will be notated on the monthly letter and the Marine will not receive HDIP for that particular month. Monthly letters must include name, rank, last 4-digits of SSN for all personnel, to include those meeting the monthly requirement, those not meeting the monthly requirements, and those terminated from assignment to Demolition Duty.

c. Allocations. The appropriate Unit Admin Chief or S-3/Operations office (as appropriate), in coordination with the Pay Section, will ensure that the number of Marines receiving Proficiency/Hazardous Duty Pay does not exceed the number authorized for the billets in that command.

d. Auditing. A monthly review will be conducted by the Pay Section to monitor all payments of proficiency, hazardous duty, and special pays (i.e., 1stSgt/SgtsMaj/MGySgts in Senior Enlisted Billets) to ensure proper entitlement/eligibility.

e. Records Maintenance. HDIP performance records (i.e., jump, dive, demolition logs, etc.) will be maintained and tracked by the appropriate unit's S-3/Operations or S-1 Office. It is recommended that reconciliation and verification be conducted quarterly with the IPAC Pay Section to ensure all entitlements are current and correct.

6. Career Status Bonus (CSB) Redux Election. Active duty service members who entered service after July 1986 have a choice upon completing 14 ½ years of active service. They can elect to retire under the "High Three" system or under the CSB/Redux system. Once an election is made, it becomes irrevocable once they obtain 15 years of active service.

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Commanders are required to ensure that all Marines under their charge, Officers and Enlisted, receive appropriate counseling on the impacts of their retirement system choice.

a. Per MARADMIN 056/01 and MARADMIN 699/07, eligible Marines are required to make a Career Status Bonus (CSB) election. Whether Marines make an election to receive the CSB/Redux (\$30,000 bonus) or elect the "High Three" option, a completed CSB form reflecting election/non-election is required to be filed in both service record (SRB/OQR) and OMPF (Official Military Personnel File).

b. Marines who elect to receive the CSB/Redux must, after completing the DD Form 2839 at the IPAC, take the CSB election form to their unit S-1 for either the Battalion Commanding Officer, Battalion Executive officer, or the Battalion Sergeant Major to witness the election in block #13. This command element witnessing constitutes appropriate leadership interest and indicates the command's endorsement that the Marine is qualified for 20 years of service. Additionally, per MARADMIN 372/10, Marines electing to receive the CSB/Redux are now required to complete the tutorial "CAREER STATUS BONUS FACTS", located on Marinenet. The tutorial is located at the following link:

http://www.dod.mil/militarypay/retirement/ad/04_redux.html.

c. The IPAC Pay Section will identify eligible personnel monthly utilizing the ADN, and with the assistance of the unit Administrative Adjutant/Chief and Sergeant Major, have service members properly record their election.

7. Reimbursement of Adoption Expenses. Federal law authorizes reimbursement for certain adoption expenses. If a member adopted a child who is under 18 years of age, they may be eligible for a maximum expense reimbursement of \$2,000 per child, not to exceed \$5,000 per calendar year. The law is found at Title 10 U.S.C. § 1052, DoDFMR Volume 7C, Chapter 4, and DoDI 1341.9.

a. Generally, in order to qualify for the reimbursement, the adoption must have been arranged by a qualified adoption agency or, for adoptions that occur on or after January 6, 2006, other source authorized to place children for adoption under state or local law.

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b. In order to be reimbursed for adoption expenses there are certain requirements and procedures that **MUST** be met. Please contact the IPAC Pay Section for procedures in filing such a claim.

8. Electronic Leave and Earnings Statement (E-LES)

a. Current regulations, the individual Marine is responsible for auditing their 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, service members should immediately notify the IPAC Pay Section via their chain of command. E-LESs can only be viewed through the member's MyPay account.

b. A hardcopy of the LES will no longer be forwarded to individual Marines.

9. Pay Discrepancies. The following common pay discrepancies are provided 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 FSA.

d. Recoupment of advance travel pay.

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

f. Service members closing/changing their bank accounts without initiating action to redirect their DD payments.

10. Solutions for Preventing Pay Problems. The following actions will reduce or prevent pay problems:

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- a. Monthly review of the E-LES by the service member.
- b. Notifying IPAC of any changes that effect pay (divorce, marriage, spouse entering an active duty status, residing in privatized housing but maintaining BAH, etc.).
- c. Small unit leadership supervision.
- d. Notifying IPAC prior to closing primary bank account or changing DD/EFT account.

11. U&E Cutoff Dates

- a. An understanding of the U&E procedure, which governs when an entitlement will reflect in a service members pay account, enables unit leaders at all levels to better assist those Marines in their charge.
- b. All entries that effect pay and allowances are reported into MCTFS via the unit diary. DFAS has a predetermined U&E cutoff date for each payday. This U&E date occurs twice monthly and all pay and allowance entries successfully reported on or before that established cut-off date will be reflected in the following pay period. The following is a very basic sense of how entitlements/deduction (credits/debits) is reflected in a member's normal payday account:

Example: The U&E date for the 15 August payday is 7 August. A Marine gets married on 1 August and reports to IPAC on 6 August and completes the required paperwork for BAH and BAS. This information is reported on the 7th of August via the unit diary.

Because the unit diary entries were reported on or before the 7 August U&E cutoff - the Marine will see the pay increase on 15 August payday.

In the same scenario, if the timeline shifted resulting in the unit diary entries being reported after the 7 August U&E cutoff the Marine would not see the pay increase until the 1 September payday. However, the 1 September payday would

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reflect all back pay (crediting the Marine all pay and allowances retroactive to his/her date of marriage of 1 August).

12. Suspect Pay Roster and Automated Pay Reports. A suspect pay roster and other automated pay reports at the disposal of the IPAC Pay Section will be utilized after each U&E to identify Marines with a potential pay problem. These rosters will be audited and verified against current information contained in MCTFS. Also, the Pay Section will verify inconsistencies resulting in Marine(s) receiving \$300.00 or less each payday.

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Chapter 6

COMMAND SUPPORT SECTION

SECTION 1: GENERAL

1. General. The mission of the Command Support Section is to provide courteous, timely, and responsive administrative service. The Command Support Section is responsible for tracking and reporting promotions, training data, limited duty and legal. Contact can be made with the IPAC Promotion Section via phone 784-2933 or fax 784-5717.

2. Administrative Responsibilities. The responsibilities of the Command Support Section include the following:

- a. Manage the junior Enlisted Promotion System.
- b. Manage and report all legal matters. Ensure all pay related entitlements for legal matters are reported correctly and in a timely manner.
- c. Manage the Limited Duty Process.

Chapter 6

COMMAND SUPPORT SECTION

SECTION 2: PROMOTION SECTION

1. Promotion Section. The enlisted promotion system provides a procedure whereby enlisted Marines within each grade and MOS or Occupational Field (OccFld) compete among themselves for promotion to the next higher grade. Per MCO P1400.32_ Enlisted Promotions, (MARCORPROMMAN) minimum requirements for advancement to the next higher grade are listed below:

USMC & USMCR PROMOTION TO	REG PROMOTION		MERIT PROMOTION	
	TIG	TIS	TIG	TIS
SgtMaj/MGySgt	3 yrs	10 yrs	--	--
1stSgt/MSgt	(See par. 1202 of MCO P1400.32_)			
GySgt	3 yrs	6 yrs	N/A	6 yrs
SSgt	27 Mos	4 yrs	N/A	4 yrs
Sgt	12 Mos	24 Mos	N/A	18 Mos
Cpl	8 Mos	12 Mos	N/A	6 Mos
LCpl	8 Mos	8 Mos	N/A	NONE
PFC	6 Mos	6 Mos	N/A	NONE

2. Promotion to PFC and LCpl

a. PFC. Marines who have served for 6 months on active duty at the grade of Private will be promoted to PFC providing the Marine's service has been satisfactory. The Marine's Time in Grade (TIG) will be computed from the first day of the month of entry on active duty.

b. Lance Corporal (LCpl). Once a PFC has 8 months TIG and 9 months TIS and who is otherwise qualified for promotion may be promoted to the grade of LCpl.

3. Promotion Corporal (Cpl) and Sergeant (Sgt). Promotions to Cpl and Sgt 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 all

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eligible Marines in the grades of LCpl and Cpl. In addition, their promotions will be affected monthly by their primary MOS once the promotion authority message is published by Headquarters, U.S. Marine Corps.

4. Promotion Recommendation Rosters. In order for an eligible Marine to be promoted (up to the rank of Sgt), the Marine must be recommended for promotion by his or her **Commanding Officer** who retains the promotion authority.

a. It is the unit commanders' monthly responsibility to complete their promotion recommendation roster via MOL prior to the approaching promotion month.

b. Marines eligible but not recommended for promotion will be annotated as such via MOL. Unit commanders will review the rosters and submit a final determination via MOL, along with a brief explanation (i.e. Wt Ctl, NJP, etc.). A detailed schedule for the promotion recommendation procedure is outlined in the Promotion Time Line, (see Figure 6-1). **All rosters must be certified by the Battalion Commander (unless their designated successor is in an "acting" capacity). All Non-Rec Page 11 entries must be forwarded to the Promotion Section for entry into the Marine's SRB.**

c. In case problems where MOL is not functional, the Command will produce a recommendation for promotion roster in letter format to the Promotions Section for the entry of the "NOT REC FOR PROM" via Unit Diary. These requests for diary entries via UDMIPS must be turned into the Promotions Section in a timely manner to allow the entry to post prior to the 15th.

d. If the "NOT REC FOR PROM" is not reported in MOL by the 15th U&E cutoff date and a letter requesting entry of "NOT REC FOR PROM" via UDMIPS is not received by the Promotion Section in a timely manner, Marines who may have been considered not eligible may receive an erroneous promotion to the next higher grade. This process prevents other, better-qualified Marines from being selected for promotion.

