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From: Director, Installation Personnel Administration Center, Marine Corps Installations National Capital Region - Marine Corps Base Quantico

Subj: STANDARD OPERATING PROCEDURES FOR ADMINISTERING OFFICER CANDIDATE PAY, ENTITLEMENTS, AND SERVICE DATA

Ref: (a) DoD 7000.14-R, Volume 7A, Chapter 26: "Housing Allowances"
(b) DoD 7000.14-R, Volume 7A, Chapter 25: "Subsistence Allowances"
(c) DoD 7000.14-R, Volume 7A, Chapter 27: "Family Separation Allowance"
(d) MCO 7220.12R, Special Duty Assignment Pay (SDAP) Program
(e) MCO 1560.33, Marine Corps Tuition Assistance Program (MCTAP)
(f) DoD 7000.14-R, Volume 7A, Chapter 01: "Basic Pay"

1. Situation. There are no fewer than eight distinct commissioning sources for Marine Corps officer candidates. Each case is evaluated individually to determine proper entitlements, and there is no single, standard set of allowances applicable to all officer candidates training concurrently.

2. Mission. To clearly outline officer candidate allowances and provide guidance on service data, as authorized by current Department of Defense and Marine Corps policy. These procedures serve to clarify uncommon or complex cases and to assist the Marine Corps Base Quantico Installation Personnel Administration Center (IPAC) and associated support personnel in resolving potential pay discrepancies.

3. Execution

a. Commander's Intent

(1) Purpose. Improve efficiency, timeliness, accuracy, transparency, and quality of administrative support to officer candidates attending training at Officer Candidates School.

(2) Method. These procedures standardize the administrative processing of officer candidate pay and entitlements by clarifying the applicable references governing the various officer candidate programs, entitlement submission criteria, required documentation, and member/unit responsibilities.

(3) End-State. The establishment of clearly defined administrative procedures and guidelines will provide transparency and clarity to the supported officer candidates on their applicable pay and entitlements.

b. Concept of Operations

(1) Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA). Per reference (a), the following guidance applies as it pertains to the preponderance of circumstances for Officer Candidates:

(a) Active Component and Active Reserve Marines attending the Marine Corps Officer Candidate School (OCS) via the Enlisted Commissioning Program (ECP), Meritorious Commissioning Program (MCP), or Marine Corps Enlisted

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Commissioning Education Program (MECEP) will retain their current BAH/OHA entitlements based on their Permanent Duty Station (PDS) while on temporary additional duty (TAD) to OCS.

(a) Candidates (with or without dependents) attending OCS through the Platoon Leader's Class (PLC) are entitled to BAH/OHA based on the primary residence location at the time called or ordered to active duty **so long as they provide valid proof that they maintain a residence and continue to be responsible for rent or own a residence.** Valid proof is considered a complete, legible, and signed lease agreement or mortgage that clearly identifies the residence claimed and all responsible parties (when applicable). Proof of rental/mortgage payments may be requested in questionable cases to substantiate the payment of BAH.

(c) All Officer Candidates Class (OCC) candidates (Component Code "KJ" or "C9") and PLC candidates (Component Code "KP") who have eligible dependents resident in the Marine Corps Total Force System (MCTFS) are entitled to BAH with dependents at the dependent's location, if in the United States. If the dependent is located outside the United States, then BAH will be based on the training location.

(d) A candidate who pays child support, does not have physical custody of the child, and has no other qualifying dependents may be authorized payment of BAH-Difference (BAH-Diff) if the stipulated child support meets or exceeds the BAH-Diff rate. To substantiate the entitlement to BAH-DIFF, candidates must provide either a divorce decree, a court order specifying a qualifying payment amount, or a notarized letter of support (signed by both parents) that confirms the support provided meets the minimum required threshold. BAH at the with-dependent rate is not authorized.

(e) All other OCC/PLC candidates that do not fall under the parameters outlined in paragraphs 3.b(1)(a) through 3.a(1)(e) will receive BAH-Partial while assigned to OCS.

(2) **Basic Allowance for Subsistence (BAS)**. Per reference (b), the following guidance applies as it pertains to the preponderance of circumstances for officer candidates:

(a) Candidates are not entitled to BAS while attending OCS except when the member has continuous prior enlisted service; Candidates will be subsisted-in-kind throughout OCS.

(b) Candidates with continuous prior enlisted service in the United States Marine Corps or United States Marine Corps Reserve immediately prior to reporting to OCS will receive BAS, subject to a Discounted Meal Rate (DMR) deduction.

