



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 5000.2
IPAC

26 JUL 2013

AIR STATION ORDER 5000.2

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR INSTALLATION PERSONNEL
ADMINISTRATION CENTER (IPAC) MARINE CORPS AIR STATION BEAUFORT (SHORT
TITLE: SOP FOR IPAC BEAUFORT)

Ref: (a) MCO 5000.14D
(b) CMC WASHINGTON DC 281300Z Nov 05 (ALMAR 058/05)
(c) CMC WASHINGTON DC 231446Z Sep 08 (MARADMIN 535/08)
(d) Joint Federal Travel Regulations
(e) MCTFS PRIUM
(f) MCO 10110.47
(g) MCO 1740.13B
(h) DFAS KANSAS CITY MO 111500Z Sep 01 (PAAN 46-01)
(i) CMC WASHINGTON DC 071035Z Sep 01 (MARADMIN 423/01)
(j) DoD 7000.14R, Financial Management Regulation,
October 2012
(k) ASO 10110.9D
(l) MCO 1200.17D
(m) CMC WASHINGTON DC 021345Z Nov 01 (ALMAR 056/01)
(n) MCO P1400.32D
(o) CMC WASHINGTON DC 260929Z Oct 09 (MARADMIN 636/09)
(p) MCO P1070.12K w/Ch 1
(q) MCO P5800.16A w/Ch 1-6
(r) MCO 1620.3A
(s) MCO 1050.16A
(t) OPNAVINST 7220.4K
(u) CMC WASHINGTON DC 021356Z Jul 12 (MARADMIN 355/12)
(v) MCO 1050.3J
(w) MCO P1900.16F w/Ch 1-2
(x) CMC WASHINGTON DC 101516Z Aug 11 (MARADMIN 478/11)
(y) SECNAV M-5210.1, Department of the Navy (DON) Records
Management Program
(z) DoD Instruction 1327.06 of 16 June 2009

Encl: (1) Installation Personnel Administration Center (IPAC)
Marine Corps Air Station Beaufort Procedural Guidance

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

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2. Mission

a. This Order 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. Policy and procedural guidance is contained in enclosure (1).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Review of this Order is recommended for all commanders and their staffs. The Director of IPAC is responsible for the oversight and daily operation of the IPAC. Adherence to this Order 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.

(2) Concept of Operations. The complex nature of entitlements and administrative procedures necessitates an ongoing technical professional military education program. Therefore, this Order is a dynamic document, subject to 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.

(3) Guidance

(a) In accordance with references (a) through (c), consolidated personnel administration has been mandated. As a result, the individual Marine must take greater responsibility in the accuracy of their Official Military Personnel File (OMPF) and pay records. With the limitless amount of information on the internet and the availability of Marine On-Line (MOL) and MyPay applications, there are tools available for Marines to use to ensure the correctness of their OMPF 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 Branch. A Marine's lack of action furthers the pay problem.

b. Tasks

(1) Commanders

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

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

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(c) Ensure all administration chiefs attend monthly IPAC 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 Order.

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

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

(d) Support commanders and Marines with flexible customer service and support as may be needed.

4. Administration and Logistics. Recommendations concerning the contents of this Order will be submitted to the Commanding Officer, MCAS Beaufort, (Attention: Director, IPAC), via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to commands located aboard MCAS Beaufort.

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


B. C. MURTHA

DISTRIBUTION: A

ASO 5000.2
IPAC
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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR INSTALLATION PERSONNEL
ADMINISTRATION CENTER (IPAC) MARINE CORPS AIR STATION,
BEAUFORT (SHORT TITLE: SOP FOR IPAC BEAUFORT)

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

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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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 MCAS Beaufort. The IPAC is under the operational and administrative command and control of the Commanding Officer, Marine Corps Air Station Beaufort.

2. Mission. The mission of the IPAC is to provide personnel administrative support and services to Commanders, Marines, Sailors, and family members assigned to MCAS Beaufort in order to ensure military personnel records and pay accounts are accurate and properly maintained in order to prepare the individual for worldwide deployment with the operating forces.

3. Hours of Operation. The IPAC hours of operation are Monday through Friday from 0730 to 1630.

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

b. The IPAC is closed for routine business on Thursdays at 1300 for Professional Military Education, 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, with the exception of Criminal Investigation Department personnel and personnel picking up their Permanent Change of Station (PCS) orders on the date of transfer.

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

c. Electronic Personnel Action Requests (E-PARs) are encouraged for all Marines; however they are required for Sergeants and below and must be properly routed through the respective chain of command. All E-PARs will be worked within five 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, copy of OMPFs and Fitness Report printouts will be processed by the individual Marine utilizing MOL, MyPay and/or the individual unit Adjutant/S-1.

e. All disputes/disagreements or service problems will be addressed to the Branch 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.

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5. Check-Ins. All New Join Marines are required to report to the IPAC in the appropriate uniform of the day, after checking in with their respective command. The IPAC is located in Building 807. All Marines are required to check-in to the IPAC upon the following occasions: arrival for PCS, when directed Permanent Change of Assignment (PCA), Reserve ordered to active duty, upon assignment to Active Duty Operational Support (ADOS), to/from Temporary Additional Duty (TAD) in excess of 30 days and Fleet Assistance Program (FAP).

a. All personnel will report to the IPAC Inbound Branch 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 parent commands.

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

- (1) Bachelor Housing Office (Single/Geo Bachelor/SNCO & Officer)
- (2) Vehicle Registration
- (3) Naval Health Clinic
- (4) Defense Travel System (Unit Coordinator)
- (5) Family Housing Office (Married personnel)
- (6) Military Post Office (Sgt & below living in the barracks)

6. Check-Outs. All Marines transferring, separating, and retiring are required to report to the IPAC Outbound Branch for administrative processing. Marines going TAD in excess of 30 days or FAP are required to report to the IPAC Deployed Operations Branch for administrative processing.

a. Marines transferring or departing on TAD in excess of 30 days or FAP 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 their orders from the IPAC Outbound Section.

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

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.

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

c. Endorsement and preparation of PCS and PCA Orders.

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

- e. Retain copies of completed check-out sheets.
- f. Issuing, recovery and accounting for electronic meal cards.
- g. Process allotment requests that cannot be processed through MyPay.
- h. Report any changes in duty status and limitation codes.
- i. Provide personnel administrative support to unit commanders.
- j. Process all legal documentation received from the supported units.
- k. Provide administrative/backup support for MOL. This includes also providing any administrative assistance that may be needed by Commanders and Marines.
- l. Submit source documents to Marine's OMPF for MCTFS reported entries.

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 (e.g. TAD Orders; deployment rosters, Unit Punishment Book (UPB), etc.) are forwarded promptly and properly to IPAC (in most cases no later than five 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) Non-judicial Punishment (NJP) on Marines of their command and provide completed UPB forms to the IPAC Legal Section not later than three working days from occurrence.
- (3) Distribute personal and official mail.
- (4) Submit an accurate and timely morning report via MOL.
- (5) 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.
- (6) Input all proficiency and conduct (pro/con) occasion marks into MOL. This includes pro/con marks for reductions, promotions, transfers, and discharge for unit diary input.
- (7) Recommend/Non-recommend (rec/non-rec) Marines for reenlistment.

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- (8) Monitor eligibility and recommend Marines for awards or personal decorations to include awarding of the Good Conduct Medal (GCM) Certificates.
- (9) Recommend/Non-recommend Marines for promotion and submit only the "Non-Rec" roster by 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" Page 11's with signatures, from the Marines and Commanding Officer, are submitted to MMSB for inclusion in the Marine's OMPF.
- (10) 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.
- (11) Verify and submit any missing training data into MOL for Marines that were identified as having zeroed out composite scores.
- (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 TAD 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 Outbound Branch.
- (15) Counsel and authenticate mandated Page 11 (6105) entries as required (Note: Only the commanding officer can sign 6105 entries).
- (16) Prepare recommendations for administrative discharges, and **immediately** notify the IPAC when any administrative separation is initiated and forwarded to the General Courts Martial Convening Authority. Units are required to provide a copy of all administrative separation documentation to the IPAC.
- (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) Issue check-in and check-out sheets for all service-members of their command. All check-in/out sheets will be maintained at the command level and a copy of all check-out sheets will be retained at IPAC Outbound Branch.
- (20) Establish procedures to identify and track the entitlement to Post-Deployment Mobilization Respite Absence (PDMRA) for personnel returning from a consecutive deployment.

(21) Establish procedures to identify Marines assigned additional duties and ensure duties are reported into MCTFS. Official documentation (i.e., Naval letter, Special Order, etc.) is required in order to properly document the additional duties. Establish procedures to ensure source documents are forwarded to the IPAC Customer Service Branch for processing.

(22) 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 CO MCAS BEAUFORT is courtesy copied on the messages.

(23) Establish procedures to identify and track Marines assigned to weight control.

(24) 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 prior to the date of departure.

(25) Prepare, review and submit Letter of Appreciation signed by the Commandant of the Marine Corps (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.

(26) 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.

(27) Submit request for remedial promotion.

(28) Submit validated Family Care Plan for MCTFS reporting and subsequent filing in the OMPF.

9. IPAC Organizational Structure. See Figure 1-2.

a. Headquarters Branch. The Headquarters Branch consists of the 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 Branch is responsible for management of IPAC personnel training requirements and personnel accountability.

b. Quality Assurance Branch. The Quality Assurance Branch 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 upon request.

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(1) Command Support Section. The Command Support Section administrative responsibilities are in the following areas: Promotions, Awards, Legal, and Reenlistments/Extensions.

(a) Promotions Section. The Promotions Section is responsible for reporting promotion restrictions, remedial promotion package tracking, and re-computation of composite scores. Promotion warrants for sergeant and below and "select grade rosters" will be processed via MOL by the unit. Proficiency and conduct marks for Marines promoted will be processed via MOL by the unit. Additionally, this Section provides commanders with monthly rosters of Marines assigned to the Body Composition Program (BCP) via the IPAC website at <https://beaufort.mcieast.usmc.mil/Command%20and%20Staff0/IPAC/Pages/default.aspx>. In addition, the Promotion Section coordinates with the unit Limited Duty Coordinators (LDC) and assist in the tracking of personnel in a limited duty status and report any changes to duty status and limitation codes into MCTFS. Any Marine placed in a limited duty status who has an Expiration of Active Service (EAS) within 120 days will be processed by the Outbound Branch.

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

(c) Legal Section. The Legal Section is responsible for the administrative processing of all legal related entries to include NJP, courts-martial, appellate leave, In Hands of Civil Authorities (IHCA), UA, and/or desertion. The Legal Section reports the appropriate entries into the MCTFS. In addition, once a Marine has been transferred by service record into the Long Term Prisoner (LTP) program at Naval Correctional Facility Charleston, the IPAC legal section will be responsible for their administrative needs.

1. The Legal Section is responsible for forwarding all service records for Marines who have been placed in an involuntary appellate leave status, as well as Marines who have been declared a deserter for more than 180 days, to designated higher headquarters.

2. The Legal Section reviews weekly legal reports submitted by supported units to ensure all UA, deserter, IHCA Marines have been properly reported in MCTFS.

c. Inbound Branch. The Inbound Branch is responsible for processing all personnel arriving PCS to Beaufort and PCA. The Inbound Branch provides assistance and education in areas of pay entitlements and updating information in OMPF. Lastly, the Inbound Branch will conduct all initial join audits, ensure accuracy of the individual's service and pay records, and the completion of the travel claims process.

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d. Customer Service Branch. The Customer Service Branch is responsible for providing courteous, timely, and responsive administrative service to all Commanders, Marines and family members aboard MCAS Beaufort. Customer Service Branch is responsible for administrative service for pay related actions for marriages, divorces, separations, basic allowance subsistence, member to member audits, allotment requests, pay and entitlements reporting, triennial audits, promotions, legal, awards, and limited duty reporting.