5. Non-Recommendation Page 11 Entries. For each Marine that is not recommended, a signed page 11 entry, acknowledging that they were informed of the Commanding Officer's decision to not recommend them for promotion must be completed.

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a. For each Marine not recommended, the Unit's administrative section or designated representative shall provide Promotion Section with a Page 11 entry label signed by the Marine as well as the Commanding Officer. **It is the responsibility of the Unit to prepare and forward Page 11 and NON RECS to the IPAC Promotion Section.**

b. Units will provide signed Page 11's to IPAC for "NON RECS." The use of adhesive labels is highly encouraged. Labels will expedite the process and reduce movement and loss of accountability of the SRB.

c. Each label will have a space provided to annotate the Marine's full name and social security number for easy identification. Once labels are received by IPAC they will be affixed to the space provided on the original page 11. The use of labels will replace the original Page 11's forwarded to the units, thus eliminating the potential for loss and damage of SRB documents.

d. If the "not recommended" is generated as the result of the monthly MOL roster, required counseling entries must be completed for each month that the Marine is not recommended for promotion. Not recommended is a monthly entry, and a unit diary entry must be reported by the 15th of the month U&E, along with the proper Page 11 entry for each month the Marine is not recommended for promotion (see Figure 6-2).

e. If "not recommended" is due to a promotion restriction, an initial page 11, must be completed covering the specific period (see Figure 6-3). Although the page 11 counseling is done only once, the Marine must still be listed as "not recommended" for each month during the restriction period. Reasons for non-recommendation for promotion may be viewed in paragraph 1204 of the Enlisted Promotion Manual.

f. The MCTFS has been modified to establish automatic promotion restrictions on certain occasions; there is no need to report a diary entry each month. The unit is still responsible for reviewing and annotating the "NOT REC" next to the name of Marines under automatic promotion restriction and briefly stating the reason.

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6. Enlisted Restricted Promotions & Ineligibility for Promotion. UDMIPS Software Release 1-01 (UDMIPS SR 1-01) created a Promotion Restriction Status Code and a Promotion Restriction Termination Date. When a courts-martial, Non-Judicial Punishment (NJP), or assignment to the Weight Control Program entry is reported on a Marine, the Marine automatically becomes ineligible for promotion.

a. Four new diary entries (Prom Restr 3/6/12/18 mos) have been created to restrict enlisted promotions for reasons other than punitive action, or weight control assignment (drug involvement, administrative separation, DUI, punishment suspensions, CRB reductions, etc).

b. For all service members within the final month of a restricted promotion status period, an advisory reminding the commander that the promotion restriction will expire in 30 days will be forwarded to unit S-1/Adjutants via email.

7. Select Grades. An Electronic Diary Feedback Report (EDFR) is produced between the 25th and 30th of the month for those Marines Pvt through Cpl who have been selected to the next higher grade. This information will be forwarded to the unit Commanders.

a. If a Marine who was not recommended for promotion appears as a select grade on the EDFR, the unit will immediately notify the Promotion Section at IPAC. Additionally, the unit administrator will notify the IPAC Promotion Section of any Marine who was originally recommended for promotion and was selected for promotion but is no longer eligible.

b. The unit administrator will prepare a page 11 entry label and have those Marines no longer qualified for promotion sign it. The page 11 entry will be sent to the IPAC Promotion Section immediately for appropriate action.

c. Units will use the select grade roster to prepare the promotion warrants for their command. Unit Commanders will review and make final determination as to the promotion eligibility of each Marine.

d. If a promotion warrant is prepared for a Marine who is no longer recommended, the warrant along with the page 11 entry

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will be returned within 2 days to the IPAC Promotion Section, the warrant will be lined out with the words "WILL NOT PROMOTE" written and signed by the CO across the warrant, diagonally, with the CO's endorsement for the "WILL NOT PROMOTE." This will be the command's notification to IPAC that the command "will not promote" subject Marine. However, commanders are required to complete the "will not promote" via MOL. Promotions warrants sent to the Promotion Section without the Commanding Officer's signature will be returned to the unit. Per the MARCORPROMMAN this authority is not extended to subordinate Company Commanders or enlisted service members.

e. Once all recommended Marines' promotion warrants are signed by the unit commanders (Major or above with special court-martial convening authority), copies of all promotion warrants, with the commander's signature, shall be delivered to the IPAC Promotion Section for record purposes.

8. PRO/CON Marks. Marines promoted to the rank of Cpl and Sgt require the submission of promotion pro/con marks to be effective the day prior to date of promotion. The unit S-1/Adjutant must ensure that required pro/cons are submitted via MOL.

9. Remedial Promotions. Remedial consideration generally applies to the grades of PFC through Sgt for either administrative errors or lack of timely submission/reporting of training elements, which may delay or prevent a Marine from being promoted. In nearly all cases, it is usually the result of what is referred to as "late training" information. All remedial requests will be submitted by the Command Support Section to HQMC (MMPR-2) for approval.

a. Additionally, the following documents must accompany the request for remedial promotion:

- (1) Formal letter signed by the Commanding Officer or Acting Commanding Officer (Major or above).
- (2) Manually computed Composite Score Worksheet.
- (3) Late or missing information/training rosters, if not in MCTFS.
- (4) Documentation verifying erroneous date of rank.

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b. When manually computing a composite score, care should be taken to determine the correct "cutoff" dates (see Figure 6-5) used in computing such score. If any training qualifications are obtained after the cutoff dates, it may not be used in the computation of the composite score for the pertinent promotion quarter.

c. The Promotion Section will review unit-training diaries for information that will affect composite scores for LCpls and Cpls that are reported late. In addition, they will report a request for re-computation of composite scores for those Marines affected.

10. "0000" COMPOSITE SCORES. Each quarter MCTFS will generate composite scores for LCpls and Cpls eligible for promotion.

a. The Promotion Section will identify Marines who have a composite score of "0000."

b. The Promotion Section will research and correct any information that might have caused the scores to post as "0000." If the missing element is training, then the unit S-3 is responsible for locating and reporting the missing data element. In the event, S-3 is unable to report the training information, the IPAC Promotion Section will report the information.

c. After correcting the information, a request for re-computation of the composite score will be reported.

d. These actions will be completed within 5 working days from the day the composite scores post.

11. Meritorious Promotion. Commanding Generals are delegated the authority to affect, without reference to Headquarters Marine Corps, meritorious promotions to Sgt and Cpl based on total onboard strengths in the grades of Cpl and LCpl, respectively.

a. Commanding Officers that are authorized may meritoriously promote PVT and PFC to the next higher grade in recognition of outstanding leadership or performance.

b. It is the unit administration's responsibility to complete the meritorious promotions warrants, and provide a copy

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to the IPAC Promotion Section along with pro/con marks. Once the information is provided, the Promotion Section will report the appropriate unit diary entries.

12. SNCO Promotions

a. Individual commands will prepare SNCO warrants for their Marines scheduled for promotion based upon the monthly SNCO promotion message. Unit commanders shall notify the IPAC Promotion Section of any Marine no longer eligible or recommended for promotion.

b. 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.

13. Nonpunitive/Administrative Reductions. Procedures for nonpunitive/administrative reductions for technical or professional incompetence are contained in current edition of MCO P1400.32_ MARCORPROMMAN. 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 the Promotion Section to effect the reduction within MCTFS and for filing in the Marine's SRB, in addition reduction pro/con marks should also be forwarded to the IPAC.

Chapter 6

COMMAND SUPPORT SECTION

SECTION 3: LEGAL SECTION

1. Legal Section. The Legal Section is responsible for the processing of all legal administrative matters.

a. Formal completion of legal issues will be accomplished at the unit level and forwarded to the IPAC for incorporation into the service records. This includes page 11 entries, (6105) counseling entries, NJPs, courts-martial, page 13 entries, appellate leave, administrative separations, UA/desertion, confinements and legal hold. MCO P1070.12_ Individual Records Administration Manual (IRAM) and MCO P5800.16_ Marine Corps Manual for Legal Administration (LEGADMINMAN) contain detailed information on these items.

b. Contact Legal at 784-2616/4134 and or fax 784-5717.

2. Page 11 Entries. All adverse counseling entries will be made in accordance with the required references. Units may request the IPAC to record such counselings in a member's SRB/OQR by providing the Legal Section with the properly completed page 11 entry. **Adverse entries require signatures from both the Marine and the Commander.**

3. Mandatory Page 11 Entries. In accordance with the above references, Commanders will direct that an SRB entry be made after counseling a Marine for any drug/alcohol-related misconduct.

4. 6105 Counseling Entries

a. All requests for 6105 entries (so named because of the reference to paragraph 6105 of MCO P1900.16_ Marine Corps Separations Manual) will be properly completed and submitted to the Legal Section.

b. These entries are nearly identical to other page 11 counseling entries, but will contain one of the two following statements, (see Figure 6-7):

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(1) "I am advised that failure to take corrective action (for any further misconduct) may result in judicial proceedings, limitation of further service, or administrative separation."

(2) If a Marine is currently being processed for separation, the following statement pertains: "I am advised that I am being processed for judicial proceedings/immediate administrative separation."

5. NJP. All units are responsible for the preparation, coordination and overall processing of Marines for NJP. Upon completion of NJP, the unit must ensure that a complete and accurate original copy of the NAVMC 10132 (UPB), along with supporting documents, if applicable, are submitted to the Legal Section within 3 working days of the NJP being conducted (current regulations require such NJP to be reported on the unit diary no later than 5 working days after the effective date of the NJP). In any cases where a reduction is awarded and not suspended, reduction pro/con marks must be provided as well, and or submitted through MOL. **Reminder: Reduction pro/cons must be dated the day prior to the date of reduction.**

a. The Legal Section will review and report the final punishment via unit diary and report back to the unit with diary number and date once posted. Unit Legal Officer/Legal Chief will be notified of any discrepancies found on the UPB. It is the unit's responsibility to ensure a copy of the completed and signed UPB is forwarded to HQMC, (MMSB-20) for inclusion into the Marine's Official Military Personnel File (OMPF).

b. Whenever a previously suspended sentence is vacated, the unit's Legal Officer/Chief will provide the IPAC Legal Section a copy of the Vacation Notification letter so that proper entries can be made in the remarks sections of the original UPB. The Legal Section will notify unit with diary number and date once vacated sentence has been reported on unit diary.

