



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO VIRGINIA 22134 5001

MCINCR-MCBQO P5001.1A  
IPAC  
22 Mar 16

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE  
QUANTICO ORDER P5001.1A

From: Commander  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR INSTALLATION PERSONNEL  
ADMINISTRATION CENTER (IPAC) MARINE CORPS INSTALLATIONS  
NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO (SHORT  
TITLE: SOP FOR IPAC MCINCR-MCBQ)

Ref: (a) MCO P5000.14D  
(b) ALMAR 058-05  
(c) MARADMIN 535-08  
(d) DOD FMR 7000.14R, Vol 7a

1. Situation. Per the guidance provided by ALMAR 058/05, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) established the Installation Personnel Administrative Center (IPAC) Quantico to form policies, procedures, responsibilities, and relationships with respect to administrative matters.

2. Mission. To provide professional, efficient, and effective personnel administration to Marines, Sailors, and their families assigned to commands aboard MCINCR-MCBQ. The Marines of IPAC Quantico are charged with the proper maintenance of the electronic service records (ESR), manpower data elements, and pay and entitlement processing.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Review of this Standing Operating Procedures (SOP) is recommended for all Commanders and their staffs. The Director of IPAC is responsible for the oversight and daily operation of the IPAC. Adherence to this SOP will assist Commanders in focusing on the readiness of their unit, while simultaneously maintaining personnel administrative readiness. The end-state is to provide Commanders, Marines, Sailors and their family members effective administrative support. Training in the use of administrative initiatives such as Marine On-Line (MOL), and assistance in establishing or refining unit internal control procedures is available from the IPAC, Quality Assurance Section.

(2) Concept of Operations. The complex nature of entitlements and administrative procedures necessitates an ongoing technical professional military education program. Therefore, this SOP is a dynamic document, subject to periodic updates as higher headquarters publishes changes. The varied methods in which Marines and units deploy require flexibility and cooperation. In fact, it is essential to ensure administration is achieved in a timely and proactive manner. Authorization to deviate from this SOP may occur as the situation requires, under the provision of the references and their updates and direction from higher headquarters.

b. Subordinate Element Missions. Commanding Officers and personnel receiving personnel administrative support by IPAC Quantico will refer to reference (d) regarding command responsibilities, and will be guided by this SOP on the internal services and procedures of IPAC Quantico.

c. Coordinating Instructions. Questions regarding any procedures outlined in this Manual should be addressed to the Director of IPAC Quantico.

4. Administration and Logistics. Recommendations concerning changes to the IPAC SOP are encouraged. Submit to the Commander, MCINCR-MCBQ (Attn: G-1), via the appropriate chain of command.


5. Command and Signal

a. Command. This SOP is applicable to Active Duty and Reserve Personnel located aboard MCINCR-MCBQ.

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

6. Applicability. This SOP is applicable to all MCCDC, HMX-1, MCAF, and all MCINCR-MCBQ tenant activities being serviced by MCINCR-MCBQ IPAC.

7. Certification. Reviewed and approved this date.



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ALLEN D. BROUGHTON  
Chief of Staff  
Signed by: BROUGHTON.ALLEN.DALE.1168122922

DISTRIBUTION: A

CHAPTER 1

POLICY AND STRUCTURE

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CHAPTER 1

POLICY AND STRUCTURE

**1000. GENERAL.** The IPAC has cognizance over personnel administration for all serviced commands located aboard Quantico. The IPAC is under the operational and administrative command and control of the Commander, MCINCR-MCBQ.

**1001. MISSION.** The mission of the IPAC is to provide personnel administrative support and services to Commanders, Marines, Sailors and family members by ensuring military personnel records and pay accounts are accurate and properly maintained therefore ensuring individuals are administratively prepared for worldwide deployment with the operating forces.

**1002. HOURS OF OPERATION.** The IPAC hours of operation:  
Yale Hall, Bldg 2006; Monday through Friday from 0700 to 1700.  
Little Hall, DEERS Bldg 2034; Monday through Friday from 0700-1530.

1. For emergency situations, contact the Director, Deputy Director, Staff Non-Commissioned Officer in Charge (SNCOIC) or Officer in Charge (OIC) of the respective section for assistance listed in Figure 1-2.
2. The IPAC is closed for routine business on Thursdays at noon for Professional Military Education (PME), with the exception of scheduled appointments, check-ins, check-outs and Marines with bona fide emergencies.
3. The IPAC will extend hours of operation to accommodate requests for service outside normal working hours.