(1) Pay and Audit Section. The Pay and Audit Section is responsible for tracking and monitoring all pay and entitlements for personnel supported by the IPAC. They audit and resolve pay discrepancies and submit requests for pay adjustments or special payments to the Disbursing Officer. It is also responsible for tracking, monitoring, and completing all required triennial and member to member audits. The Pay and Audit Section is also responsible for the completion of all requested allotment requests not completed utilizing the MyPay System.

(2) Customer Support Section. The Customer Support Section will provide customer service action for dependency packages.

e. Deployed Operations Branch. The Deployed Operations Branch is the single point of contact for all personnel administrative responsibilities for units deploying or conducting field exercises.

f. Outbound Branch. The Outbound Branch has overall cognizance of the PCS and separation/retirement process. The Outbound Branch is responsible for the identification and processing of all Marines pending release from active duty, retirement, and transfer to the FMCR, administrative/punitive separation, and physical evaluation board discharges. Additionally, it maintains responsibility for all portcall submissions for Marines ordered overseas.

10. Flow of Information. In an effort to reduce the requirement for Marines to physically visit the IPAC for routine personnel actions, Marines and unit S-1s are encouraged to use the EPARs system via MOL 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>.

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

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

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

c. Pay Section will handle all pay inquiries.

d. Outbound Branch will handle all adjustments to EAS/ECC dates due to modification to ADOS/ROWS Orders, 11060s, and preparation of DD 214.

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- e. The PCSO Section will prepare PCSOs, if applicable.

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IPAC PHONE ROSTER**Headquarters**

IPAC Director	228-8401
IPAC SNCOIC	228-8402
IPAC Info Line	228-8411

Customer Service Branch

OIC	228-8405
SNCOIC	228-8420
Clerks	228-8422

Inbound Branch

OIC	228-8403
SNCOIC	228-8450
Clerks	228-8451

Outbound Branch

OIC	228-8404
SNCOIC	228-8440
Clerks	228-8442

Deployed Operations Branch

OIC	228-8406
SNCOIC	228-8430
Clerks	228-8431

Quality Assurance Branch

OIC	228-8407
Clerks	228-8410

Figure 1-1.-- IPAC Phone Roster

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IPAC ORGANIZATIONAL CHART

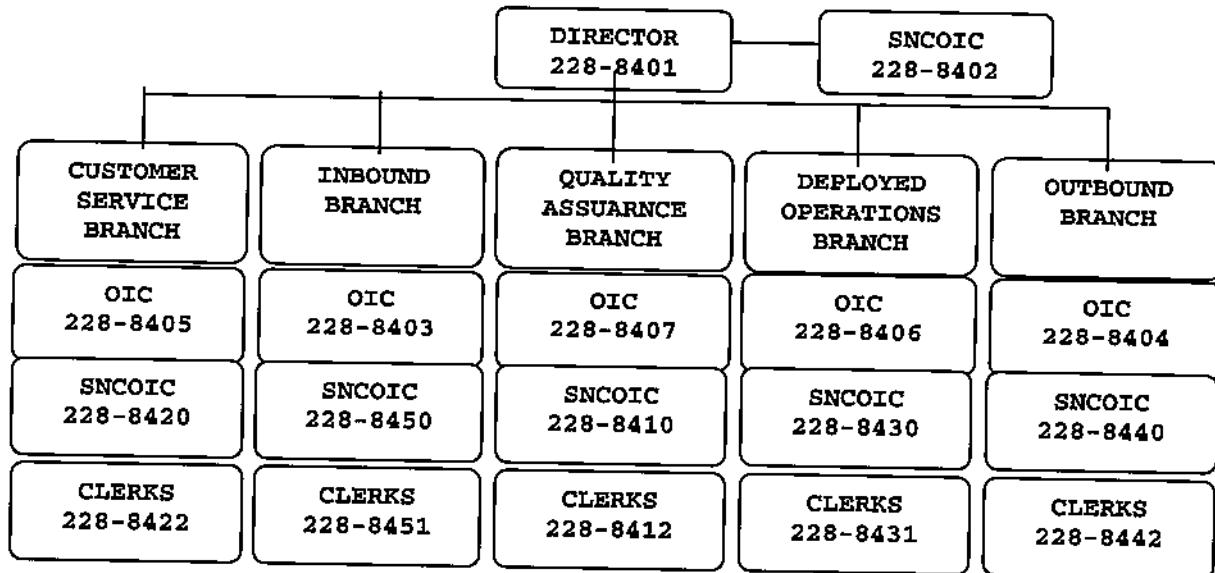


Figure 1-2.--IPAC Organizational Chart

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Chapter 2

Quality Assurance Branch

1. General. The Quality Assurance Branch is responsible for developing Internal Control Reports, conduct internal and external inspections, and timely reporting of promotions, awards, legal administrative matters, reenlistments/extensions, and to ensure the IPAC and supported units are in compliance with Federal regulations, directives and guidance as set forth by higher headquarters.

2. Quality Assurance Responsibilities. The responsibilities of the Quality Assurance Branch 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 IPAC.
- j. Develop administrative programs.
- k. Accountability of computer workstations.
- l. Monitor unit diary processing.
- m. Maintain current By direction letters, DD Form 577s, and all general correspondence.
- n. Coordinate, manage and publish the IPAC Newsletter.
- o. Publish the Monthly Administrative Discrepancy Notice.

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 Branch reviews and assigns EPARS to the respective Branches within the IPAC. The goal is to have EPARS answered within five working days.

b. The Quality Assurance Branch reviews, analyzes and researches assigned EPARS, or forwards to the appropriate section within IPAC for action. In addition, the Quality Assurance Branch will then reply to the

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EPAR with an answer or direction notifying the Marine what he/she needs to do.

4. Internal Audit

- 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 the branch SNCOIC/OIC of trends within their respective section. Daily monitoring of EDFR cycles will be conducted to ensure they are completed and certified within five working days or seven working days for ICR EDFRs.
- e. Ensure the Timeliness Management Report (TMR) is generated on the first working day of the month for the previous month's activity. The Quality Assurance Branch 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 Marine Corps Administrative Analysis Team (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 MCAAT and Automated Inspection Reporting Systems (AIRS) Inspection Checklists when conducting internal analysis.
- i. Monitor and ensure completion of Inconsistency Reports for IPAC branches. Ensure research and corrective action are completed after the end of the month Update and Extract (U&E) processes.
- j. Function as the Quality Assurance for the IPAC by providing instructions and on-site assistance to each section/branch upon request.

5. Administrative Assistance. Coordinate with the supported commands to establish a schedule to conduct biannual reviews of those functional areas which impact timely reporting within the S-1 sections. These reviews are required to facilitate open communication between the IPAC and the supported units and to ensure accurate and timely information is being reported in the MCTFS. Areas that require particular attention are legal, MOL, promotion recommendations, leave, PTAD, training, off-duty education, career planning, deployment data, personnel tempo, administrative separations, travel controls, Defense Travel System/order writing, and the Government Travel Charge Card (GTCC) Program.

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

b. Conduct 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 review schedule will be coordinated with the tenant command.

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

d. Review and monitor written desktop procedures for each functional area as outlined in the current checklists for MCAAT and Commanding General Inspection Program.

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 Quality Assurance Branch 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 Inspection teams.

6. Biannual Review Procedures. The purpose of the biannual review 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 offices and within the IPAC. The Quality Assurance Branch will:

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. Provide an After Action Report that summarizes the review. The Quality Assurance Branch will provide the original report to the section/unit, and provide one copy to the IPAC Director and command files. The section or unit must correct the discrepancies within 30 working days

after the date of receipt. All After Action Reports will be maintained by the Quality Assurance Branch for two calendar years in the Quality Assurance inspection binder.

7. Monthly Administrative Discrepancy Notice (ADN). The Quality Assurance Branch is responsible for preparing and submitting the IPAC Administrative Discrepancy Notice (ADN). This consists of generating reports and auditing them for accuracy. Once the ADN has been approved by the Director, the Quality Assurance Branch will forward the ADN to all supporting units for corrective action and upload to the IPAC sharepoint site. 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 Branch will review all Report Studio Reports to ensure proper maintenance and action was completed. Reports will be maintained for 2 calendar years. Periodically when trends are identified, the Quality Assurance OIC will make recommendations to the appropriate Branch OIC in order to eliminate further occurrences.

8. Technical MOS Training. The objective of technical Military Occupational Specialty (MOS) training is to raise the level of administrative knowledge 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.

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9. Data Systems

- a. Ensure unit diary software release, and patches are promptly loaded and operational within three working days of release for IPAC.
- 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 IPAC Director/SNCOIC 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)/S-6, 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 OMPF access for the IPAC. Ensure IPAC personnel have the proper access to OMPF, DTMS, Report Studio, UD/MIPS and all required software systems.
- g. Serve as the direct line of communication between IPAC and NMCI/S-6. All communications or computer support requests will be forwarded to the Data System Section for action.
- h. Track and monitor all access to any automated system belonging to the IPAC. Ensure required training and annual Information Awareness (IA) certifications are completed.
- i. Track all computer requests between IPAC and NMCI/S-6 to obtain any computer parts and/or repairs.

10. Command Support Section. The Command Support Section is to provide courteous, timely, and responsive administrative support for supported organizations aboard Marine Corps Air Station Beaufort. The Command Support Section's administrative responsibilities include, but are not limited to, Promotions, Awards, and Legal.

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

(1) Promotion System. The enlisted promotion system provides a process whereby enlisted Marines within each grade and MOS or occupational field compete among themselves for promotion to the next grade. In accordance with reference (n), minimum requirements established for each grade are listed below:

USMC & USMCR PROMOTION TO	REG PROMOTION		MERIT PROMOTION	
	TIG	TIS	TIG	TIS
SgtMaj/MGySgt	(See par. 1202.1 of ENLPROMMAN)			
1stSgt/MSgt	(See par. 1202.1 of ENLPROMMAN)			
GySgt	3yrs	6yrs	N/A	6yrs
SSgt	27mos	4yrs	N/A	4yrs
Sgt	12mos	24mos	N/A	18mos
Cpl	8mos	12mos	N/A	6mos
LCpl	8mos	9mos	N/A	NONE
PFC	6mos	6mos	N/A	NONE

(2) Promotion to Private First Class through Sergeant

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

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

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

b. Recommended/Non-Recommended Roster. Recommended/not recommended entries for promotion are required to be processed via MOL. A list of "Promotion Eligible" Marines will post monthly (Note: This initial list is not the "Select Grades"). Upon reporting of not recommended entries by the command via MOL, a Page 11 from the command (signed by the Marine) must be submitted to the OMPF. A copy of this page-11 entry must be maintained in the promotion folder at the unit. On those occasions where MOL cannot be used, prior coordination must be made with the IPAC Command Support Section before action will be taken. After coordination is made, the IPAC will forward a roster of Marines eligible for promotion for the next month to each unit S-1. Verification of training information must be completed prior to the cut-off dates of each promotion quarter. This roster will be referred to as the "Eligibility Roster." All Marines that have satisfied the time in grade requirements for their current grade will appear on this roster. Each company commander must place either a "yes" or "no" under the recommendation portion of the roster. All "no" annotations must have a short explanation why, i.e., "Pending NJP." Commanders will review/approve each case and sign a cover letter and each page of the Non Rec attachment directing IPAC to run "NOT REC FOR PROM". These rosters must be forwarded to the IPAC by the 13th of each month to allow IPAC enough time to report the non-recommendation on the unit diary on or before the 15th day of the month. If the recommendation

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rosters are not received prior to the 15th cut-off date, Marines who are not annotated as "not recommended" for promotion by their command may generate a "select grade" to the next higher grade in MCTFS. When using MOL, promotion recommendations must be input by the 15th of each month for Marines not being recommended for promotion by the appropriate promotion authority. Failure to do so would result in the next promotion eligible Marine in the MOS to not be selected and a subsequent "will not promote" entry will be required.

c. Non-Recommendation Page 11 Entries. Marines not recommended for promotion must sign a Page 11 entry acknowledging that they were informed of such non-recommendation. For each Marine not recommended, each unit must forward a scanned copy of the Page 11 to MMSB or provide a copy of the Page 11 to IPAC, where it will be scanned into the Marines ESR. See Figure 2-2 of this Order for a Sample Regular "Non Rec" Page 11 entry. If not recommended due to restrictions listed in paragraphs 1204.4f through 1204.4u of reference (n), a unit diary entry must be reported by the 15th and an initial Page 11 service record entry covering the specific period of the promotion restriction should be prepared by the unit and submitted to the IPAC within 3 working days. Reasons for promotion restriction can be found in paragraph 1204 of reference (n). See Figure 2-3 of this Order.