6. Legal Hold. Commanders are responsible for providing a copy of source documentation placing enlisted personnel on legal hold or releasing personnel from legal hold. The Legal Section will ensure that the appropriate unit diary entries are made. Additionally, the Outbound Section will be notified if subject named Marine currently has orders pending.

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7. UA STATUS. A Marine is considered to be in a UA status whenever the Marine is absent from the parent command without authorized leave or orders; has missed a movement; failed to comply with stragglers orders; or failed to comply with Permanent Change of Station Orders.

a. Commanders must notify the Legal Section as soon as any Marine is confirmed to be in a UA status over 24 hours. The information may be submitted via standard naval letter, email, or charge sheet. Lastly, the documentation must include name, rank, last four of SSN, time and date of UA.

b. IPAC will report the appropriate unit diary entries upon receipt of source documents. In order to ensure morale is not adversely affected by failure to take expeditious action, units must ensure timely action on all instances of UA.

8. From Unauthorized Absence Status. Commanders must notify the Legal Section as soon as a Marine returns from a UA status. Notification would include appropriate source documents, such as: logbook entries, email, police blotters and reports. It is imperative that Commands notify the Legal Section in order to restart the Marine's pay and entitlements. The Legal Section will report the appropriate unit diary entries into MCTFS as required.

9. Desertion Status. A Marine may be considered to be a deserter when absent from the parent command without authority in excess of 30 days. Upon notification of desertion, IPAC will:

a. Request a copy of the personal effects inventory sheet(s), any applicable baggage claim ticket(s), and a copy of the "10 day" letter required to be sent to the next of kin, in accordance with MCO P5800.16_ for filing inside the SRB/OQR. Additionally, the DD Form 553 will be produced and distributed by the unit, with a copy provided to the IPAC for further processing.

b. Upon receipt of a copy of the DD Form 553 (Deserter/Absentee Wanted by the Armed Forces), IPAC will make required SRB/OQR entries as well as reporting the desertion to MCTFS. This will effectively drop the member from the command's rolls.

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c. On the 31st day of absence, a SRB/OQR audit will be conducted.

d. On the 181st day of absence, IPAC will forward the SRB/OQR along with the Health and Dental Records to HQMC (POS-40). Parent commands must ensure that the Marine's Health and Dental Records are delivered to IPAC for this purpose.

e. The administrative procedures for an officer who is absent, is the same as for the enlisted Marines, except that on the 7th day of absence, the parent command must draft a message report to CMC (POS-40 and JAM) notifying them of such absence, including the date and hour of absence and any known circumstances.

f. If the desertion Marine has family members, the command must make every effort to retrieve their IDs.

10. Determination/Return from Desertion. Commanders must notify the Legal Section immediately upon the absentee's return. Unit S-1/Adjutants must complete DD Form 616 (Return of Absentee/Deserter) and provide the IPAC Legal Section with a copy. Accompanying documents may include: Police report for surrender or apprehension, Straggler's Orders, Original Orders, naval message, and SRB/OQR (if available). Upon receipt of appropriate source documents, the IPAC Legal Section will report the appropriate unit diary entries.

11. Confinement/IHFA/IHCA. Commanders must notify the Legal Section immediately via phone, or email as soon as personnel are confined. This notification should be followed up with appropriate source documents, which may include: NAVPERS 1640/4 (Confinement Order) or police report for Marines being held in civilian/foreign prisons. Upon receipt of appropriate source documents, IPAC will report the proper unit diary entries.

12. From Confinement/IHFA/IHCA. Commanders must notify the Legal Section immediately via phone, or email 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 Marine's release from civilian/foreign prisons. Upon receipt of appropriate source documents, IPAC will report the proper unit diary entries.

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13. Appellate Leave. Per MCO 1050.16_, Marines awaiting punitive discharge may be expeditiously processed for voluntary or involuntary appellate leave, as appropriate. If a Marine has been awarded a punitive discharge without confinement, commanders may process Marines immediately for appellate leave.

14. Involuntary Appellate Leave. When a commander deems it to be in the government's best interest to do so, a Marine whom has been awarded a punitive separation may be ordered to involuntary appellate leave, provided that the convening authority has completed review and has issued final approval of the sentence awarded. The unit will provide the Legal Section with a copy of the approval for involuntary appellate leave from the Convening Authority. The Legal Section will review the records to ensure all appropriate legal diary entries have been made before forwarding to the IPAC Outbound Section.

a. The IPAC Outbound Section will be notified of the Commander's intent with a copy of the request for appellate leave. Secondly, the Outbound Section will then begin processing the Marine for Involuntary Appellate Leave. The Commander is responsible for the following:

(1) Ensuring the Marine receives a separation physical examination. Utilizing the SF1010, Report of Medical Examinations, the examining physician must indicate whether or not a Marine is qualified for separation. A copy of the SF1010 must be provided to the IPAC Outbound Section for inclusion into the SRB/OQR.

(2) Ensuring that a Marine completes required Transition Assistance Program (TAP) class prior to detaching on appellate leave. A copy of the TAP certificate must be provided to the IPAC Outbound Section for inclusion into the SRB/OQR.

b. The IPAC Command Support Section will ensure that the Appellate Leave Checklist is completed. If bonds, allotments, and DD are still in effect, the Legal Section in conjunction with the IPAC Customer Services Section will take required action to discontinue these items.

15. Voluntary Appellate Leave

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a. When a Marine submits a request to the command to go home pending the final convening authority action, the commander may agree to place the Marine in a Voluntary Appellate Leave status. The unit will provide the Legal Section with a copy of the approval for voluntary appellate leave. The Legal Section will review the records to ensure all appropriate legal diary entries have been made before forwarding to the IPAC Outbound Section. For successful completion of Voluntary Appellate Leave orders, the following items must be provided to the IPAC Outbound Section:

- (1) Marine's request for Voluntary Appellate Leave
- (2) Appellate Rights Statement
- (3) Privacy Act Statement
- (4) Special Power of Attorney
- (5) Results of Trial
- (6) Separation Physical to include DNA sample.
- (7) TAP Certificate
- (8) Waiver of Clemency, if applicable
- (9) Commander's request for Voluntary Appellate Leave

b. Unit commanders must provide the IPAC Outbound Section with the Commanding General's endorsement letter.

16. Courts-Martial. Parent commands are responsible for preparing and submitting all documents associated with the conduct, processing, and disposition of all types of courts-martial, **to include completion of the page 13**. Commanders are responsible for the following:

a. Ensuring that the Legal Section receives a copy of the results of trial, charge sheet, pre-trial agreement, original and duplicate original page 13, with convening authority's signature, and convening authority's action if already approved.

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b. Ensuring that the Legal Section receives all pre-trial confinement orders (NAVPERS 1640/4) or prisoner release orders (DD Form 367) for expeditious reporting on the unit diary.

c. If awarded a separation, the commander must also ensure the Marine receives a separation physical examination. The examining physician must indicate whether or not the Marine is physically qualified for separation on Form SF1010 (the report of Medical Examination). The IPAC Outbound Section must receive a copy for inclusion in the document side of the SRB/OQR.

d. If awarded a separation, the commander must ensure that the Marine completes TAP class prior to Marine detaching. A copy of the TAP certificate must be provided to the IPAC Outbound Section for inclusion into the SRB/OQR.

17. Weekly Battalion Legal Status Report

a. Commands must provide a weekly status report to the Legal Section that will include: All pending court-martials, NJPs, investigations, administrative discharges, absences, pretrial confinements, appellate leave, IHCA, as well as any legal actions that have been completed or dropped since the last report

b. 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 email or letter as soon as the parent command identifies the change.

Chapter 6

COMMAND SUPPORT SECTION

SECTION 4: LIMITED DUTY SECTION

1. Limited Duty Section. The mission of the Limited Duty Section is to work simultaneously with the respective unit Limited Duty Coordinators to track personnel on limited duty status and report any changes to duty status and limitation codes into MCTFS. For further guidance review references Chapter 61, Title 10, United States Code, DOD Instruction 1332.38_ Physical Disability Evaluation Manual, SECNAVINST 1850.4_ Disability Evaluation Manual and MCO P1900.16_ Marine Corps Separation Manual.
2. Definitions
 - a. CMC (MMSR-4). Disability Section, Separation and Retirement Branch, Personnel Management Division, Headquarters U.S. Marine Corps.
 - b. Light Duty. A Marine who becomes sick, injured, or develops a medical condition which prohibits performance in a full duty status as determined by competent medical authority. Under no circumstances may a Marine be in a light duty status in excess of 90 days without initiation and completion of Medical Evaluation Board (MEB).
 - c. Limited Duty (LIMDU). Temporary or Permanent Limited Duty (TLD/PLD).
 - d. Physical Evaluation Board (PEB). Established to act on behalf of the Secretary of the Navy (SECNAV) to make determinations of fitness to continue naval service, entitlement to benefits, and coordinate disability ratings of Marines referred for disability evaluation.
 - e. Temporary Limited Duty (TLD). Based on recommendation of a medical board with the expectation that the Marine will improve or be restored to full duty by the end of the specified period.

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f. PLD. PLD is designed to carry a Marine to retirement eligibility after they have been determined unfit by the PEB as a result of a physical disability. PLD is authorized by CMC (MMSR-4) based on the best interests of the Marine Corps and the Marine. There are three types of PLD:

(1) Retirement PLD - Designated for Marines with over 18 but less than 20 years to reach retirement.