(3) **Family Separation Allowance (FSA)**. Per reference (c), the following guidance applies as it pertains to the preponderance of circumstances for officer candidates:

(a) Active Component and Active Reserve Marines attending OCS via the ECP, MCP, or MECEP programs and are already receiving FSA-R at their PDS will continue to receive this allowance during OCS.

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(b) FSA-T will not be initiated or credited during OCS training. Parent commands are responsible for auditing and applying FSA-T entitlements post-OCS to ensure accurate payment.

(4) **Special Duty Assignment Pay (SDAP)**. Parent commands retain the responsibility for SDAP oversight and are expected to verify an officer candidate's SDAP eligibility while attending OCS, per reference (d).

(5) **Marine Corps Tuition Assistance Program (MCTAP)**. Per reference (d), the following guidance applies:

(a) PLC members who enroll in the MCTAP will receive a Pay Entry Base Date (PEBD) that corresponds to their date of commissioning, with adjustments for periods of active duty for training, unless the PLC member is also a member of the Selected Marine Corps Reserve (SMCR). Selected Marine Corps Reservists, who are concurrently enrolled in the PLC program, will continue to be entitled to a longevity credit. Any PLC member who chooses not to enroll in the MCTAP will retain the service obligation contained in their current service agreement and will receive a longevity credit.

(b) Enrollment in the MCTAP will be recorded on the 947 remark within the MCTFS and captured with pay code 99392 or 99394. Enrollment in the Marine Corps Financial Assistance Program (MCFAP) does not impact longevity credit and requires no corresponding PEBD adjustment. MCFAP enrollment is also recorded on the 947 remark via pay codes 99393 or 99391.

(c) MCTAP has no impact on a PLC-Law officer's PEBD. In accordance with reference (f), the PEBD calculation begins with the date of commissioning. Thereafter, the PEBD is credited with time served on active-duty training, and Individual Ready Reserve (IRR) time completed after OCS but before commissioning. As applied, a PLC-Law officer's PEBD is set to ten weeks prior to their commissioning date. There is no adjustment for IRR time completed after active-duty training since PLC-Law officers are commissioned at the conclusion of OCS. PLC law students can be identified by their source of entry code of '0M' and should have a component code of 'CJ'.

(6) **Prior Service**. If the candidate has prior military service in a branch other than the Marine Corps, that service must be accurately substantiated and properly entered into their personnel record, as reflected on the 188 remark within their record in the MCTFS. Correspondingly, such creditable service will also be used to calculate the candidate's Armed Forces Active Duty Base Date (AFADBD) and PEBD, in accordance with reference (f).

4. Administration and Logistics

a. Officer Candidates are expected to:

(1) Be aware of their individual entitlements, based on their unique circumstances, and review their Leave and Earnings Statement for accuracy.

(2) Arrive at OCS with the applicable source documentation to support entitlement claims. These documents include, but are not limited to, a marriage certificate, birth certificate, court documents directing dependency or other support payments, and/or proof of residence or lease. All original documents issued in a foreign country must be translated into English, and the translation must be certified and notarized as authentic by an appropriate authority.

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Candidates are also strongly encouraged to retain digital copies of all documents in case of loss, damage, or legibility issues.

(3) Candidates with prior military service, as well as those married to current or former service members, are required to provide a copy of all applicable DD form 4(s) and DD Form 214(s). Additionally, officer candidates must be prepared to provide their active-duty spouse's Social Security Number and current unit details.

(4) Report pay-related concerns through their chain of command.

b. The IPAC personnel in support of OCS will:

(1) Maintain familiarity with applicable references and properly file documentation received from candidates in both hard copy and digital formats.

(2) Ensure timely and accurate entry of all pay transactions into the candidate's official electronic military file in MCTFS to minimize pay issues and avoid undue financial hardship.

c. All personnel providing support to officer candidates will:

(1) Understand and comply with the contents of this document.

(2) Assist candidates in understanding and following these procedures.

(3) Contact the designated point of contact for clarification or to address any unaddressed scenarios.

5. Command and Signal

a. Questions regarding these procedures should be directed to the Officer-in-Charge, Student Branch, IPAC at comm: (703) 432-4400.

b. These procedures are applicable to all officer candidates undergoing training at Marine Corps Base Quantico, VA. These procedures shall be reviewed biennially to ensure maintained compliance with governing policies.

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