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

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

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

(1) Promotion recommendation approved by the commanding officer with Special Court Martial Convening Authority (SPCMCA).

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

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

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

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

Prior to releasing the message required for remedial consideration, the IPAC will report all missing data into MCTFS via unit diary.

g. Meritorious Promotion to Corporal and Sergeant. Commanding Generals are delegated authority to effect without reference to HQMC meritorious promotions to sergeant and corporal, based upon total onboard strengths in the grade of corporal and lance corporal respectively. At the completion of a Meritorious Promotion Board, the S-1's will produce the meritorious warrant with the Commanding General's signature. A copy of all meritorious promotion warrants must be provided to the IPAC for unit diary reporting and MCTFS update. Ensure promotion proficiency and conduct marks are submitted in MOL.

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

i. Zeroed Composite Scores. At the beginning of each promotion quarter, all units will be notified by the IPAC Command Support Section of any Marines who have a "0000" for their composite score. A roster will be posted monthly to the IPAC website. The roster will reflect the latest information resident in MCTFS. The unit will verify the Marines training information (MCI's, rifle, PFT, BST, etc.), and submit any missing data into MOL and/or to the IPAC and request that a composite score be manually computed.

j. Submission and Data Input of all Training Information. All commands are required to submit all MCTFS reportable training data via the Training Management System (TMS) module in MOL. The same reporting applies to the MCTFS reporting of Marines assigned to the BCP. This will automatically restrict promotion but still requires an initial 6105 counseling entry. See Figure 2-5 of this Order. If the unit does not have MOL access for some reason, arrangements can be made with the Command Support Section to turn in

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documentation requiring entry along with a letter from the S-3 explaining the reason.

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

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

(2) Obligated Service. It is the commander's responsibility to ensure Marines being promoted to Gunnery Sergeant and above with at least 18 years but less than 30 years of active military service, agree to extend or reenlist to meet a minimum two year service obligation upon promotion per reference (n).

(3) Promotions held in abeyance for SNCOs are the command's responsibility per reference (n). IPAC requests notification of such actions for tracking purposes.

l. Nonpunitive/Administrative Reductions. Procedures for non-punitive/administrative reductions for technical or professional incompetence are contained in current edition of reference (n). 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 must be forwarded to IPAC to effect the reduction within the MCTFS and for filing in the Marine's ESR. In addition, reduction proficiency and conduct markings must be completed utilizing MOL.

11. Body Composition Program (BCP). The IPAC Command Support section will post monthly rosters on the IPAC website of all Marines assigned to the BCP Program. These rosters will reflect Marines whose BCP assignment is current and those that are expired. For those that are expired, the unit must update via MOL. For any start or stop date change in MCTFS or deletions of BCP, the unit must submit a letter from the Squadron Commander requesting action with the supporting documentation attached. All references for the BCP program are posted on the IPAC Website.

12. Training. All training, per reference (c), will be submitted through the Training Management System (TMS) via MOL. In those circumstances when a unit is unable to report training entries via the TMS for an extended period of time, proper training documentation along with a letter from the S-3 explaining the circumstances must be submitted to the Command Support Section for Unit Diary reporting. All units that enter late training info via MOL will need to also submit that data to the with the intent of having the Marine's composite score recomputed via unit diary.

13. Awards

a. Good Conduct Medals will be processed at the unit level through MOL. New personal awards are reported into MCTFS via the Improved Award Processing

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System (IAPS), by the CMC Awards Branch. It is not necessary to bring those awards to the IPAC.

b. Marines requesting to have an award reported on the unit diary, except personal awards, must provide appropriate source documents to the Awards section. They must provide the Command Support Section with all necessary source documents to substantiate that they rate the award. This includes pertinent Record Book pages, certificates, PCS/TAD orders, MARADMIN messages, or fitness reports. Unit awards will be submitted via the unit S-1 to IPAC.

c. For the first 30 days after returning from a deployment, Marines must see the Deployed Operations Branch to have awards added or corrected as part of the post-deployment audit.

14. Legal. This Section covers the processing and submission of all legal administrative matters. There are many helpful tools and information available on the IPAC Legal Webpage which can be accessed through the IPAC website.

a. Formal completion of legal issues will be accomplished at the unit level and forwarded to the IPAC Command Support Section for reporting. Emphasis must be placed on these items to ensure that they are delivered to IPAC within three days of the action to meet timeliness goals. This includes any page 11 entries, NJP/UPB's, Courts-Martial, Records of trial, Convening Authority's Action, Page 13's, appellate leave, UA/desertion, confinements and legal hold. References (p) and (q) contain detailed information on these items.

b. Weekly Command Legal Status Report

(1) All supported commands will provide a weekly legal status report; in excel spreadsheet format, to the IPAC Command Support Section not later than 1500 every Monday. This report will depict all pending legal matters including courts-martial, NJPs, investigations, administrative discharges, absences, pretrial confinements, appellate leave, IHMA, IHFA, and IHCA's.

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

c. Promotion Restrictions

(1) A 12-month promotion restriction for DUI/DWI conviction cannot be reported until the Command Support Section receives the signed and dated conviction documents from the base magistrate or the civilian court adjudicating the case. The documentation must contain the signature of the judge/magistrate with a date and/or be certified by the clerk of the court with a seal or notary stamp as appropriate.

(2) A 18-month promotion restriction for violation of Article 112a of the Uniform Code of Military Justice (UCMJ) involving illegal or wrongful use of controlled substances will not be reported without the Naval Drug

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Laboratory message or report confirming a positive urinalysis. In those cases where a Marine self-admits to use or possession, and there is no

urinalysis, the NJP Unit Punishment Book, or Court Martial documentation will be sufficient to report the promotion restriction.

d. Page 11 Entries. All counseling entries pertaining to legal issues will be made in accordance with references (o) and (p). These entries will be delivered to the Command Support Section as required. All documents will be reviewed to ensure they are correct. Improperly completed Page 11 entries will be returned to the unit for corrective action.

e. Unauthorized Absence (UA)

(1) Commanders must ensure that administrative procedures required by, but not limited to this Order and references (e), (o), (p), and (r) are promptly and accurately accomplished.

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

- (a) Unauthorized absence;
- (b) Considered to have missed movement;
- (c) Failed to comply with Stragglers Orders;
- (d) Flees in order to escape a trial by courts-martial.

(3) Commanders must immediately notify the IPAC Command Support Section in writing, or via e-mail from an E-7 or above, when a Marine is suspected of being UA. Ensuring the correct time and date the UA commenced is reported. A Marine who fails to show up for duty is NOT UA at that time and date; the UA commences one minute later (e.g. a Marine fails to report for work following expiration of normal liberty at 0730, 7 January YYYY; the report to the IPAC should indicate a UA commencement time at 0731, 7 January YYYY). Timely notification will allow IPAC to update the UA Marine's record to a non-pay status and will assist commands in the return of the Marine.

(4) If a Marine is UA and is FAP or TAD, the unit will contact the IPAC Command Support Section with the time and date of absence. On the 10th day of absence the TAD and/or FAP command will detach the UA Marine back to the parent command. Ensure a copy of the detaching endorsement is forwarded to the Command Support Section for unit diary reporting.

(5) Upon receipt of notification that a Marine is in a UA status, the IPAC will run the appropriate entries via unit diary. All unit diary entries relating to the UA will be reported by the IPAC.

f. Return Of Absentees not Declared a Deserter

(1) Upon return of the absentee, the parent command will provide the circumstances/details, time and date of return to the IPAC, normally via command letter directly or by e-mail from an E-7 or above.

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(2) All unit diary entries relating to the termination of the absence will be reported by the IPAC.

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

g. Desertion Status

(1) Units are responsible for tracking all Marines in an unauthorized absence status to ensure that appropriate administrative action is initiated and completed as required by the references.

(2) When a Marine is determined to be a deserter (usually on the 31st day of absence), the unit commander is mandated by regulation to ensure all action required by reference (q) has been completed.

(3) A Marine may also be declared a deserter immediately if he or she is UA and his/her whereabouts is known. A DD Form 553 should be prepared and released as quickly as possible. A copy of the DD Form 553 must be delivered to the IPAC Command Support Section for unit diary action.

(4) The IPAC will:

(a) Upon receipt of the DD Form 553 conduct a thorough audit of the e-record.

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

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

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

(e) Report all unit diary entries relating to the desertion status, per reference (e).

(f) On the 181st day of absence, the unit will forward the Marine's Health and Dental Records to the IPAC. Upon receipt the IPAC will forward the health and dental records and the copy of the inventory sheets to CMC (POS-40).

(g) Prior to mailing the records to CMC, ensure the following action is completed:

1. The original inventory forms or letter certifying that no gear is available for inventory are filed in the ESR. The parent command of the deserter is responsible to ensure these documents are delivered to the IPAC.

2. A copy from the unit commander of the Letter of Notification to NOK(s) is filed in the Marines ESR.

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3. A signed copy of the DD Form 553 is filed in the Marines ESR.

4. ROS reflects DD and PD proficiency and conduct marks, per reference (o).

5. The Marine's health and dental records are closed-out or a letter from the command stating why the record is not available is filed in the Marines ESR.

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

h. Return of Deserters

(1) Marines returning beyond 180 days will normally be joined to H&HS MCAS Beaufort, unless pending other charges at the previous command. Marines returning 180 days or less will normally be sent to the unit from which the Marine absented, but may be assigned by the respective unit for administrative purposes, if the command is deployed.

(2) Commanders will notify the IPAC Command Support Section by letter or e-mail from an E-7 or above whenever a deserter reports directly back to the command they deserted. This notification must be made on the same day or the next regular workday and needs to be accompanied by a DD Form 616.

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

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

(5) All unit diary entries relating to the return from desertion will be reported by the IPAC Legal Section.

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

i. Nonjudicial Punishment (NJP). NJPs will be conducted, as appropriate, at the commanding general, group, or squadron level. The completed UPB must be forwarded to the IPAC Command Support Section within three working days for personnel administrative action to include Page 11 entries as appropriate. (Note: Commands must submit proper authorization letters from their higher headquarters via the chain of command specifying NJP Authority and/or promotion authority when directed to other than the commander.) A UPB form, NAVMC 10132, will be used to record the imposition of NJP for enlisted personnel, per chapter 3 of reference (q). When reporting NJP on officers, comply with chapter 4 of reference (q). Preparation and maintenance of the UPB is the responsibility of the command

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Legal Section. Reference (q) provides detailed, block-by-block instructions for completion of the UPB. Commands must retain the original UPB for their records. Commands will forward a copy or scanned file to the IPAC Command Support Section for unit diary reporting within three days of the action. Upon completion of all unit diary action, the UPB will be scanned into the Marines ESR. (Note: A copy of the UPB should be submitted to IPAC with 3 days of action regardless of the appeal process. If the Marine wins an appeal IPAC will reinstate all forfeitures.) All unit diary entries relating to the NJP will be reported in accordance with reference (e). IPAC will forward a copy of the UPB to CMC for inclusion into the Marine's OMPF upon completion of all required administrative action. In cases of vacation of previously suspended punishments, the commander authorized to vacate the suspension will prepare a letter notifying the Marine of the vacation. A copy of the vacation letter will be forwarded to the IPAC for unit diary action, inclusion in the ESR. When it becomes necessary to make a correction to either block 6 or 7 of the UPB regarding the amounts of forfeitures, only the commander imposing the NJP may make those corrections. The commander will line out the incorrect amount, enter the correct amount immediately above or below the line out, then initial next to the entry.

j. Legal Hold. Commanders are responsible for providing a copy of source documentation placing personnel on legal hold. The member must be within 90 days of expiration of current contract (ECC). Marines must be pending a court martial to be placed on legal hold. They cannot be placed on legal hold for any other reason (i.e. pending investigation). The legal hold letter needs to state that or it will be returned for corrective action. The IPAC Command Support Section will ensure that the appropriate unit diary entries are made. The Command Support Section will also ensure a scanned copy is entered into the Marines electronic record book. Removal from legal hold requires a letter from the Commander with justification for the removal.

k. Courts-Martial

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

(2) The Unit will prepare the Page 13; NAVMC 118(13), and forward the original to IPAC Legal to ensure all MCTFS entries are completed. The original Page 13 will be filed in the Marines ESR.