(2) Expanded PLD - Designated for combat wounded Marines who desire to continue serving in the Marine Corps.

(3) Temporary PLD - Designated for Marines to complete service obligations, current tour of duty based on Marine Corps needs.

3. Light and TLD

a. A Marine who becomes sick, is injured, or develops a medical condition reports to the local Military Treatment Facility (MTF) for screening. The physician has three options:

(1) Return the Marine to full duty.

(2) Recommend assignment to light duty for up to two periods of 30 days.

(3) Initiate medical board proceedings (additional (30) days of light duty to process medical board.

b. At the completion of maximum light duty, the physician has two options:

(1) Return the Marine to full duty.

(2) Determine the situation has not improved and begin the MEB process.

4. MEB. A MEB may do the following:

a. Return the Marine to full duty.

b. Recommend a period of TLD.

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(1) MTF may approve up to two initial 6 months TLD for enlisted Marines.

(2) MEB must go to MMSR-4 for review for all subsequent TLD requests or initial requests greater than 12 months.

(3) All Officer MEBs must be forwarded to MMSR-4 for review and approval of TLD (Abbreviated board acceptable for 1st period).

c. Be forwarded directly to MMSR-4 for departmental review in any circumstance.

d. Be forwarded directly to the PEB, requesting a determination of fitness.

5. Disability Evaluation System (DES) Process

a. DES makes the decision on fitness for continued service and, when appropriate, assigns a disability rating at an informal board. The findings are sent to the Marine, via counselor (PEBLO), and state whether the Marine is:

(1) Fit to Continue Naval Service (Not Necessarily Fit for Duty).

(2) Unfit:

(a) Disability Retirement (TDRL/PDRL).

(b) Disability Separation (with or without entitlement to severance pay).

b. Marine's recourses upon notification of PEB findings:

(1) Accept findings: As Is or Request PLD.

(2) Contest findings (Reconsideration/Formal Hearing).

6. Limited Duty Tracking/Processing. The Command Support Section will disseminate monthly rosters to each unit identifying all Marines that are currently in a limited duty status.

a. The Command Support Section will generate and forward monthly rosters to the units Limited Duty Coordinators for

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action. The Command Support Section requires documentation to add or drop the Marines to/from the limited duty roster so that MCTFS reporting can occur.

b. In addition, the Command Support Section will also check 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 Quantico Naval Medical Center normally transmits this message to CMC, the commander retains responsibility for such actions and must provide verification to the IPAC.

7. Limited Duty Coordinators Responsibilities. The responsibilities of the Limited Duty Coordinators include the following:

a. Maintain case files on all limited duty personnel which at a minimum includes the AMEB(R) NAVMED 6100/5 which directs TLD, any Commander's non-medical assessments, extensions on limited duty, NAVMED 6100/6 directing removal from TLD and all communications with CMC (MMSR-4). All case files must be maintained for 2 years.

b. Provide the Command Support Section with the required documentation to add or drop the Marines to/from the limited duty roster so that MCTFS reporting can occur.

c. Identify, track and ensure proper administrative reporting of all personnel on light duty, TLD, PLD, or processing through the PEB.

d. Ensure personnel "NOT" in a full duty status in excess of 60 days for medical reasons are scheduled for a MEB, placed on TLD and properly reported in MEDBOLTTS, MRRS, AND MCTFS.

e. Monitor the status of all personnel who are on 'Convenience of the Government' Medical Hold.

f. Monitor the status of all Marines sent home awaiting final disposition by the PEB.

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<p>Begin monitoring promotion recommendation rosters via MOL.</p>	<p>Required to submit "Promotion Recommendations" via MOL, or forward Hard-copy roster and original Page 11 entries to the IPAC Promotion Section NLT than the 15th of Month for reporting on UD.</p>
<p>Select grades are generated approximately on the last Friday of the month prior to the promotion month. Select grade rosters are produced via MOL.</p>	<p>Review Roster for possible FAP, or PCS, or for Marines that do not belong to that unit, then report "will not promote" via MOL.</p>
<p>Upon submitting for signature, the units are instructed to return a copy of the signed warrant along with promotion pro/cons for Cpl & Sgt.</p> <p>Every Monday, the missing warrant roster is verified and the unit Admin Chief's are notified if we still need copies of their warrants.</p>	<p>Individual commands will type and sign all warrants in which they will return a signed copy to the Promotion Section along with the promotion pro/cons.</p> <p>If a Marine is a "will not promote," the original warrant will be returned to the promotion section with a diagonal line crossed thru and the statement "WILL NOT PROMOTE" along with the CO's signature only.</p> <p>Units are mandated to complete the "will not promote" via MOL.</p>
<p>Approximately the fifth of the month, the auto-promote cycle processes in 3270. All "will not promote" must be reported and posted to MCTFS prior to the auto-promote Cycle executing.</p>	
<p>The "0000" Composite score roster is incorporated monthly within the Administrative Discrepancy Notice.</p>	<p>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.</p>

Figure 6-1.--Promotion Time Line

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SAMPLE REGULAR "NON-REC" PAGE 11

<p>DATE: ARTICLE UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY ARTICLE 137, USMC</p> <hr/> <p>(SIGNATURE)</p>	<p>DATE: ARTICLE UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY ARTICLE 137, USMC</p> <hr/> <p>(SIGNATURE)</p>
---	---

_____ : I understand that I am eligible but not recommended for promotion to (insert Grade) for the month of (month/quarter), (yr) promotion period 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)

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SAMPLE RESTRICTION PAGE 11 ENTRY

<p>DATE: ARTICLE UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY ARTICLE 137, USMC</p> <hr/> <p>(SIGNATURE)</p>	<p>DATE: ARTICLE UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY ARTICLE 137, USMC</p> <hr/> <p>(SIGNATURE)</p>
---	---

_____: I understand that I am eligible but not recommended for promotion to (insert Grade) due to (state restriction) IAW MCO P1400.32_, (par 1204.4f through 1204.4h 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)

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Figure 6-3.--Sample Restriction Period "NON REC" Page 11 Entry
SAMPLE COMPOSITE SCORE WORKSHEET

	RATING
1. RIFLE MARKSMANSHIP SCORE _____	_____
	SCORE
2. PHYSICAL FITNESS TEST _____	_____
	SCORE
3. COMBAT FITNESS TEST _____	_____
	SCORE
4. SUBTOTAL OF LINE 1, 2 & 3 RATINGS _____	_____
5. GMP SCORE (LINE 4 DIVIDED BY 3) _____	_____
6. GMP SCORE (FROM LINE 5) _____	_____
7. AVERAGE DUTY PROFICIENCY _____ X 100 _____	_____
8. AVERAGE CONDUCT MARKING _____ X 100 _____	_____
9. TIME IN GRADE MONTHS _____ X 5 _____	_____
10. TIME IN SERVICE MONTHS _____ X 2 _____	_____
	(from Armed Forces Active Duty Base Date for USMC) (from Pay Entry Base Date for USMCR)
11. DI/RECRUITER/MSG BONUS _____ X 1 _____	_____
12. SELF-EDUCATION BONUS	
A. MCI/EXTENSION _____ X 15	
B. COLLEGE/CLEP/VOC _____ X 10	
13. COMMAND RECRUITING BONUS _____ X 1 _____	_____
14. MCI(S) _____ X 15 _____	_____
15. REENLISTMENT POINTS _____	_____
16. COMPOSITE SCORE (SUM OF LINE 5 THROUGH 15) _____	_____

Figure 6-4. --Sample Composite Score Worksheet

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TRAINING CUTOFF DATES FOR PROMOTION

PROMOTION QUARTER	CUTOFF DATE FOR TRAINING DATA
JAN, FEB, MAR	20 NOVEMBER
APR, MAY, JUN	20 FEBRUARY
JUL, AUG, SEP	20 MAY
OCT, NOV, DEC	20 AUGUST

NOTE: Training information must be reported on the unit diary prior to the established cutoff dates to affect a Marine's composite score for a particular promotion quarter. To ensure your Marines have an accurate composite score, please submit all training information to the Command Support Section in a timely manner. Additionally, request PFTs be scheduled well in advance of the cutoff dates to allow sufficient time for administrative processing and unit diary reporting.

Figure 6-5.--Training Cutoff dates for Promotion

PRISONER INFORMATION SHEET

The Marine Corps Base, Quantico Brig is only a short-term (90-day) holding facility. Prisoners classified as a Long-Term Prisoner are normally transported to the MCB Camp Lejeune Brig (or the Brig at Fort Leavenworth) to serve out their sentence.

A naval message from the appropriate Battalion Adjutants office to **PSL (Physical Security and Law-Enforcement (703) 614-1480/2095)**, requesting the "transport and/or transfer" of the prisoner to another brig is required in order to move a prisoner. PSL will then respond, normally by naval message, either approving or denying the request.

** Please note: Some units only request the "**transport**" of a prisoner to another brig. Because the request did not include/ask for a "**transfer**" in the original request, the parent command is forced to maintain the prisoner on their unit rolls until such a request is submitted and approved.

Contact information

PSL (Navy Annex):

POC:

Parole Administrator

HQMC Corrections

Comm: (703) 614-1480/2095

Fax: (703) 614-3499

DSN: 224-1480/2095

Camp Lejeune Brig:

-Verify a prisoner is on-deck DSN 751-2807/1342/7455/4405/2330

-Custodians who handle prisoner DSN 751-7471/7472

issues; such as hard payroll checks

-Mailing address for hard payroll checks:

PRISONER NAME

BLDG 1041 PSC 20140

CAMP LEJEUNE NC 28542-0140

HqSptBn CamLej:

DSN 751-2058/3383

- maintains all SRB/OQR of prisoners,
reports unit diary join entry for
"transferred" prisoners, etc.