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

l. Appellate Leave

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

(2) Marines departing on appellate leave must have completed a separation physical and must attend the mandatory separations brief. The

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Marine must have a HIV test dated within 60 days of beginning appellate leave and if required by Appendix 12 of reference (s), a DNA sample must be completed.

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

(a) Individual Clothing Record (NAVMC 631) completed by the command documenting that all uniform items have been surrendered or identified as missing gear.

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

(c) Dental Record.

(d) Proof of attendance of the separations brief.

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

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

m. Confinement

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

(2) The IPAC Command Support Section will report appropriate unit diary entries and maintain a copy of the Confinement Order.

(3) Upon completion of sentence or final release from confinement, the parent command will provide a copy of the release from Confinement Order to the IPAC Command Support Section for unit diary reporting.

n. Confinement/In Hands Of Civilian Or Foreign Authority (IHCA/IHFA). Commanders must notify the IPAC Command Support Section immediately via command letter, or e-mail from an E-7 or above as soon as personnel are confined IHCA or IHFA. This notification should be followed up with appropriate source documents, which may include a police report for Marines being held in civilian/foreign prisons. Upon receipt of source documents, IPAC will report the proper unit diary entries.

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o. From Confinement/In Hands Of Civilian Or Foreign Authority (IHCA/IHFA). Commanders must notify the IPAC Command Support Section immediately via command letter, or e-mail from an E-7 or above as soon as personnel are released from confinement. This notification should be followed up with appropriate source documents which may include: DD Form 367

(Prisoner's Release Order,) or police report for Marines released from civilian/foreign prisons. Upon receipt of source documents, IPAC will report the proper unit diary entries.

15. Reenlistments/Extensions

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

(1) Ensure all reenlistments and contract extensions are forwarded to the IPAC via MOL EPAR within three working days for unit diary reporting and placement of reenlistment contracts in the ESR and OMPF.

(2) Ensure the IPAC receives all "Will Reenter" requests on those members who have submitted a request for reenlistment, no earlier than 90 days, but no later than 45 days prior the Marine's ECC.

b. IPAC Responsibilities. The IPAC will report the reenlistment/extension of enlistment.

c. Will Reenter Diary Entries

(1) The acceptance of this entry into MCTFS will flag the record and allow for a 30-day grace period, after expiration of the ECC, before pay and allowances stop. The Career Planner will notify IPAC 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 "Will Reenter" entry will be reported no earlier than 90 days, but no later than 45 days prior to ECC, and will be made only if the Marine has submitted, but is not yet approved, for reenlistment.

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

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PROMOTION TIMELINE

IPAC	Individual Units
<p>Begin monitoring Promotion recommendation rosters via MOL. On/about the 10th of each month.</p>	<p>Required to submit "Promotion Recommendations" <u>via MOL</u>. Ensure "Not Recommended for Promotion" is completed by the 15th. Pg 11's should be generated and forwarded to the MMSB. By Direction is not authorized and the Marine has to sign the pg 11.</p>
<p>Select grades are generated approximately on the last Friday of the month prior to the promotion month.</p>	<p>Report "will not promote" <u>via MOL</u> after select grades have posted for Marines that were previously recommended by the 15th of the month.</p>
<p>On the first Tuesday of the month, the auto-promote cycle runs in 3270. All "will not promote" must be reported and posted to MCTFS prior to the auto-promote Cycle executing.</p>	<p>Individual CO's will prepare/sign all warrants.</p>
<p>The 0000 Composite score roster is pulled quarterly. Requests for any required missing composite score elements are forwarded to the units via e-mail.</p>	<p>If a Marine is a "will not promote," a page 11 counseling entry signed by the CO will be forwarded to MMSB. By direction is not authorized.</p>
	<p>Units are required to complete the "will not promote" via MOL.</p>
	<p>Review the unit promotions for any erroneous promotions (i.e. not completed Leading Marines but promoted to Cpl) and forward a "Delete as Erroneous" letter signed by the CO if any are found.</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 via TMS and notifying IPAC when complete for recomputation.</p>

Figure 2-1.--Promotion TimeLine

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SAMPLE REGULAR NON-REC PAGE 11 ENTRY

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

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

(full signature of Marine being counseled) SNM

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

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

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SAMPLE RESTRICTION PERIOD NON-REC PAGE 11 ENTRY

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

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

 (full signature of Marine being counseled) SNM

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

SSN _____

Figure 2-3.--Sample Restriction Period NON REC Page 11 Entry

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SAMPLE COMPOSITE SCORE WORKSHEET

NAME:	Marine, J. M.	SSN:	123456789	MOS:	3521	UNIT:	HQBN
RANK:	LCpl	DOR:	8/1/2006	DOB:	4/7/1987	AGE:	19
AFADBD:	6/7/2005	MCTFS Cutoff date:	2/20/2008	Last day of Prom Qtr:	6/30/2008	DATE:	11/3/2009
1. RIFLE SCORE =	201	3.6	8/19/2005	(Date of qual MM/DD/YYYY) (Must be before MCTFS Cutoff dt)			
SCORE							
2. PFT SCORE =	274	4.5	11/3/2006	(Date of qual MM/DD/YYYY) (Must be before MCTFS Cutoff dt)			
SCORE (Utilize age-appropriate PFT Conversion Table)							
3. CFT SCORE =	299	4.9	11/3/2006	19.58333333			
3. SUM OF LINES 1+2		13.0					
4. GMP SCORE		4.3					
Line 3 Divided by 2)							
5. GMP SCORE (from line 4)		4.3	X 100	430			
6. PROFICIENCY MARKS AVERAGE IN GRADE)		4.1	X 100	410			
7. CONDUCT MARKS AVERAGE IN GRADE)		4.3	X 100	430			
8. SELF EDUCATION POINTS (MCI)		7	X 15	100			
(College)		0	105 X 10	1050			
9. TIME IN GRADE (in months)		23	x 5	115			
Last day of Prom Qtr - DOR)		699					
10. TIME IN SERVICE (in months)		37	x 2	74			
Last day of Prom Qtr - AFADBD)							
11. DI/REC/MSG BONUS			X100	0			
				0			
12. COMMAND RECRUITING BONUS		3	X 20	60			
				0			
13. COMPOSITE SCORE				1619		(Sum of lines 5 through 12)	
REMARKS:							

gtMaj signature

Promotion Authority (with rank)

Figure 2-4.--Sample Composite Score Worksheet

Sample Page 11 Entry

Assistance is available through your chain of command. I was advised that within 5 working days after acknowledgement of this entry a written rebuttal may be submitted and that such a rebuttal will be filed on the document side of my service record. I choose (to) (not to) make such a statement.

Country	1994 (%)	1998 (%)
SNM	~65	~55
CO	~60	~50

Figure 2-5.--Sample Page 11 Entry

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Chapter 3

Inbound Branch

1. General. The Inbound Branch serves as the single centralized inbound department for personnel permanently assigned to MCAS Beaufort. All processing of inbound personnel will be accomplished at this location.
2. Mission. The mission of the Inbound Branch is to:
 - a. Conduct a thorough and detailed audit on all Marines that join the MCAS Beaufort area. Verifying both MCTFS and OMPF.
 - 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. Ensure 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 their respective units higher headquarters to receive their reporting endorsement, then report to the IPAC located in Building 807. It is imperative that Marines report to the IPAC as soon as reporting into their units to conduct the join audit in order to ensure pay and entitlements are started correctly and timely.
 - a. Marines reporting aboard the installation during nonworking 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. These personnel must report to the IPAC on the next available business day to be issued a meal card.
 - b. In all cases, the discounted meal rate (DMR) will be effective/correspond with the date that the Marine is joined for duty.
4. Check-in Sheet Policy. Each supported organization is responsible for issuing the standardized check-in sheet 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 Branch will conduct a complete new join 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 book, if applicable, will be scanned and input into the OMPF.
 - 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

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discovered during the audit will be corrected by either a unit diary entry or NAVMC 11116.

c. Once all corrective action (if any) is completed, the second stage audit is consolidated and scanned onto the IPAC share drive.

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:

a. Conduct new join audits on all personnel serviced by MCAS Beaufort IPAC. In addition, ensure all entries reported by previous commands were reported and posted correctly.

b. Report all unit diary join action within the prescribed time established.

c. 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, OMPF screens, LES, TRS remarks summary and the service record (hard copy or ESRB). 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/OMPF. 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. All documents (join package) will be maintained in the Inbound Branch until the travel claim has been completed.

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. IPAC Inbound will 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 www.dtic.mil/perdiem. Additional guidance on BAH procedures can be found in paragraph 12 of Chapter 4.

(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 as long as they maintain single type government quarters.

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(3) BAH/COLA w/DEPN is reported for Marines authorized with dependent rate, effective the date the Marine reported aboard MCAS Beaufort.

(4) BAH Waivers for low cost PCS/PCA Orders will be submitted to Headquarters United States Marine Corps (HQMC) (MMIA) for consideration.

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

(a) If a Reserve Marine has component code KM with PCS Orders (PCSOs), then report BAH/COLA at ZIP 29904.

(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.

(6) BAH (Transit or R/C) will be verified and reported as appropriate. Refer to Chapter 10 of reference (d) for entitlement.

c. Staff Sergeants and above and married Marines accompanied by their family members are entitled to BAS. Additional guidance on BAS procedures can be found in paragraph 11 of Chapter 4.

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) (DTMS), within five days of the Marine reporting.

9. PCS Travel Section Procedures. Original travel claim will be prepared, an additional electronic copy will be kept on file and used to submit claim to finance office via DTMS. 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 five 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 Inbound Branch SNCOIC will conduct a quality control review of travel claims. This review is to identify any discrepancies in the travel claim, PCSOs, and endorsements or required receipts prior to the claim being submitted to the Finance Office via DTMS.

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

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

e. All PCS travel settlements will be tracked by the Inbound Branch 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 digitally filed on the IPAC Share drive.

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 Branch, 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. No later than 60 days from the posted date of join, or upon entitlements for the PCS posting in MCTFS the Inbound Branch will conduct the second stage of the New Join audit. (For Joins where no travel entitlement exists, the second stage audit will be completed immediately after the join posts.)

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, MCTFS, and join documents. If the elapsed time is not reported within 30 days, an automatic EDFR advisory will be posted on Part III advising that a travel claim needs to be completed. The Inbound Branch 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 MCAS Beaufort should report to their respective individual commands in the appropriate uniform of the day to be joined via MOL. Entitlements for Navy personnel are handled by the Navy Administration at the Personnel Support Detachment Naval Hospital Beaufort.

14. Promotion Procedures for Inbounds. Upon checking into the IPAC, the Inbound Branch will conduct a new join audit on all newly joined Marines and will be responsible for identifying those Marines who were promoted 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 Beaufort area, a letter signed by the gaining Commanding Officer requesting the promotion be deleted as erroneous must be forwarded to the Inbound Branch immediately to avoid further delay and overpayments to the Marine.

b. All Marines with select grades will have an electronic copy of the MCTFS Grade Screen sent to the gaining unit for promotion verification. If

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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 MOL and the required page 11 entry will be forwarded to the IPAC.

15. Failure to Report Joins. In accordance with reference (e), the Inbound Branch will immediately make every effort to determine the reason for the Marine's failure to report.

a. The Inbound Branch 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.

16. Meal Cards

a. The Inbound Branch will issue the MCAS Beaufort meal cards to sergeants and below living in the barracks as part of the joins process. All staff sergeants single or unaccompanied will be issued a meal card if residing in the BOQ. All eligible members in accordance with reference (f) will be instructed to fill out a ComRats Form (NAVMC 10522) and must be approved by their commander, as applicable. Meal cards will be prepared and handled as controlled documents with positive accountability at all times. The primary control point is located in the Inbound Branch. Refer to reference (f) for meal card issue instructions.

(1) Meal cards will be issued as follows:

(a) Upon joining MCAS Beaufort, the Inbound Branch will issue the meal card, regardless of command assigned.

(b) Replacement meal cards are issued by the Customer Service Branch.

(2) Meal cards will be recovered/collected by the IPAC as follows:

(a) Upon transfer/separation by Outbound Branch.

(b) Personnel being reassigned to another monitored command code (MCC) aboard MCAS Beaufort will retain their meal card.

b. Commanders aboard MCAS Beaufort must ensure procedures are in place to collect meal cards from all personnel departing on leave, PDMRA, and/or TAD/PTAD. Procedures must also include the return of the meal card promptly upon the Marine's return.

c. During routine personnel inspections, meal cards should be inspected to ensure serviceability and that only authorized personnel have meal cards.

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Any fraudulent use of meal cards will be reported immediately to the Inbound Branch SNCOIC or OIC.

d. The IPAC uses a Commandant of the Marine Corps (CMC) approved, automated meal card database to maintain control and accountability for all meal cards. Designated SNCOs from IPAC will be assigned in writing to perform meal card issuing functions. Joint inventories, of the automated meal card database will be done on a monthly basis by the Issuing Officer/Agent and the Director of IPAC or upon reassignment or relief of the Director or Issuing Agent Officer/Agent. A joint inventory letter will be prepared and logbook entry will be made when the joint inventory is conducted. Meal card discrepancies identified during the joint inventory will be investigated.

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Chapter 4

Customer Service Branch

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

2. Triennial Audits

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

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

c. The BIR will be audited and corrective action taken. The audited BIR, complete with signatures and dependent certification, will be filed in command files. The date the BIR is signed will be used as the BAH certification date.

d. The RED will be audited and corrective action reported on unit diary. The audited and certified RED will be scanned into the Marines ESR until the next update to this document is required.

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

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

g. Marines are required to inform the IPAC of any changes that may affect the status of pay and entitlements. Such changes include, but are not limited to: marriage/divorce, separation for purpose of divorce, birth/death/acquisition of a 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 three years. These rosters will be posted on the IPAC website for referral of their Marines to IPAC to conduct the required audits, to include triennial audits.

3. Member Married to Member Audits

a. As required by chapter 12 of reference (e), Member Married to Member audits/review will be conducted semi-annually. All documentation used in the audits will be maintained in the Customer Service Branch. The Inbound Branch will conduct member to member audits for those new joins that are married to other Marines. The Customer Service Branch will be notified by the Inbound Branch for any other member married to member audit requirements.

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b. At the beginning of January and July, a roster will be generated by the Customer Service Branch. The roster will be reviewed and information extracted from MCTFS to conduct the audit/review. For members married to other service members, notification will be forwarded to the Marines command for referral to the IPAC to conduct the audit. Additionally, a monthly IMR will be pulled to reflect additions to the member to member audits.

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

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

4. Dependant Add/Loss Packages. When Marines experience a change in marital status, gains/losses of a family member they must provide certification that children between the ages of 21 and 23 are either full time students or incapacitated, such a change must be submitted to the IPAC Customer Service Branch for reporting the correct information into the MCTFS and for a complete review of all entitlements and MCTFS records. Marines requiring this type of administrative service must submit source documents to the IPAC via the EPARS system in MOL, (i.e. marriage/ birth certificates, divorce decrees, etc.). Marines must also visit the ID Card Center to complete dependent add/loss updates.

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

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

7. Thrift Savings Plan (TSP). Procedures for enrollment are outlined in references (h) and (i). Enrollment may be accomplished via MyPay website <https://mypay.dfas.mil/mypay>. Additional information on TSP may be found at

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the TSP website www.tsp.gov or call the thrift savings line at (504) 255-8777.

8. Electronic Funds Transfer (EFT). All Marines who are on direct deposit will receive special payments, travel advances, and travel settlements electronically via their direct deposit accounts. If a payment has not been received within 48 hours upon notification that an EFT payment was made, the member must notify IPAC and their chain of command immediately.

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

10. Basic Allowance For Subsistence (BAS)

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

b. Marital status alone does not entitle a member to BAS. Marines in the grade of Gunnery Sergeant/E-7 and above are automatically entitled to full BAS. However, reference (k) authorizes all Staff Sergeants/E-6s to be entitled to full BAS due to supervisory duties. Sergeants/E-5 and below must be authorized to receive full BAS. Members may request full BAS to their unit Commanding Officer for medical, religious reasons, or due to irregular work hours. No member is authorized to receive full BAS while in possession of a meal card or while participating in field duty. Marines receiving full BAS, who are placed on restriction, are required to report to the IPAC Customer Service Branch for issuance of a meal card. Sergeants and below who permanently move into the barracks from off base are also required to obtain a meal card from IPAC. Per reference (f), full BAS cannot be approved retroactively.

11. Basic Allowance For Housing (BAH)

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

b. BAH Own Right (O/R) is not authorized for members in pay grade E-5 and below unless requested for and approved by the Commanding Officer, MCAS Beaufort. If members report in within the first sixty days and are authorized BAH "own right" they must also go to the Inbound Branch to ensure a supplemental travel claim is submitted for Dislocation Allowance (DLA) "own right". All requests must be submitted to the IPAC for proper reporting and retention. Marines must provide the Customer Service Branch a copy of the Base endorsement that approved the BAH "own right" request in order to have their BAH "own right" started. A complete copy of the request is not required.

c. Members are required to notify the IPAC Customer Service Branch of any changes that affect their entitlement to BAH. These changes may include

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any gain or loss of family members (i.e., marriage, birth, divorce, abandonment or death of family members). Additionally, BAH is required to be certified by the member during every audit (join process, triennial, or post deployment/readiness audit) or as changes to the BAH entitlement occur.

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

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

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

b. The COLA entitlement for this area is zero dollars.

14. Special Duty Assignment (SDA) and Hazardous Duty Pay (HDP)
Certification of SDA pay is required annually. Certification of HDP is conducted on a monthly basis. Units are responsible to maintain assignment letters and monthly logs for current year plus two years. Additionally, commanders are responsible to ensure personnel are assigned to the proper BIC for their entitlement(s). When rosters or manifests are forwarded they must include the full EDIPI.

a. SDA pay for Career Planners. A copy of assignment orders signed by the Commanding Officer is required to initiate the pay. Commanding Officers are also required to complete an annual certification. The annual certifications are due no later than the 31st day of January each calendar year. Example: Career Planner reports in July 2012, the SDA pay is started and the annual certification is required to be submitted to the IPAC Pay Section in January 2013. The certification letters will then be required annually the following January. Failure to provide the annual certification will result in termination of SDA pay.

b. HDP (Demolition). Units are responsible to provide a monthly roster to identify all Marines within their unit who are authorized their respective pay entitlement. The rosters must be submitted NLT the 5th of each month. Along with the roster(s), a cover letter signed by the Commanding Officer must accompany identifying all additions and deletions to the previous month. Failure to provide the required documentation will result in termination of the entitlement. Letters must either certify a Demo or state the Marine did not execute a Demo. These rosters will be utilized to ensure any HDP pay for Jump/Demolition is continued or checked as appropriate. See Figure 4-1 for example of a certification letter.

15. Electronic Leave And Earnings Statement (E-LES). Per current regulations, the individual Marine is responsible for auditing the E-LES for accuracy. At a minimum, the Marine must verify the pay grade, state code

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(where state taxes are being paid), number of federal and state exemptions, all entitlements, deductions and remarks located at the bottom of the E-LES. Proper review of the E-LES can detect pay discrepancies before they become pay problems. If pay discrepancies are noted, immediately submit an E-PAR to IPAC via the chain of command. E-LESs can only be viewed through Marine's MyPay accounts.

16. MyPay. Computers are located in the entrance of Building 807 that are available for Marines to request Personal Identification Numbers (PIN)/Access as needed. Marines who have forgotten or lost their PIN may also request one using the instructions contained in the website for MyPay at <https://mypay.dfas.mil/mypay.aspx>.

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

b. MyPay allows members to conduct the following transactions:

- Change federal tax exemptions and additional tax amounts.
- Start, stop or change savings allotments.
- Start or change direct deposit account number.
- Change correspondence address (home address).
- Enroll in the Thrift Savings Plan (TSP).
- View and print current and previous year W-2s.
- View settled travel vouchers.

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

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

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

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

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

- a. DMR rations not being started upon return from TAD for Marines residing in the barracks.
- b. Hospital rations not being stopped upon discharge from the hospital for Marines residing in the barracks.
- c. Late notification of changes that affect entitlement to BAH, BAS, and/or Family Separation Allowance (FSA) (i.e. family status changes or family members location changes.)
- d. Recoupment of advance travel pay.
- e. Incorrect manifest rosters for dates and modes of travel causing erroneous entries of HDP, Combat Zone Tax Exclusion (CZTE), FSA, and BAS.
- f. Members closing/changing their bank accounts without initiating action to redirect their direct deposit payments.

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

- a. Monthly review of the E-LES.
- b. Timely review/audit of the pay roster.
- c. Notifying IPAC of any changes that effect pay.
- d. Small unit leadership supervision.
- e. Counsel Marines as to the timely notification to Unit and IPAC on family member status and/or location.
- f. Notifying IPAC prior to terminating/changing bank accounts, which have been closed/changed.

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

20. MOS Prerequisites of the Air Traffic Control (ATC) community aboard MCAS Beaufort. In accordance with reference (1), in order to adjust a Marine's Primary Military Occupational Specialty (PMOS) and Billet Identification Code (BIC) in the ATC community, pertinent source documents must be submitted to the Customer Service Branch, Installation Personnel Administration Center (IPAC).

- a. The ATC Operations Chief will submit a completion of on the job training qualification letter to the Supervisory Position Management Specialist when an ATC Marine completes

the prerequisites for the following Military Occupational Specialties (MOS): MOS 7252 (Air Traffic Controller-Tower), MOS 7253 (Air Traffic Controller-Radar Arrival/Departure Controller), MOS 7257 (Air Traffic Controller-Tower), MOS 7257 (Air Traffic Controller-Radar Arrival/Departure Controller), MOS 7254 (Air Traffic Controller-Radar Approach Controller), MOS 7277 (Weapons and Tactics Instructor-Air Control) and MOS 7291 (Senior Air Traffic Controller). The Supervisory Position Management Specialist will then utilize this letter to assign the proper BIC for these Marines in MCTFS as well as to update the Air Station's T/O (see Figure 4-2). ATC will submit a fully composed and signed page 11 (see Figure 4-3) documenting their ATC Marines new MOS. IPAC will report the ATC Marine's new PMOS and submit the page 11 to the Marine's OMPF. Upon completion of this action, IPAC will email the same document through the Station S1 to confirm action complete. Upon confirmation action, Station S1 will forward completed action via email to ATC to place in electronic archive as an inspection item.

b. The IPAC will report the ATC Marine's new PMOS/AMOS in MCTFS per reference (e) and submit the page 11 to the Marine's OMPF. IPAC will send a confirmation e-mail to the Station S-1 when unit diary and OMPF submission has been completed.

21. Leave Procedures. Unit commanders or personnel who are designated in writing to sign "By direction" of the commanders are authorized to approve leave authorizations within MOL.