Below is a sample message for the **"transport and transfer"** of a prisoner. Further instructions in completing such a request can be found in the MCO 1640.3_ (Procedures for the transfer of Marine Corps Prisoners) on page 5:

UNCLAS 0000000Z JUN 06 CG 3RD MARDIV G-1(UC)

TO CMC WASHINGTON DC PPO PSL(UC)
CMC WASHINGTON DC PPO(UC)
CC CG MCB QUANTICO VA (UC)

BCC /O=ORGANIZATION/OU=HQMCDMS/CN=RECIPIENTS/CN=PSLUC

MSGID/GENADMIN G-1/-//

SUBJ/REQ TRANSPORT AND TR BY SR ICO PRISONER F. M. LAST XXX XX
6789 /9999

USMC// REF/A/DOC/CMC WASHINGTON DC/YMD:19990322// NARR/REF A IS
MCO 1640.3F, MARDIV/EMAIL:F.LAST@USMC.MIL/TEL:625-2671//

GENTEXT/REMARKS/1. PER THE REF, THE FOLLOWING INFO IS SUB IN
ORDER TO REQ TR OF PRISONER CNFD IN MCB BRIG, CAMP WHEREVER,
NC: 1. PVT F. M. LAST XXX XX 6789 /9999, MALE. 2. GCM ON ??
JUN 2005. CNFT FOR 24 MOS, RED TO E-1, FORF OF ALL PAY AND
ALLOWANCES, AND BCD. 3. VIOL OF ART 107, UCMJ: FALSE
OFFICIAL STMT, VIOL OF ART 121, UCMJ: LARCENY.

4. CA ACTED 1 JUNE 2006. THE ADJUDGED SENTENCE WAS APPROVED
AND, EXCEPT FOR THE BCD, ORDERED EXECUTED. 5. MIN RELEASE DATE:
20 MAR 2007. 6. SNP'S HOR IS: HOMETOWN, USA. 7. THERE IS NO
PERTINENT INFO NEEDED FOR TRANSPORTATION OF PRISONER. 8. SNP IS
OR IS NOT PARTICIPATING IN THE VICTIM AND WITNESS NOTIFICATION
PROGRAM. 9. SNP HAS MORE THAN 90 DAS CNFT REMAINING AND CA HAS
ACTED. MCB BRIG, HANSEN, OKINAWA, JAPAN CAN ONLY CNFN A
PRISONER UP TO 1 YR. MCB BRIG ????? IS THE NEAREST LEVEL II
BRIG.//

Figure 6-6.--Prisoner Information Sheet (cont.)
Chapter 7

Enclosure (1)

STUDENT PERSONNEL SECTION

1. General. The Student Personnel Section is responsible for the administrative support for candidates attending Officer Candidates School (OCS).

2. Officer Candidate Processing. Approximately 2 weeks prior to the pickup of an officer candidate training cycle, a roster will be provided to the Student Personnel Section via the Marine Corps Recruiting Information Support System (MCRISS) by Marine Corps Recruiting Command (MCRC). This roster is loaded into the Student Management Module of UDMIPS. Upon completion of loading the roster into the Student Management Module, the class date will be certified by the Student Personnel Section OIC.

a. The MCRC Liaison at OCS will provide an OQR to the Student Personnel Section on each candidate attending OCS. Active duty or reserve enlisted Marines attending OCS will bring their SRB and turn it over to the Student Personnel Section during the initial admin class.

b. NROTC and Service Academy Officer Candidates will be joined in the MCTFS for accountability using a 10 digit SSN starting with an "N" regardless of branch. In the event that the Candidate is dropped prior to the completion of OCS, the member will be dropped "other service" to ensure accurate rosters can be pulled for each company/platoon. Upon graduation, all NROTC and Service Academy Officer Candidates will be dropped "other service" to ensure that the rolls for each company are accurate

3. Pick-up Procedures

a. In-Processing. OCS, Coordinator Student Activities (CSA) will notify the Student Personnel Section pick-up dates and times as well as the schedule for the administration classes conducted throughout the training cycle. Pick-up is normally conducted on Friday and Saturday. The Student Personnel Section

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will provide Marines to OCS to conduct the check in of arriving candidates. Upon checking in, the clerk will verify the candidate is on the MCRISS roster, assign them to a training company and platoon, and annotate that they checked in on the roster. At the conclusion of pick-up, an accountability roster will be emailed to the OIC, Candidate Student Administration.

b. Administrative Processing Classes. There are six administrative classes conducted throughout the training cycle. Each class is explained below:

(1) Initial Administrative Class. This class is conducted on the Sunday after pick-up. During this class, the candidates complete the Separation Information Worksheet, Data Sheet, SGLV 8286 (SGLI), Form W-4, DD Form 2058, and a DD Form 93. Candidates who are married and/or have children will submit marriage and birth certificates during the initial administration class in order to ensure that appropriate entitlements are started. Prior service candidates will submit their DD214s during this initial administration class to have their Pay Entry Base Date and Armed Forces Active Duty Base Date adjusted if necessary. Active duty and reserve enlisted Marines will turn in their SRBs during this class. DD forms are also turned in at this time.

(2) Les Class. The LES class is conducted during the 4th-5th week of training (date determined by the OCS scheduling office). During this class, candidates are given a copy of their most recent LES. The LES class is an overview of the LES and general entitlements. Any discrepancies on the LES are annotated and the Student Personnel Section will make adjustments if necessary.

(3) Initial Orders Class. The initial orders class is conducted on the same day as the LES class. During this class, candidates are given the initial copy of their orders transferring them from OCS to TBS or their Home of Record/School address (in cases of candidates not being commissioned). If there are any discrepancies after the completion of the class, the orders will be corrected and reviewed at the second orders class.

(4) Initial DD214 Class. The initial DD214 class is conducted during the 6th - 7th week of training (date determined

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by the OCS scheduling office). During this class, candidates that are being commissioned are provided a rough copy of their DD214 and their SRB/OQR. The candidates have the opportunity during this class to review the DD214, ask questions and make corrections if necessary. The DD214s will be corrected and reviewed at the second DD214 class.

(5) Second Orders Class. The second orders class is conducted during the 7th week of training. The orders will be reviewed again for accuracy and signed by the candidate during this class. The orders will be issued to the candidates the night before graduation with their graduation package.

(6) Second DD214 Class. The second DD214 class is conducted during the 7th - 8th week of training. During this class, the DD214s will be reviewed again and all eight copies will be signed by the candidate. The member copies of the DD214 will be issued to the candidate the night before graduation with their graduation package.

4. Drop Procedures. Drop rosters are provided by the Candidate Student Administration to the Student Personnel Section to process the candidates that are dropped from training. Upon receipt of the drop roster, the Student Personnel Section will forward the names of the candidates who require a flight home to Transportation Management Office for flight reservations. Termination orders will be prepared by the IPAC Student Personnel Section and issued to the candidate. The departing candidate is provided a copy of their flight itinerary with their termination orders and will receive their tickets upon checking in at the airport.

a. Line of Duty (LOD) Drops. Candidates who are dropped from training and are recommended for LOD entitlements have to be approved by the Wounded Warrior Regiment. Upon notification from CSA that a candidate is being recommended for LOD entitlements, a Student Personnel Section clerk will submit an LOD request into the Marine Corps Medical Entitlement Data System (MCMEDS). The Wounded Warrior Regiment is responsible for approving or denying the LOD request. A candidate cannot be dropped from OCS without the LOD determination being made. Candidates who are approved for LOD entitlements will be issued a reserve ID card by the DEERS/RAPIDS center prior to departing from Quantico. The issuance of a reserve ID card will ensure

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that the candidate has the ability to access a Military Treatment Facility for their follow on medical care during their LOD period.

b. Removal from LOD. The Wounded Warrior Regiment will notify the Student Personnel Section when a candidate is no longer eligible for LOD entitlements.

c. NAVMC 11060 Submission. A NAVMC 11060 will be submitted to the Finance Office for all candidates dropped from training.

5. Graduation Procedures. On the evening prior to graduation, the Student Personnel Section will deliver graduation packages to all candidates. These graduation packages contain: follow on orders, NAVMC 763, member copies of DD214, and the parchment appointing the candidate to Second Lieutenant.

6. Pay Procedures. Candidates, who do not have an existing direct deposit (DD) account in MCTFS, will provide a DD form to the Student Personnel Section during the initial admin class. These forms will be submitted to the Finance Office approximately 2 weeks prior to the OCS graduation. The delay of submission of the DD forms to the Finance Office will assist in preventing any overpayments of candidates that are dropped from training. Candidates not on DD will be paid via hard check.

7. MECEP Preparatory School Processing

a. The MECEP Prep school is held annually at Marine Corps Base, Quantico. The course normally convenes during the end of May and graduates at the end of July.

b. The Student Personnel Section will be provided a roster of all students scheduled to attend the MECEP Prep School by MCRC 2 weeks prior to the convening of the course.

c. Administrative Support. The Student Personnel Section will support the students attending the course. The staff of mobilized reservists will be supported by the Inbound and Outbound Sections of the IPAC.

d. In-Processing. The Student Personnel Section will conduct an in-processing class for all MECEP Prep Students. This in-processing class will consist of an audit and collection of all orders and SRBs.

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e. Administrative Support. During the MECEP Prep course, various administrative issues arise for the students. Any administrative matters will be forwarded to the Student Personnel Section by the MECEP Prep School admin staff for action.

f. Out-Processing. Students attending the MECEP Prep School will have their follow-on university identified in their Web Orders prior to arriving at the MECEP Prep School. During the 4th week of training, the students will be provided a PCS Data package for students to complete.

(1) During this processing period, students will be able to request PCS leave, advance travel, advance Dislocation Allowance, and advance pay. Upon receipt of the completed data packages, the Student Personnel Section will complete the follow on Permanent Change of Station Orders (PCSO).

(2) Out-processing class will be conducted 1 day prior to graduation. During the out-processing class, students will sign for their PCSOs and will receive their record book for transfer.

Chapter 8

TBS DETACHMENT

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1. General. TBS Detachment was developed based on a Memorandum of Understanding between the Commander, Marine Corps Base, Quantico (MCBQ) and the Commanding General, Training and Education Command/TBS, which defines the service and support between the IPAC and TBS. TBS Detachment operates under the purview of the IPAC Director.

2. Mission. To provide personnel administrative support and services to students attending training annually (seven Basic Officer Courses (BOC), one Warrant Officer Basic Course (WOBC), four Infantry Officer Courses (IOC), one Infantry Weapons Officer Course (IWOC), and four Martial Arts Center of Excellence (MACE) courses) by ensuring military personnel records and pay accounts are accurate and properly maintained for preparing students for worldwide deployment with the operating forces.

3. Location. IPAC Detachment will remain physically present at Camp Barrett.

4. Personnel Structure

a. This detachment is comprised of the following Billet Identification Codes:

M3000401899	GS11	Supervisor HR Specialist	0201
M3000401815	SSgt	Personnel Chief	0111
M3000400211	Sgt	Personnel NCO	0111
M3000401900	GS06	HR Assistant	0203
M3000401901	GS06	HR Assistant	0203
M3000401902	GS06	HR Assistant	0203
M3000401781	Cpl	Personnel NCO	0111
M3000400194	LCpl	Personnel Clerk	0111
M3000401814	LCpl	Personnel Clerk	0111

b. This Detachment will be reinforced by additional Marines from the IPAC Student Personnel Section during class pickup periods and graduation processing.

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c. TBS Detachment Civilian Personnel. The Assistant Chief of Staff, G-1 (AC/S G-1) has administrative responsibility for the civilian personnel. Position descriptions will be rewritten by IPAC, if necessary, and submitted via the AC/S G-1 to Human Resources and Organizational Management-Quantico and Human Resources Services Center-East for action.

5. TBS Administrative Responsibilities. TBS will retain its Adjutant staffing as reflected on their T/Os, therefore all traditional administrative functions of the Adjutant's Department, such as personnel accountability, awards, fitness reports, legal, administrative separation processing, applications to officer and degree completion programs, official command correspondence, etc., will remain with the command.

6. TBS Detachment Responsibilities. The responsibilities of the IPAC TBS Detachment include the following:

a. TBS Detachment will report all unit diaries for TBS students and will maintain their Officer Qualification Records for easy access during the students' training. The TBS Detachment will perform personnel administration customer service for the students at TBS.

b. Complete all new join audits, processing and travel claims.

c. Maintain liaison with TBS adjutant/staff to ensure that personnel will be present if needed after normal working hours.

d. TBS Detachment and the IPAC Student Personnel Section will be responsible for preparing the PCS and follow on orders for all graduating TBS students. The Student Companies and TBS Adjutant will make liaison, as needed, with MMOA and TECOM to process and fund orders for the students.

e. TBS Detachment and the IPAC Student Personnel Section will conduct a thorough presentation outlining travel entitlements for Marines upon executing PCS or Temporary Duty Under Instruction orders from TBS.

f. TBS Detachment and the IPAC Student Personnel Section will keep the Student Companies and TBS Adjutant advised of any order issues.

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7. Officer Students Processing

a. Preparation for BOC. Approximately 2 weeks prior to the BOC and WOBC students reporting, MCRC will provide a roster of personnel slated to attend that particular class. With that roster, all new join audit documentation is gathered and BIR/BTR/RED/IDR/EDU/Option 23 is retrieved from MCTFS. For those students not yet accessed in MCTFS, this process will be accomplished once accessed. These documents are then placed in new OQR folders and provided to the students for completion during in-processing.

b. Zero Week In-Processing. The TBS Detachment OIC is responsible for coordinating the administrative in-processing of all student personnel. This will consist of establishing OQR and documents, travel claims and orders processing, Montgomery GI Bill brief and election forms, mailroom brief, security clearance brief, Thrift Savings Plan overview, MOL and MyPay overview. Administrative in-processing will be conducted the day after the student company reports and normally requires approximately 5.5 hours.

(1) Reporting. All students reporting for BOC and WOBC are required to check-in by midnight of the date on their original orders. Company M or TBS Officer of the Day will ensure all orders are stamped with the time and date of reporting.

(2) The following documents are required from students during in-processing:

(a) Original Orders. This includes orders from MCRC, Reserve Order Writing System orders and active duty endorsements from reserve units or recruiting stations, and any additional modifications or endorsements such as PTAD to an Officer Selection Office, Active Duty Special Work (ADSW) orders and orders issued by Marine Corps Districts.

(b) NAVMC 763. This document is the Appointment Acceptance and Record that was provided on the day of commissioning. WOBC students will not have a NAVMC 763 upon reporting.

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(c) Proof of Degree. A copy of either the final college transcripts or degree is required in case the student's record requires updating for all BOC students.

(d) Direct Deposit Information. Every student officer will complete direct deposit enrollment via MyPay after their join is processed and they are issued a pin number. A correct financial institution routing number and account number is required for enrollment. TBS Detachment will issue MyPay pins upon request.

(e) DD Form 214. All students with prior active duty service are required to provide a copy of all DD Forms 214 and 215 that apply. WOBC students will not have a DD Form 214 for their discharge to accept commission event upon reporting.

(f) Receipts. Receipts will consist of, but are not limited to, hotels, tolls, airlines, buses, trains and shipment of vehicles.

(g) Join Process. The entire join process normally takes 5 to 7 days for records not requiring outside intervention.

(h) ID Cards. The Company M Executive Officer will verify and provide a roster of new students that require an ID card to TBS Detachment OIC within the first 2 days of Zero Week. The TBS Detachment OIC schedules and coordinates the issue of ID cards with the Supervisor of the ID Card Center, the BOC Executive Officer and HQMC (MRP) DEERS personnel.

(i) Training/Personnel Information. The Company Executive Officer will provide rosters within 2 weeks of reporting with name and SSN to input the following information on UD: blood type, religion, college education (degree and major), driver's improvement course completion and initial PFT results.

(j) Personal Action Request (PAR). The Company Executive Officer or Training NCO will ensure students complete a PAR, attach any supporting documentation for their request, and provide it to TBS Detachment for corrective administrative action. Routine requests will be completed within 5-7 business days.

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(k) Infantry Officers Course (IOC) Palm FEX. The IOC will host Palm FEX and provide a roster to the TBS Detachment of both IOC and IWOC students attending for field ration purposes for each class. Due to the close proximity of this field exercise and graduation, timely delivery of these rosters is crucial for MCTFS reporting. All students will have orders generated via the Defense Travel System by the IOC Administrative Chief.

(l) MACE. Upon reporting, the MACE will provide student service record books, orders, reporting time and date, graduation date and a roster of all students attending MACE. TBS Detachment will report all attach TAD, service school code, school complete, proficiency/conduct marks (if applicable) and attach terminate via unit diary.

8. MOS Assignments. MOS selection is conducted and submitted to MMOA no later than training week 19. The MOS selection report is approved when the selection process is completed and signed by TBS Commander. The Company Executive Officer will forward a copy to the TBS Detachment OIC for processing each MOS into MCTFS and a copy to the Adjutant for coordination with MMOA.

9. Orders Processing. Once the MOS roster is received by MMOA, the ground and air monitors will begin issuing Permanent Change of Station Orders via DTMS (Web Orders) to either MOS schools or duty stations. Reservists' orders will be coordinated through HQMC (RAM) and respective reserve units and are not involved in the DTMS process.

a. Upon receipt of Web Orders, the IPAC Student Personnel Section will prepare an endorsement for TMO purposes only, with the actual detaching endorsement being prepared afterwards and provided to students during out-processing. The IPAC Student Personnel Section will ensure each student has a copy of the endorsed Web Orders prior to the TMO paperwork class.

b. TMO will provide two separate classes during the training cycle, a TMO entitlements class and a TMO paperwork class. Both are scheduled by TBS Scheduling Officer upon approval of the BOCs training schedule. The TMO entitlements class is normally scheduled 1-2 weeks after MOS rosters are

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completed, and the TMO paperwork class is normally scheduled 1-2 weeks after the TMO entitlements class. It is imperative that the TMO paperwork class be conducted no later than training week 21 in order to schedule firm pick-up and delivery dates of household goods. The summer is the busiest time of the year and may require additional time.

c. In addition, the IPAC Student Personnel Section will provide a travel entitlements class to the Company and have all students complete a PCS data sheet to indicate leave address, emergency contact and number of days leave desired in order to process their detaching endorsements to their orders.

10. Out-Processing Procedures. The out-processing date will take place during training week 25. During this process, the IPAC Student Personnel Section will provide OQRs and orders with final detaching endorsements. It is imperative that all training evolution completion rosters (field duty, rifle and pistol scores, final PFT, school complete) not reported via MOL be provided to TBS Detachment by this time as all MCTFS reporting needs to be accomplished prior to transferring the students to their next assignment.

Chapter 9

OUTBOUND SECTION

SECTION 1: GENERAL

1. General. The Outbound Section is tasked with the receipt, administrative processing, and issuance of PCS, PCA, reassignment, separations, release from active duty, and retirement process for personnel of supported organizations.

2. Permanent Change of Station Orders (PCSO) Section. The responsibilities of the PCSO Section are as follows:

a. Receive all PCS, PCA, and Reassignment orders for personnel of supported organizations.

b. Notification of personnel and their commands when in receipt of PCS, PCA, and reassignment orders.

c. Counseling of Marines on entitlements for travel and transportation arising from these orders.

d. Preparation and release of Naval messages requesting area/country clearance.

e. Preparation and issuance of orders.

f. Ensure service record entries related to the orders process have been entered.

g. Maintenance of the official file copy and all related documents pertaining to the orders.

h. Completion of unit diary actions effecting the transfer or reassignment of Marines.