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

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

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

d. Combat Leave. All combat leave discrepancies are handled by the Deployed Operations Branch.

e. Special Leave Accrual (SLA)/Restoration Procedures. The SLA module in MOL will be utilized by the Squadron Commanders to restore lost leave to Marines. Refer to the latest MarAdmin concerning SLA for updates on accrual increases and qualifying dates. Members may qualify for leave restoration if they meet certain qualifying criteria (listed below). (NOTE: Action taken to credit leave back to a member's account must be accomplished by 31 Dec of the calendar year in which a member lost their leave and must be approved by the squadron level or higher commanding officer).

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

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

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(b) A member must have served on a deployable ship, unit, or other similar duty, which deploys away from its home base for at least 120 continuous days.

(c) A member must serve on a deployable ship, mobile unit, or similar duty home ported or home-based outside the 50 United States for at least 120 days. Such ship/unit is required to maintain a higher than normal condition of readiness while in port or at home base, and must be deployed away more than 50% of the time, which prevents normal use of leave.

(d) For any other situations, which are not addressed above, requests must be submitted to the first general officer with GCMCA in the chain of command via the Unit S-1 for approval/disapproval.

(2) Units having Marines who meet the preceding criteria will process their requests through the SLA MOL module. For units that do not have MOL capabilities, the unit will submit Request for Special Leave Accrual with justification to the IPAC Command Support Section no later than 15 November with the commanding officers endorsement. The IPAC Customer Service Branch will compile all requests from all supported commands that do not have MOL capabilities and run in MCTFS. Units will be notified once action has been completed.

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

(4) For situations where units do not have access to MOL; such as deployments, arrangements will be made with Promotion Section and the example letter posted on the IPAC website and signed by the appropriate authority will be utilized to request returned leave.

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

a. The IPAC Customer Service Branch will generate rosters and post to the Command Support Section website that will reflect the latest information resident in MCTFS. The rosters identify all Marines that are in a CSB status Code 3 or Code 6. Code 3 identifies all Marines that are currently eligible to make their CSB election. These Marines are within their 14 1/2 year mark to 15 1/2 year mark. The Code 6 identifies all Marines that are past their 15 1/2 year mark and have not made a CSB election.

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b. Upon receipt, commands will ensure that Marines are counseled on their retirement options. MOL contains required presentations and information designed for this very purpose. Upon completion of counseling, the Marine will complete the Career Status Bonus Election (CSB), DD Form 2839, and submit to IPAC for diary reporting/maintaining. For personnel electing payment of the CSB bonus, the DD Form 2839 must be signed by the CO, XO or SgtMaj indicating they have been properly counseled.

23. Survivor Benefit Program (SBP). Marines will be counseled on the SBP program upon 18 years of active service by the Unit Transition Coordinator. A roster will be posted to the IPAC website and will reflect the latest information resident in MCTFS. The unit will review this roster and have their Marines complete the MarineNet Course for Survivor Benefit Plan (SBP) for Retirees (code: SBPOT).

24. Limited Duty Tracking/Processing. The IPAC Customer Service Branch will publish monthly rosters via the IPAC website identifying all Marines that are currently in a limited duty status. In accordance with reference (n), the Command Limited Duty Coordinator must be appointed in writing (SSgt or above) and is required to keep case files on each Marine that is in a limited duty status, their medical appointments, and changes to their limited duty status. The IPAC Command Support Section requires the NavMed Form 6100/5 or 6100/6 from the Medical Board be turned in to the Promotion Section to add or drop the Marines to/from the limited duty roster so that MCTFS reporting can occur. The IPAC Promotion Section also receives weekly messages and documentation 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 Naval Hospital normally transmits this message to CMC, the commander retains responsibility for such actions and must provide verification to the IPAC. All Officer assignments to limited duty and third time limited duty for enlisted that are approved from HQMC (MMSR-2) will be run in MCTFS at the Promotion Section after written approval is received from HQMC. Frequent communication between the unit limited duty coordinator, IPAC representative and medical personnel is essential in an effective limited duty program.

UNIT LETTER HEAD

SSIC
S-1
Date

From: OIC/EOD Officer, Unit
To: Installation Personnel Administrative Center (Attn: SDA
Pay)
Via: Commanding Officer, Unit

Subj: AUTHORIZATION FOR (DEMO) PAY FOR THE MONTH OF JANUARY
2013

Encl: (1) (Demo) Roster for the Month of January 2010

1. The enclosure is provided for verification. The following Marines have been added to the roster and are hereby assigned to the appropriate billet and BIC for receipt of SDA Pay.

<u>Rank</u>	<u>Name</u>	<u>SSN</u>	<u>MOS</u>	<u>Eff Date</u>
-------------	-------------	------------	------------	-----------------

2. The following Marines did not meet the requirement for the entitlement for the month and their SDA pay is suspended for this period.

<u>Rank</u>	<u>Name</u>	<u>SSN</u>	<u>MOS</u>	<u>Reason</u>
-------------	-------------	------------	------------	---------------

3. The following Marines are terminated for the entitlement.

<u>Rank</u>	<u>Name</u>	<u>SSN</u>	<u>MOS</u>	<u>Eff Date</u>
-------------	-------------	------------	------------	-----------------

OIC's Signature

Figure 4-1.--Example of HDP Certification Letter

ASO 5000.2
IPAC
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H&HS LETTER HEAD

SSIC
S3AT
Date

From: Air Traffic Control Facility Officer
To: Director, Installation Personnel Administration Center
(Attn: Customer Service)

Subj: MOS DESIGNATION

Ref: (a) MCO 1200.17D

1. Per the reference, the following Marine met the requirements for the listed MOS effective on the date indicated. Please change his record to reflect the following in MCTFS.

Name	Last 4 SSN	PMOS	BMOS	AMOS	Eff Date
LCpl	XXX XX 1234	7257	7257	N/A	120613

2. Change billet description to Air Traffic Controller.
3. ATC point of contact is MSgt Wittner, ext 6350.

ATC Facility Officer
Signature

Copy to: ATC Files, SNM Training Jacket, S-1 Files

FIRST ENDORSEMENT

From: Director, Installation Personnel Administration Center
(Attn: Customer Service)
To: Air Traffic Control Facility Officer

Subj: MOS DESIGNATION

1. The above action was entered on unit diary #_____, dated _____.

IPAC Signature

Printed Rank/Name

Figure 4-2.--MOS Designation Letter

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ADMINISTRATIVE REMARKS (1070)

DATE

DATE

Articles UCMJ explained to me this date as
this date asrequired by Article 137, UCMJ.
UCMJ.

Articles UCMJ explained to me

required by Article 137,

(Signature)(Signature)_____: SNM met the requirements
for the PMOS 7257, BMOS 7257, AMOS 7257
effective date 13 June 2012 at MCAS
Beaufort, South Carolina.

CO

NAME (Last, First, Middle)SSNNAVMC 118(11) (REV. 3-82) (EF) SN: 0109-LF-062-8400 U/I: SH
PREVIOUS EDITIONS WILL BE USED

11. _____

Figure 4-3.--Example Page 11 ATC MOS

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MUST BE SIGNED BY CO, XO OR ADJUTANT

MCAS BEAUFORT
LEAVE CORRECTION FORM 2008-01

This form serves to correct leave discrepancies for Marines of Marine Corps Air Station, MCAS Beaufort. All leave corrections will be certified by an authorized leave authority and supported by appropriate documentation.

Member Information:

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

Type of Leave Member was Erroneously Charged:

____ Annual ____ Emergency ____ Convalescence

Leave Dates Member was Erroneously Charged:

____ Time ____ Date Through ____ Time ____ Date

Type of Leave Member Should be Charged:

____ Annual ____ Emergency ____ Convalescence

Correct Leave Dates Member Should be Charged:

____ Time ____ Date Through ____ Time ____ Date

Comments:

Print Name, Rank, Billet and Phone #

Signature of Co, XO, or Adj

IPAC ENDORSEMENT

1. The leave correction period was correctly reported on UD _____ of _____.

Figure 4-4--Leave Correction Form

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Chapter 5

Deployed Operations Branch

1. General. The Deployed Operations Branch is assigned as the single point of contact for all personnel administrative responsibilities for units deploying or conducting field exercises. This responsibility encompasses 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 in excess of 30 days (see Figure 5-1). 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 under administrative control to the IPAC via E-PAR module in MOL as a primary means of communication and the Deployed Operations Branch OMB email account: dops_bfirt_ipac_omb@usmc.mil as a secondary means of communication.

2. Purpose. The Deployed Operations Branch will assume personnel administrative responsibility or personnel participating in deployments, to include: unit diary reporting, pay and entitlements review, and correction, pre/post-deployment audits 60 days prior to and 30 days after deployment, respectively, and other administrative actions within the scope of reporting unit administration.

a. Command Responsibilities. Units are responsible for notifying the IPAC when unit personnel enter and depart Field Duty status so Personnel Tempo (PERSTEMPO) and Basic Allowance for Subsistence (BAS) checkages can be reported. Units must submit a copy of orders and a complete and accurate "by name" roster of personnel that lists the EDIPs, location where the field exercise is being conducted, and the dates they are in the field. Rosters can be submitted electronically, however; they must be digitally signed. The BAS checkages are not optional for the unit commander: references (f) and (j) require pay debits to be reported on the unit diary. Allowing personnel to bring their own chow, pay as they eat, or fend for themselves in lieu of pay checkage is not authorized. Throughout the training/deployment cycle, commands must report by any means (encrypted e-mail, telephone, naval message):

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

(2) All NJP's held by the unit commander. Signed documents must be scanned and electronically submitted to IPAC Deployed Operations Branch for unit diary reporting and insertion into the Marines OMPF. Original UPBs, Page 13s and other associated documents executed during the deployment are expected to be maintained by the Unit S-1.

(3) Rosters of all Marines not recommended for promotion to the grade of Private First Class through Sergeant each month, before the 15th of the month (**only when MOL is not available**). Each page of submitted rec/non-rec roster must be signed by the Commander with promotion authority, and page 11s should be sent to the IPAC immediately regardless of non-rec medium for inclusion in Marine's OMPF.

(4) Upon select grade posting to MOL or upon receipt of a diary feedback report from IPAC on promotion selectees, promptly notify IPAC of any

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Marine who will not be promoted so their select grade can be removed before it processes in MCTFS. "Will Not Promote" transactions should be certified by the Commander in MOL as the primary means of notification (Commander-signed "will not promote" correspondence as alternate). Member-signed "will not promote/non-rec" Page 11s must be sent to the IPAC immediately regardless of will not promote medium for inclusion in Marine's OMPF.

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

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

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

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

(9) All changes in training information, especially as it occurs during the deployment (i.e., PFT/CFT, PFT/CFT/ Marksmanship waivers, rifle, etc.). The use of TMS is the primary input method as mandated per reference (c); IPAC is secondary only when TMS is unavailable.

(10) All changes to family member's status and information. (some information can be individually input into MOL by the Marine).

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

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

(13) Any personal awards (Navy and Marine Corps Achievement Medal (NAM) or higher) will be entered by CMC (MMMA) via IAPS. Personal awards (Letter of Appreciation, Certificate of Commendation, etc.) will be forwarded to IPAC for entry into Marines record. Awards earned for deployment will be entered upon the unit's return. Unit awards earned during deployment will be entered when the MarAdmin is released by HQMC.

(14) Notify IPAC of all meritorious promotions, a signed copy of the promotion warrant by the Unit Commander will be sent for unit diary action.

(15) Provide IPAC with a copy of funded DTS orders for all advance party personnel, orders issued must cover when the Marine the PDS until the majority of the unit arrives to the UDP location (typically until main body arrives).

(16) Provide IPAC with a copy of funded DTS orders for all rear party personnel, orders issued must cover when the majority of the unit departs the UDP location until the Marine returns back to PDS (Typically once main body departs).