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3. Separation/Retirement Section. The Separation/Retirement Section is responsible for providing clerical support for the conduct of separations of all active duty, reserve or retiring Marines assigned to Quantico.

Chapter 9

OUTBOUND SECTION

SECTION 2: PCSOs SECTION

1. PCSOs Section. The PCSOs Section has overall cognizance of the PCS and PCA process for Marines and family members.

2. Types of Orders

a. PCS. PCSOs are issued by HQMC and direct a Marine to relocate between Permanent Duty Stations. PCSOs are fully funded and entitle the Marine and dependents, if applicable, to travel and transportation allowances as described in the Joint Federal Travel Regulations. All PCSOs are issued, modified, and cancelled by HQMC via the PCSOs Section, in conjunction with the support of unit S-1. The IPAC will notify the parent unit/command upon receipt of PCSO and/or modification on a Marine. Marines in receipt of orders are to be screened by the command 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.

(1) All Marines will report to IPAC with a completed check-out sheet, transfer pro/con marks, and meal card (if applicable), on effective date of detachment for receipt of PCSOs and the service record.

(2) The official file copy of the Marine's PCSOs will be filed in the Orders Section correspondence files after appropriate unit diary entries have been reported.

b. PCA. PCA Orders direct a Marine's change of assignment between major commands located in the same geographic vicinity

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of the permanent duty station. The PCA Orders are processed and issued by the IPAC in the same manner as PCSOs; however, no entitlement to travel and transportation allowances exist for the Marine or dependents. The PCA Orders direct a Marine to move between Monitored Command Codes.

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(1) All Marines will report to the PCSOs Section with a completed check-out sheet, transfer pro/con marks, and meal card (if applicable), on effective date of detachment for receipt of PCA Orders and the service record.

(2) The official file copy of the Marine's PCA Orders will be filed in the PCSOs Section correspondence files after appropriate unit diary entries have been reported.

c. Reassignment Orders. Reassignment Orders direct the assignment of personnel within the same MCC. Reassignment Orders are issued by Special Order (BSO, etc.) and are completed by the MSC's G-1 or Bn S-1.

(1) All Marines must report to the Outbound Section with a completed check-out sheet, transfer pro/con marks (if applicable), on effective date of detachment for receipt of Reassignment Orders.

(2) The official file copy of the Marine's Reassignment Orders will be filed in the Orders Section correspondence files after appropriate unit diary entries have been reported.

3. Stragglers Orders

a. Marines who are apprehended or return from desertion require stragglers orders. The Outbound Section of IPAC will issue any Marine that returns from desertion a set of stragglers orders if needed to return to a parent command not located at Quantico VA. Prior to the issuance of stragglers orders, contact CMC (PSL) (703)614-3248/3376 (DSN 224). CMC (PSL) will provide additional guidelines and appropriation data (if needed).

b. The format for stragglers orders is located in Chapter 5 of the LEGADMINMAN. An "official file copy" is maintained in the official correspondence file as required.

c. The Pay adjustment Authorization, DD Form 139, is submitted to DFAS by the local TMO and the FedEx tracking number is provided to the Outbound Orders Section. The Outbound Orders Section will track the DD Form 139 to ensure the proper checkage posts to MCTFS.

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4. 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 the IPAC PCSOs clerk the Marine's desire for leave, transportation, and advance of pay entitlements. Marines must complete and submit a PCS Data Sheet a minimum of 90 days prior to their detachment date when applicable. Any Marine who does not complete a PCS Data Sheet will not receive advances or leave in conjunction with PCS.

5. 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 the PCSOs Section to sign a statement of "non-intent" of extending/reenlisting within 10 business days, upon receipt/notification of the PCSOs. The career planner must ensure a copy of the letter to CMC is forwarded to the PCSOs Section when signed by the Marine. In addition, the Career Planner is responsible for making the Page 11 service record entry and forwarding it to the PCSOs Section.

a. Marines in receipt of Orders to Inspector Instructor (I&I) duty or a special duty assignment must meet the obligated service requirements per current directives.

b. Career Marines who do not meet obligated service requirements to execute PCSOs and who do not desire to extend or reenlist should notify CMC via unit career planner.

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

a. Upon notification of a Marine in receipt of PCS/PCA Orders, the unit S-1 must have the Marine report to the PCSOs Section within 10 days.

b. 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 enroute, proceed, mode of travel, and advances.

c. 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 PCSOs Section 90

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days prior to the date of transfer (if applicable). Delays in completing checklists can adversely impact a Marine's requested transfer date (leave) and monetary advances.

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

7. Modification/Cancellation of PCSO. Requests to modify or cancel PCSO will be prepared and submitted by unit commanders with a copy forwarded to the PCSOs Section.

a. All requests for modification or cancellation of PCSOs must state the reason/justification within the AA Form or naval message.

(1) 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.

(2) The Page 11 entry will accompany the AA form and endorsement forwarded to the IPAC PCSOs Section.

b. 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. The Naval message will be prepared by the unit commander and released by the unit S-1/career planner.

c. The PCSOs section will only complete naval messages for area/country clearances on Marines that are PCS'ing. It is the responsibility of the Marine's unit commander to submit messages that request modification/cancellation of orders. Unit S-1s or career planners need to ensure they maintain message releasing ability through the Marine Corps Base, Quantico DMS center.

8. PCSO Processing

a. Continental United States Assignments. Upon receipt of the notification of PCSOs, the Marine should report to the PCSOs Section. Orders will be issued based upon the information provided on the PCS Data Sheet.

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b. Special Duty Assignments (SDA). Upon receipt of the notification of PCSOs to a SDA, the Marine must report to their respective 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.

(1) If the Marine is found unqualified for the special duty, the command career planner must contact their higher headquarters career planner, who will notify CMC that Orders may need to be modified or canceled, as appropriate. The Unit Commander 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 the Commanding General's response.

(2) Execution of the Standard Form (SF) 604 for issuance of additional uniform items required for the special duty assignment is the responsibility of the Marine's unit.

c. Government Quarters/Temporary Lodging Expense (TLE). Commands must supervise that all Marines who vacate government quarters are required to report to the IPAC PCSOs Section with their Termination of Government Quarters Verification form to ensure the Basic Allowance for Housing (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 government quarters are vacated and service member is residing in temporary quarters elsewhere.

d. Check-out/Issuance of Orders

(1) The check-out sheet will be issued by the service members' 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

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issuance of Orders. The original check-out sheet will be retained by the PCSOs Section and attached to the Official File Copy of the PCSOs.

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

(3) The PCSOs 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 PCSOs Section in the official correspondence files.

(5) Marines in possession of a meal card will turn in their meal card to the Outbound Section to be destroyed on date of transfer.

e. Advances Prior to PCS

(1) Requests for advances of pay, travel, and Dislocation Allowance (DLA) will be accomplished through completion of the PCS Data Sheet (as applicable) 90 days prior to the transfer date. Marines will complete the appropriate form(s) within the PCS Data Sheet pertaining to their request. The IPAC PCSOs Section will submit all requests to the Finance Office 10 working days prior to the Marine's departure date. Payments are normally deposited by electronic funds transfer to the individual's account.

(2) Pay Guidelines. Advance pay requests outside normal parameters require approval and authorization by the unit's Commanding Officer. It is imperative that each unit adheres to the administrative requirements prior to submission of the approved request for processing. These kinds of requests must be approved and authorized by the unit's Commanding Officer.

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 1 month, (c) a listing of offsetting entitlements

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(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.

9. Humanitarian PTAD

a. Commands are responsible to forward a copy of the CMC message approving or disapproving the Marine's humanitarian request and signed emergency leave authorization, and signed page 11 entry to the IPAC Outbound Section, Attention: PCSOs Section.

b. When the Marine returns from Humanitarian PTAD, the Marine must report to the Outbound Section at the IPAC to complete a travel itinerary/voucher and post-TAD audit. Unit S-1s are required to send a message to CMC for removal of the draw case code and completion of an additional page 11 entry.

Chapter 9

OUTBOUND SECTION

SECTION 3: SEPARATION/RETIREMENT SECTION

1. Separation/Retirement Section. This section is responsible for providing administrative support for separations at EAS, retirements, and administrative separations for all active duty and reserve Marines assigned to Quantico.

2. 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, to include the agencies listed in paragraph 5b of Chapter 1.

a. Upon reporting to the Separation/Retirement Section, Marines will receive a short separations brief. 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 respective circumstances, as well as terminal leave. Marines scheduling an appointment should contact the Separation/Retirement Section at 784-3461/3462.

b. 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 Separation Section no later than 20 days prior to their planned date of detachment to review documents and sign if necessary.

c. 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.

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3. Transition Assistance Management Program

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

b. The Marine will be reminded of the requirement to attend the mandatory separations brief and the seminar provided by Marine Corps Base, Quantico (MCBQ). Each command TAMP coordinator, normally the career planner, will ensure their Marines attend the brief. Documentation of the attendance from both the separation class and the TAP class will be forwarded to the Separation/Retirement Section for inclusion into the document side of the service record prior to the Marine's departure.

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

4. Final Physicals

a. Physicals should be scheduled no more than 12, but no less than 6 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.)

b. Unit commanders must ensure discharge physicals are initiated not less than 90 days 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.

c. It is the sole responsibility of the Marine to schedule the physical and provide a copy to the Separation/Retirements Section clerk prior to the effective date of terminal leave/PTAD.

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

5. Terminal Leave. Marines who desire to take terminal leave must contact the IPAC Separation Section 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 45 days prior to the planned departure date of terminal leave.

a. Unit commanders may grant terminal leave up to 90 days. Requests for terminal leave in excess of 90 days must be submitted to CMC for approval.

b. The Marine will be issued orders authorizing leave awaiting separation from the IPAC Separation/Retirement Section on the date of departure.

c. The Marine is responsible for mailing their DD Form 2MC (Active Duty ID Card/Dependent ID Card) back to the IPAC if there is no reserve obligation. The DD Form 214 will be mailed to the address provided by the Marine prior to departure.

d. 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.

e. 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.

f. Marines with a separation date falling on a weekend or holiday may elect to take terminal leave and detach on a workday.

6. Transition PTAD. Transition PTAD will be authorized for retirements, transfers to the FMCR, and involuntary separations in accordance with the Leave and Liberty Manual.

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7. Household Goods Shipments. Quantico TMO requires a copy of the terminal leave/separation/retirement orders in order to process a household goods move. The Marine is responsible for taking copies of the orders to TMO to arrange shipment of household goods.
8. Awards. The commands are responsible for end of tour awards.
9. 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. Consolidated Issue Facility (CIF) or unit supply 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.
10. Ceremonies. Retirement Ceremonies are the responsibility of the command.
11. Check-out Sheets. Marines will report to their Command's Adjutants/S-1 Section prior to their EAS, or 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.
 - a. The check-out sheet documents completion of the physical check-out process from their parent unit and MCBQ, and commands must provide supervision to the Marine as required. The Marine must complete check-out prior to final processing at the IPAC Separation/Retirement Section.
 - b. 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.
12. Separation Processing
 - a. 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

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Form 214. Marines departing on terminal leave will receive their terminal leave orders.

b. The IPAC Separation/Retirement 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 Temporary Disability Retirement List (TDRL)/TR Permanent Disability Retirement List (PDRL).

c. The IPAC will mail the service records (to include medical/ dental records, as appropriate) to higher headquarters within 3 working days 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 record is led. 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 Separation/Retirement Section correspondence files.

13. End of Active Service (EAS)/Release from Active Duty. The Separation/Retirement Section will track personnel pending EAS separation when the Marine is within 90 days of their EAS by using "90 day EAS rosters." Marines who are being separated must report to the Separation/Retirement 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.

14. Administrative/Punitive Separations. Commanders are required to process all Marines and Sailors who meet the criteria for separation according to the MARCORSEPSMAN, rather than allow them to continue to their normal EAS or Expiration of Current Contract (ECC).

a. Parent commands will be responsible for processing and submitting requests for administrative separation to higher headquarters. Parent commands will also ensure the Legal Section is notified of the submission of such request to the respective Commanding General so that required unit diary entries can be accomplished. Parent commands are responsible for the following:

(1) Ensuring a Marine receives a separation physical. Utilizing the SF1010, the examining physician must indicate

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whether or not a Marine is qualified for separation. A copy of the SF1010 must be provided to the IPAC PCS Section for inclusion into the SRB/OQR.

(2) Ensuring that a Marine completes TAP class prior to the Marine separating. A copy of the TAP certificate must be provided to the IPAC PCS Section for inclusion into the SRB/OQR.

b. Upon receipt of the approval for separation, the parent command must ensure a complete copy of the package is provided to the IPAC Outbound Section for inclusion in the document side of the SRB/OQR. A copy of the original orders will be mailed to CMC (Code MMSB) for inclusion in the Marine's OMPF.

c. The Separation/Retirement Section will track personnel pending administrative/punitive separations upon notification from the service member's command. Commanders must provide the Separation Section a copy of the administrative/punitive separation recommendation when it is forwarded to MCB SJA for submission to the discharge authority (do not forward copies of the request for legal services).

d. Upon receipt of the commander's recommendation for administrative/punitive separation, the Separation/Retirement Section will report a promotion restriction entry in MCTFS. This entry will also serve as notification to the local Finance Office to stop allotments and terminate the Marine's DD to prevent overpayments. Checkages of indebtedness, to include Navy and Marine Corps Relief Society (NMCRS) loans, will also be implemented when applicable.

e. Marines must report to the IPAC to receive a short briefing from the Separation/Retirement 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.

f. Marines will normally be separated not later than 10 working days after the administrative/punitive separation is approved: an adjusted EAS/ECC/EOS will be reported effective 10 working days after approval. For unique cases requiring less than 10 days, Unit Commanders need to contact the Separation/Retirement OIC/SNCOIC at 784-5468/5657 or 432-0093.

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g. When the administrative/punitive separation is approved but suspended, the command must forward the documentation to include appropriate page 11 entries to the IPAC Separation/

Retirement Section. Upon receipt of the documentation, the Separation/Retirement Section will submit a NAVMC 11116, Miscellaneous Military Pay Order/Special Payment Authorization, to the Finance Office to restart the Marine's DD.

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

a. All requests for retirement or transfer to the FMCR will be submitted by the Separation/Retirement Section in the MCTFS after having determined the Marine's eligibility. Marines will complete the Retirement Pre-Application Checklist (MARCORSEPSMAN, Appendix J) 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.

b. Requests will be submitted via unit diary no earlier than 14 months and no later than 4 months prior to the requested date. Separation can be requested outside of these parameters via AA Form to CMC (MMSR) with justification. The requested date of transfer to the FMCR/retirement must be either the last day of the month or the Marine's EAS (first day for officers). HQMC acknowledges receipt of the request by entering a "PENDING" on the Electronic Diary Feedback Report (EDFR). Separation/Retirement Section will notify HQMC if this entry is not received on the EDFR within 10 days of reporting the request.

c. The SNCOIC of the Separation/Retirement Section will certify that these administrative steps were taken and provide the parent unit with an encrypted email containing the date the action was completed and the unit diary number reporting the request for FMCR or retirement. This email will also provide the Marine with the date they must report to the Separation/Retirement Section to begin separation processing and maintain a copy of this email.

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d. Each unit will be notified of those personnel who fail to report to the Separation/Retirement Section in sufficient time to process required documentation.

e. Marines and commands must keep the Separation/Retirement Section informed of any modifications or changes to retirement.

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f. 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 Survivor Benefit Plan (SBP).

g. 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.

h. Upon completion of all required briefings, but not less than 60 working days from the Marine's projected transfer to the Fleet Marine Corps Reserve/retirement date or commencement of terminal leave, the Marine will set up an appointment and return to the IPAC Separation/Retirement Section for review of the DD Form 2656, Retired Pay Data Form.

i. Survivor Benefit Plan (SBP). Marines will be counseled on the SBP program upon 18 years of active service and 60 days prior to retirement. A mandatory page 11 will be signed by the Marine acknowledging their counseling.

(1) Attendance of the Marine's spouse at this appointment is highly encouraged per the Survivor Annuity Plan Manual. Marines are encouraged to review the SBP with their local Veterans Affairs Office.

(2) The SBP allows all service 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.

j. Allotments. 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 Office will normally stop all charity allotments except those to Navy and Marine Corps Relief Society. Unless otherwise requested by the Marine, all other allotments will automatically continue after retirement.

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k. Check-out Sheet. Upon return of the completed check-out sheet, the Marine will be issued appropriate travel orders.

16. Discharge for Physical Disability. The IPAC Separation/Retirement Section will process separations for physical disability when CMC authorization for discharge for physical disability (with or without severance) is received, to include Transfer to the TDRL/PDR). Commands will be notified via email by the Separation/Retirement Section and direct Marines to report to the IPAC Separation/Retirement Section.

a. Marines who are being discharged for physical disability must report to the IPAC Separation/Retirement Section within 2 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. Separation/Retirement briefs (TAMP/TAP) remain a requirement, as well as Disability Transition Assistance Program (D-TAP) for those subject to a Physical Evaluation Board (PEB).

b. HQMC (MMSR-4) establishes the separation dates for personnel who are to be disability retired and can only be modified by HQMC (MMSR-4). Marines will be notified when they are to be separated.

c. 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 Separation/Retirement Section who will in turn notify HQMC (MMSR-4).

17. Orders Home Awaiting PEB. 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 (MARCORSEPMAN governs procedures for Home Awaiting Orders). 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 Board and that no further hospitalization or treatment is required.

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a. If approved, the command must direct the Marine to report to the IPAC with a copy of the request. Marines

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reporting to the IPAC will receive a short briefing from the Separation/ Retirement 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.

b. In accordance with the MARCORSEPMAN, 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.

18. Officer Transition Packages

a. Upon notification by the command, the IPAC Separation/Retirement 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 Separation/Retirement Section to begin the separation process. Unit commanders will be notified of those personnel who fail to report.

b. The IPAC Separation/Retirement Section will complete the DD Form 214. Other IPAC Sections will complete additional administrative requirements such as Temporary Duty Under Instruction Orders for training and conversion of the service record (SRB to OQR).

19. Will Reenter Diary Entries

a. Career planners will notify the Separation/Retirement 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 MTCFS 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 than 90 days, but no later than 15 days prior to ECC, and will be made only if the Marine has submitted, but is not yet approved, for reenlistment.

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b. Upon notification of the unit career planner, the Separation/Retirement 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.

20. Reenlistments/Extensions on Active Duty. Each unit career planner will ensure documentation for all extensions on active duty or reenlistments are forwarded on the same day (or next working day) to the IPAC Separation/Retirement Section. Career planners will submit **two** copies of the appropriate documents to the Separation/Retirement Section for diary action.

21. Meal Cards

a. Marines, who have meal cards, are required to turn them in before leaving the IPAC on the effective date of their transfer, EAS or terminal leave.

b. The IPAC Outbound Section will collect the meal card and turn it into the SNCOIC of the respective section (i.e. orders or separations). Upon receipt of the meal card, the SNCOIC will use the electronic meal card logbook to destroy the meal card and issue a receipt for the meal card. The receipt will be stapled to the Marine's check-out sheet for permanent retention in the correspondence file.

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