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(17) Provide IPAC with a copy of all concurrent TAD away from the site of the deployed unit (Members Performing Concurrent TAD Away from the Site of the Deployed Unit). In some instances, UDP Marines are required to perform TAD travel away from their deployed unit. Under these circumstances, separate, individual orders must be issued covering the specific period of TAD. Funding for concurrent TAD in support of UDP is the responsibility of the Commander, Marine Forces Pacific or as delegated. The use of HQMC appropriation in connection with concurrent TAD in support of UDP is not authorized.)

b. Deployed Operations Branch Responsibilities. The Deployed Operations Branch will perform the following functions:

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

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

(3) Providing automated field service record updates as required.

(4) Notifying the deployed units of all Marines receiving PCS Orders. A PCS Orders roster will be published on IPAC Sharepoint page.

(5) Correcting pay discrepancies that are forwarded by deployed S-1 personnel.

(6) Provide deploying units an IPAC Deployment Handbook prior to deployment.

3. Specific Duties and Responsibilities. The following subparagraphs are some of the duties and responsibilities for IPAC and the deployed S-1's to perform. Figure 5-2 lists potential deployed entitlements and the associated general rules and applications.

a. Personnel Casualty Reporting. The Marine Aircraft Group 31 Adjutant and IPAC will assist the deployed S-1 as needed. Upon receipt of any Personnel Casualty Report (PCR), the IPAC will report unit diary entries as appropriate.

b. Administrative Stand-downs. Pre/post deployment audits are required for all personnel who are going to be deployed for longer than 30 days. Individual units will coordinate with IPAC Deployed Operations Branch at least ten working days in advance.

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

d. General Administrative Preparations. All unit diary reporting will be conducted at IPAC. Deployed S-1's will submit source documents to IPAC either by encrypted e-mail attachment utilizing the OMB account, or hard copy document.

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(1) Deployed Commands

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

(b) Ensure all required software and updates thereto are installed and operational prior to deployment.

(c) Ensure all required forms are downloaded prior to deployment (e.g., promotion warrants, NAVMC 3 (hard copy leave request), award certificates and 1650, SGLI, W-4, DD 2058, NAVMC 10922, DD-2058-1, page 11 (to include white labels if using that method for non-6105 page 11 entries, UPBs, and any others deemed necessary).

(d) Ensure that a document scanner is operable, and the most updated copy of Adobe Acrobat is available for the exchange of files between the S-1's and IPAC (scanned files must be 150 dpi or greater).

(2) IPAC Communication. Ensure close and continuous contact with the deployed S-1. With "reach-back" administrative support, it is imperative that multiple forms of communication be planned to ensure uninterrupted service to the deployed units. Each event has a different level of immediacy; thus, the preferred methods of communication listed for some scenarios in this SOP are predicated on availability.

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

(a) Use of the Electronic Personnel Action Request (E-PAR) module resident within MOL will be the primary means of communication. Even though MOL is permission based, it should be noted that special care should be taken as to not disclose PII or sensitive unclassified information.

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

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

b. Good Conduct Medals. Good Conduct Medals for all Marines who deploy will be prepared and certified by the deployed unit via MOL.

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d. Allotments. The IPAC Customer Service Section will provide assistance with allotments or the deployed Marine is not able to process allotments via Mypay.

e. W-2 and W-2C Forms. The primary means for Marines to receive their W-2 is via Mypay. When deployed during a time of year that W-2 forms are issued for the previous tax year, W-2s will be requested from the deployed unit when Mypay is unavailable.

f. Pay, Allowance, and Entitlement Changes

(1) Deployed Unit. Any changes to location of individuals or groups of personnel must be relayed to the IPAC for appropriate unit diary action. Examples of such are medical evacuations, emergency leave, concurrent TAD, arrival/departure to an imminent danger pay area, combat zone tax exclusion area, and hardship duty pay areas. It is imperative that information relative to any pay or allowance be sent expeditiously to ensure IPAC has sufficient time to research and report the requisite unit diary entries before the U&E date that affects the next 1st or 15th payday period.

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

(3) Chapter 4 of reference (d), authorizes payment of standard or flat rate per diem, hereafter referred to as deployed per diem, for members of units deployed overseas. The authority to determine rates for deployed per diem and the mechanics of their use has been delegated to CMC by the Secretary of the Navy. MCO 7220.39, Standard/Flat Rate Per Diem Allowances, implements the deployed per diem allowances for UDP units. Deployed per diem rates are published by CMC (RF) semiannually via MARADMIN message (MCBul 7220). Funding responsibility for deployed per diem resides with CMC (MP). MCO P1080.40 contains procedures and MCTFS reporting requirements for commencement, termination, and adjusting the entitlement to deployed per diem.

g. Awards and Expeditions

(1) Commands must utilize IAPS for impact awards NAMS and higher.

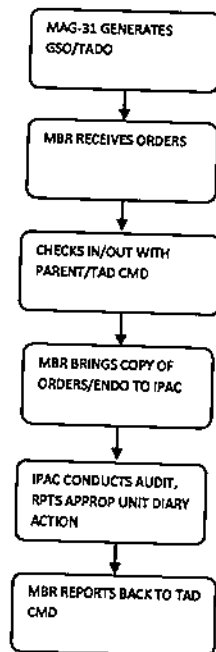
(2) The unit S-1s will be responsible for sending a copy of all awards that were signed and issued by other services. A copy of the award certificate and 1650 will be forwarded to HQMC MMMA to be entered into MCTFS.

(3) Personal awards (Letter of Appreciation, Certificate of Commendation, etc.) will be forwarded to IPAC for entry into Marines record. Awards earned for deployment will be entered upon the unit's return. Unit awards earned during deployment will be entered when the MarAdmin is released by HQMC.

h. Disbursing Services. Disbursing services while deployed will be provided by Camp Lejeune, Disbursing Office via reach back support with the Deployed Operations Branch.

TAD FLOW CHART

ON STATION "TO" TEMPORARY ADDITIONAL DUTY (TAD)
FLOW CHART



ON STATION "FROM" TEMPORARY ADDITIONAL DUTY (TAD)
FLOW CHART

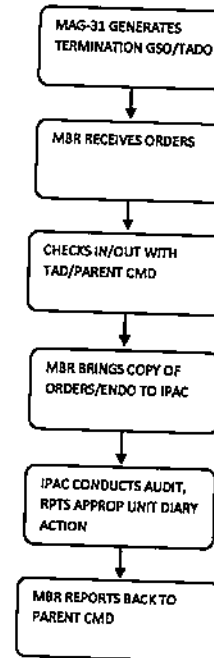


Figure 5-1.--TAD Flowchart

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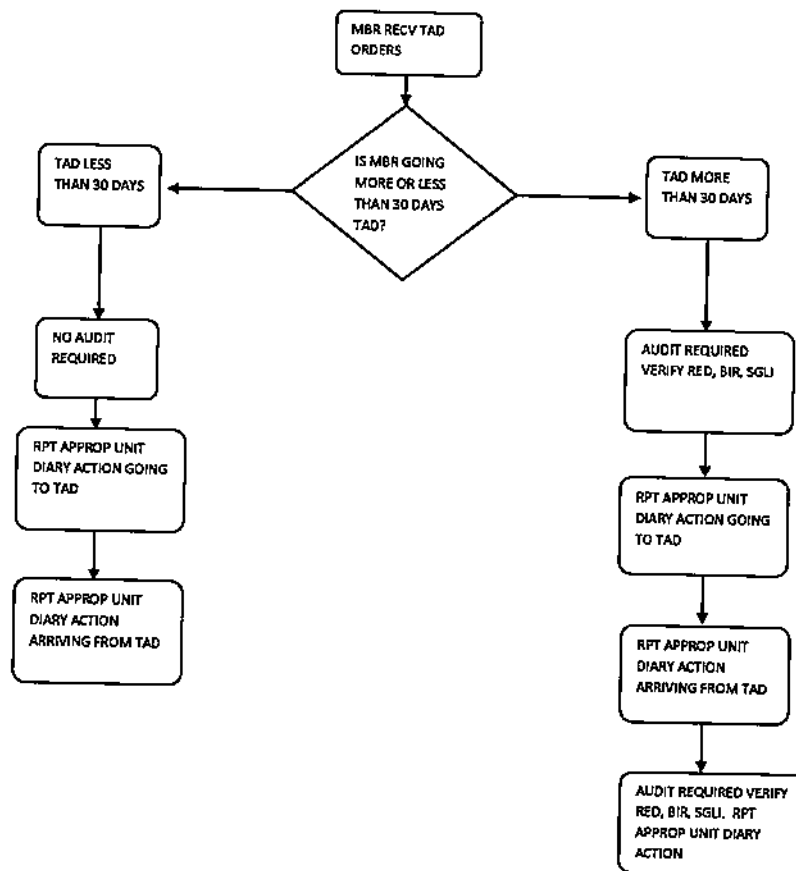
TAD OFF STATION FLOW CHART

Figure 5-1.-TAD Flowchart-Continued

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GENERAL RULES FOR DEPLOYED ENTITLEMENTS

(DISCLAIMER: FEDERAL REGULATIONS TAKE PRECEDENCE OVER THIS INFORMATION BASED ON THEIR LEVEL OF CURRENCY)

1. Commuted Rations (COMRATS)/Discounted Meal Rate (DMR) [Enlisted]

a. All Marines on COMRATS will continue to receive COMRATS while deployed in theater; however, field rations will be started on the day of deployment and stopped on the date of return from deployment. The effect of the field rations entry is that the basic meal rate is deducted from the comrats rate monthly.

b. Marines on meal cards will have their Discounted Meal Rate (DMR) deduction stopped the day they arrive in theater. Upon completion of the deployment their DMR deduction will start the day they depart theatre.

2. Basic Allowance for Subsistence (BAS) [Officers]. All officers serving aboard ship retain their BAS and pay the ship's wardroom directly. While performing duties ashore in a field duty status, officers will be deducted field rations in the same manner as enlisted personnel.

3. Family Separation Allowance (FSA). All Marines who have family members (married or single parent) and all Marines married to other service members (who have established a joint household at the permanent duty station prior to the separation, regardless of other family members), are entitled to FSA from the date of departure through the day prior to the date of arrival back to the PDS in accordance with reference (j). Marines who are legally separated must see IPAC to report separation on unit diary, creating a code "L" in MCTFS. This code will be part of the audit process, therefore, Marines will not qualify for FSA on any future TAD more than 30 days while legally separated. Marines that are pending legal separation may choose to have FSA withheld. Once legal separation/divorce occurs the Marine will have FSA checked from date of separation as stated on the court documents.

4. Career Sea Pay/Career Sea Time. All Marines (officer and enlisted regardless of grade) are entitled to career sea time accumulation while deployed. All active duty Marines, regardless of rank, are entitled to draw career sea pay from the date the ship leaves port. Career sea pay and time continues for the first 30 days a member is ashore performing duties when the intent is to return to the ship following those duties. If there is no intent to return to the ship following those duties, then career sea entitlements stop on the date of debarkation. A Marine that is onboard ship for the purpose of transportation as a passenger is not entitled to career sea pay.

5. Basic Allowance for Housing (BAH). All personnel in receipt of BAH prior to deployment will continue to receive their current BAH entitlements while deployed. In accordance with reference (d), those Marines who are single and in receipt of BAH Own Right who opted to terminate their rental or lease agreement and opt for single-type government quarters for the duration of the deployment will not receive BAH.

Figure 5-2.--General Rules For Deployed Entitlements

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6. Imminent Danger Pay (IDP)/Hostile Fire Pay (HFP). All Marines who perform duty in a designated IDP/HFP area are entitled to IDP which is a daily rate. In accordance with chap 10 of reference (j), when the Marine and/or Unit is under hostile fire, the Commander will certify HFP for the day for day, regardless of the date of arrival or departure in the zone.
7. Hardship Duty Pay - Location Assignment Entitlement (HDP-L). This allowance is monthly entitlement tax payable to members assigned to such HDP areas designated by DOD per chap 17 of reference (j).
8. Combat Zone Tax Exclusion (CZTE). In accordance with chap 44 of reference (j), when member enters the qualified hazardous duty area (while TAD/deployed) exclusion for one day in any given month, the income is non-taxable for the entire month. The tax exclusion applies to all personnel with the following exception for unrestricted officers -- the limit to tax exclusion is the base pay of an E-9 with 26 years of service + \$150.00 (the amount of one month's IDP). In other words, if the max base pay for an E-9 is \$3,850.00 + \$150 = \$4,000.00, then an unrestricted officer is limited to an exclusion of \$4,000.00 per month. Any income above that range remains taxable.
9. Combat Leave Balance (CLB). For all Marines who receive a full tax exclusion, they will also receive benefit of combat leave -- which means that the leave earned during any month when a tax exclusion applies, it is also non-taxable at a later date when the leave is used. As an example, a Marine is in a Combat Tax Exclusion zone from Feb to May, which accounts for 10.0 days of leave. After the Marine returns from deployment the Marine uses that 10 days leave in July, then 10 days of that leave period are also non-taxable for federal and state income taxes.
10. Deployed Per Diem. Members deployed in theater will receive deployed per diem which is a daily rate paid to offset incidental costs while deployed. This entitlement will commence the day after arrival in theater and terminate the day prior to departure.
11. Flight Deck Hazardous Duty Incentive Pay (FDHDIP) Marines are entitled to FDHDIP when the member:
 - a. Serves on the crew of an eligible air capable ship or an aviation unit operating from such a ship; fix-wing-aircraft carrier or an aviation unit operating from that type carrier
 - b. Ordered by competent authority to duty in a billet which requires frequent and regular participation in flight operations
 - c. Participates, within a calendar month, in four days of flight operations or their equivalent on the flight deck of eligible air capable ships.

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d. Per references (j) and (t), F/A-18 squadron's basic monthly quota will be nine personnel to every one aircraft ratio (9:1), three Officers and four Landing Support Officers aboard a US vessel during peacetime. In combat the unit will only be allowed an additional nine personnel to the total number of personnel to aircraft ratio. The following are examples for the above statement:

Example 1 (Peacetime):

If there are 10 total aircraft aboard a deployed ship, each aircraft will have nine Enlisted personnel assigned to it or (9:1). That total will equal to 90 personnel plus seven Officers who will be authorized to receive FDHDIP.

Example 2 (Combat):

The command is authorized to add an additional nine personnel to the current 90 which will bring the total to 99 Enlisted members and seven Officers that the command can submit for FDHDIP for each month. A grand total of 106 personnel will be authorized to receive FDHDIP per month for that unit.

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

12. Post-Deployment/Mobilization Respite Absence (PDMRA)

a. Definitions

(1) Active Component (AC) Deployment-Dwell. The ratio of time spent deployed against all time spent in "dwell" (i.e., not deployed). The deployment-dwell ratio goal is 1:2. This is defined as for every one period of time an AC Marine is deployed to the area of responsibility (AOR) as defined in paragraph 1.d. An AC Marine will be stabilized for a minimum of two periods of dwell time prior to a subsequent deployment overseas. For example, an AC Marine who deploys for seven months earns 14 months of dwell time (i.e., day for day); 12 months deployed earns 24 months of dwell time.

(2) Reserve Component (RC) Deployment-Dwell. The ratio of time spent activated in support of a designated contingency operation against all time spent in "dwell" (i.e., not activated). The deployment-dwell ratio goal is 1:5. This is defined as for every one period of time an RC Marine is activated in support of a designated contingency operation, the RC Marine will be stabilized for a minimum of five periods of dwell time prior to a subsequent activation. For example, an RC Marine who is activated in support of a designated contingency operation for 12 months earns 60 months of dwell time (i.e., day for day).

b. PDMRA ACCRUAL RATES. Refer to reference (u).

c. PDMRA ELIGIBILITY REQUIREMENTS.

(1) For AC and RC marines the minimum duration of initial deployment to the designated PDMRA location by the secretary concerned is four consecutive months (120 consecutive days) to be eligible for PDMRA.

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(2) The subsequent deployment duration to the designated PDMRA location by the secretary concerned must be a minimum of four consecutive months (120 consecutive days) to be eligible for PDMRA.

(3) PDMRA accrual for AC service members includes the day that the member arrives at the deployed location through the day that the member redeploys.

(4) PDMRA accrual rates for RC service members:

(a) includes the day that the member is ordered to duty pursuant to sections 12301(a), 12301(d), 12302, or 12304 of DODI 1327.06 through the date that the member's service is terminated under that same authority. RC members must be serving pursuant to the sections listed above in order to utilize the administrative absence days accrued under the PDMRA program.

(b) in location designated as qualifying for PDMRA by the secretary concerned.

d. Max accrual of PDMRA per occasion. Qualifying AC/RC marines mobilized/deployed may receive up to 24 PDMRA administrative absence days off for respite following a 12 month mobilization/deployment.

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Chapter 6

Outbound Branch

1. General. The Outbound Branch is tasked with the receipt, administrative processing, and issuance of PCS, PCA (between MCAS and MCRD), separations, release from active duty, and retirement process for personnel of supported organizations.

2. Permanent Change of Station Orders. 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. Submitting of a NAVMC 11115 to the finance office requesting travel advances.
- 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.
- i. Advance Pay

3. Types of Orders

a. PCS. Permanent Change of Station Orders (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 reference (d). 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, need transfer pro/con marks for Corporals and below, and meal card (if applicable), on effective date of detachment for receipt of PCSOs.

(2) IPAC will maintain the official file copy of the Marine's PCSOs.

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

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

(2) IPAC will maintain the official file copy of the Marine's PCA Orders.

c. Stragglers Orders

(1) Marines who are apprehended or return from desertion require stragglers orders. The Outbound Branch 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 Beaufort SC. 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).

(2) The format for stragglers orders is located in chapter 5 of reference (q). An "official file copy" is maintained in the official correspondence file as required.

(3) The Pay adjustment Authorization, DD Form 139, will be 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 checkages post to MCTFS.

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 entry and forwarding it to the PCSOs Section.

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

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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 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 IPAC PCSOs Section.

a. 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.

b. The PCSOs section will only complete naval messages for area/country clearances on Marines that are PCS'ing overseas. 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 Air Station, Beaufort 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.

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 member's Command's Adjutant/S-1 section. The check-out procedures for transferring personnel remain the responsibility of the Marine's unit, and command supervision is essential. Supported organizations must ensure that the Marine has completed all check-out requirements prior to reporting to the IPAC for issuance of Orders. The original check-out sheet will be retained by the 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.

(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 Branch 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

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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 (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 Branch.

b. When the Marine returns from Humanitarian PTAD, the Marine must report to the IPAC Outbound Branch 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.

10. Separations/Retirements. 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 Beaufort.

a. 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.

(1) Upon reporting to the Outbound Branch, 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 Outbound Branch at (843)228-8442.

(2) Each Marine will receive a Pre-Separation checklist. The checklist will identify milestones starting 180 days out (360 days for retirements/transfer to FMCR) from the anticipated separation date that must be considered and completed prior to the separation date. Marines must return to the IPAC Separation Section no later than 20 days prior to their planned date of detachment to review documents and sign if necessary.

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

11. Transition Readiness Seminar (TRS)

a. Unit commanders must ensure Marines being separated from active duty are counseled by the command Unit Transition Counselor concerning the TRS 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 MCAS, Beaufort. Each command TRS coordinator, normally the career planner, will ensure their Marines attend the seminar. Documentation of will be forwarded to the Outbound Branch prior to the Marine's departure.

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

12. 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.

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

13. 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 Outbound Branch 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

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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.

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

14. Transition PTAD. Transition PTAD will be authorized for retirements, transfers to the FMCR, and involuntary separations in accordance with reference (v).

15. Household Goods Shipments. Beaufort DMO 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 DMO to arrange shipment of household goods.

16. Awards. The commands are responsible for end of tour/retirement awards.

17. 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.

18. Ceremonies. Retirement Ceremonies are the responsibility of the command.

19. Check-out Sheets. Marines will report to their Command's Adjutants/S-1 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 returning a copy to the IPAC.

a. The check-out sheet documents completion of the physical check-out process from their parent unit and MCAS BEAUFORT, and commands must provide supervision to the Marine as required. The Marine must complete check-out prior to final processing at the IPAC Outbound Branch.

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.

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

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b. The IPAC Outbound Branch will 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 medical/dental records to higher headquarters within 3 working days of the completion of all administrative actions.

d. Unit commanders are reminded to review MarAdmin 364/12 as it pertains to characterization of service for the Marine being separated.

21. End of Active Service (EAS)/Release from Active Duty. The Outbound Branch 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 Outbound Branch 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.

22. Administrative/Legal Separations. Commanders are required to process all Marines and Sailors who meet the criteria for separation according to reference (w), 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 Separations Section is notified of the submission of such request to the respective discharge authority 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 whether or not a Marine is qualified for separation.

(2) Ensuring that a Marine completes TRS prior to the Marine separating. A copy of the TRS certificate must be provided to the IPAC Separations Section.

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 Branch.

c. The Outbound Branch will track personnel pending administrative/legal separations upon notification from the service member's command. Commanders must provide the Separation Section a copy of the administrative/legal separation recommendation when it is forwarded to MCAS 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/legal separation, the Separation/Retirement Section will report a 12 months 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.

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e. Marines must report to the IPAC to receive a short briefing from the Outbound Branch personnel. As certain actions still require considerable time to complete (settlement of supply account, final physical, TRS, 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 228-8404.

g. When the administrative/legal 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 Outbound Branch will submit a NAVMC 11116, Miscellaneous Military Pay Order/Special Payment Authorization, to the Finance Office to restart the Marine's DD and update the Marine's promotion restriction.

23. 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 Outbound Branch in the OMPF after having determined the Marine's eligibility. In accordance with reference (w), Marines will complete the Retirement Pre-Application Checklist 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).

c. The SNCOIC of the Outbound Branch 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.

d. Each unit will be notified of those personnel who fail to report to the Outbound Branch in sufficient time to process required documentation.

e. Marines and commands must keep the Outbound Branch informed of any modifications or changes to retirement.

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).

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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 Outbound Branch for review of the DD Form 2656, Retired Pay Data Form.

i. Survivor Benefit Plan (SBP). Per reference (x), Marines are required to complete the Marine Net SBP course upon 18 years of active service and will receive an MOL notification at their 18 years of active duty that completion of this course is required prior to retirement. Marine net will automatically report completion of this training using the existing training event code for table 32: SP Survivor Benefit Program (SBP) Counseling. The certificates will be maintained on file by the IPAC with the retirement package meeting the minimum retention period for two years per reference (y).

(1) All retiring Marines, with or without eligible dependents, are required to make an SBP election via the DD form 2656, data for payment of retired personnel. If no election is made, or the election is invalid due to an administrative error, the law requires enrollment in SBP with spouse coverage at full gross retired pay. In the event of any Marine declining the SBP coverage, the spouse is required to sign form 2656 and the form will have to be notarized at the 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.

k. Check-out Sheet. Upon return of the completed checkout sheet, the Marine will be issued appropriate travel orders.

24. 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/PDRL. Commands will be notified via email by the Outbound Branch and direct Marines to report to the IPAC Outbound Branch.

a. Marines who are being discharged for physical disability must report to the IPAC Outbound Branch within 2 working days of HQMC's notification to

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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 (TRS) remain a requirement.

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 Outbound Branch who will in turn notify HQMC (MMSR-4).

25. Orders Home Awaiting Physical Evaluation Board (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. Reference (w) 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.

a. If approved, the command must direct the Marine to report to the IPAC with a copy of the request. Marines reporting to the IPAC will receive a short briefing from the 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 reference (w), 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.

26. Officer Transition Packages

a. Upon notification by the command, the IPAC Outbound Branch 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 Outbound Branch to begin the separation process. Unit commanders will be notified of those personnel who fail to report.

b. The IPAC Outbound Branch will complete the DD Form 214. Other IPAC Sections will complete additional administrative requirements such as Temporary Duty Under Instruction Orders for training.

27. 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 Branch will collect the meal card and destroy it.