**1003. IPAC PERSONNEL POLICIES**

1. All military personnel conducting routine administrative business are required to be in the uniform of the day or appropriate civilian attire.
2. All personnel are required to check-in with the front desk clerk of the respective IPAC section prior to being assisted.
3. Electronic Personnel Action Requests (EPARs) are encouraged for all Marines and must be properly routed through the respective chain of command. All EPARs will be worked within 5 working days after being received by the IPAC.
4. Request for Leave and Earnings Statements (LES), Basic Training Records (BTR), Basic Individual Records (BIR), W-2 and W-2C, and Fitness Report printouts will be processed by the individual Marine

utilizing MOL, MyPay and/or the individual unit Adjutant/S-1. Additionally, requests for certified true copies of printouts and pages from an individual's Service Record (i.e., for meritorious boards, enlisted to officer packages, personal convenience, etc.) will be accomplished by the unit S-1 utilizing Marine on Line (MOL).

5. All disputes/disagreements or service problems will be addressed to the Section OIC/SNCOIC. The use of the MCICNR-MCBQ's Interactive Customer Evaluation (ICE) is highly encouraged to site all concerns. The IPAC staff will ensure that every complaint is thoroughly researched and a satisfactory explanation is provided to the Marine and/or command.

[http://ice.disa.mil/index.cfm?fa=site&site\\_id=181](http://ice.disa.mil/index.cfm?fa=site&site_id=181)

**1004. IPAC ADMINISTRATIVE RESPONSIBILITIES.** IPAC responsibilities include, but are not limited to, the following:

1. Provide timely administrative support in response to EPARs from individual Marine(s) or command representatives.
2. Ensure all reportable items are accurately processed in MCTFS via unit diary within 5 working days of receipt of validated source documents.
3. Preparation, maintenance, and accountability, of all service records of personnel administratively joined to commands serviced by IPAC Quantico.
4. Endorsement and preparation of PCS and PCA Orders.
5. Process requests, report required entries, provide orders, for transfer to the Fleet Marine Corps Reserve and issue DD214s for retirement.
6. Monitor and retain completed check-out sheets.
7. Issuing, recovery and accounting for electronic meal cards.
8. Process bond and allotment requests that cannot be processed through MyPay.
9. Monitor junior enlisted promotions and submit requests for remedial promotions.
10. Coordinate with unit Limited Duty Coordinators to track personnel in a limited duty status and report any changes in duty status and limitation codes.

11. Conduct new join, triennial, pre and post deployment audits. Deployment audits will include review and update of BIR, Service members' Group Life Insurance (SGLI) and Record of Emergency Data (RED) 30 days prior to departing and upon return from deployment/TAD in excess of 30 days.
12. Provide personnel administrative support to unit commanders to include deployment support as required.
13. Process all legal documentation received from the supported units.
14. Provide administrative/backup support for MOL. This includes also providing any administrative assistance that may be needed by Commanders and Marines.

**1005. ORGANIZATION AND SUPPORTED UNITS**

1. Headquarters Service Battalion (HqSvcBn)
2. Security Battalion (SctyBn)
3. The Basic School (TBS)
4. Officer Candidate School (OCS)
5. Marine Corps Air Facility (MCAF)
6. Marine Corps Helicopter Squadron One (HMX-1)
7. Marine Corps University (MCU)
8. Weapons Training Battalion (WTBn)
9. Wounded Warrior Regiment (WWR)
10. Marine Corps Detachment, Ft Belvoir (MCDet Ft Belvoir)

**1006. IPAC ORGANIZATIONAL STRUCTURE. See Figure 1-1.**

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

a. 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.

b. IPAC Headquarters Section is responsible for management of IPAC personnel training requirements and personnel accountability.

2. IDENTIFICATION/DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (ID/DEERS) & PASSPORT OFFICE. The ID/DEERS & Passport office provides administrative assistance for all service members (active/reserve), family members of service members and government employees.

3. QUALITY ASSURANCE SECTION. Quality Assurance Section is responsible for monitoring unit diary reporting: and extract, work,

monitor, and certify Electronic Diary Feedback Reports (EDFR). 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/ODSE reports; and conduct administrative visits to the supported commands.

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

5. CUSTOMER SERVICE SECTION. The Customer Service Section is responsible for the following administrative areas: administrative service for pay related EPARs, pay entitlements reporting, maintenance/security of service records, formal schools, awards and completion of triennial audits. The Customer Service Section is responsible for processing and reporting any change in a Marine's dependency and marital status to include a complete SRB audit, member married to member, member married to other service member and triennial audits.

6. PAY/DEPLOYMENT SECTION

a. PAY SECTION. The Pay Section is responsible for tracking and monitoring all pay entitlements to include Career Status Bonus (CSB) and Special Duty Assignment (SDA) pay for personnel of the supported units, auditing and resolving pay discrepancies, and submitting special payments to Finance Office. The Pay Section is also responsible for processing allotments not processed by MyPay.

b. DEPLOYED SUPPORT/TAD SECTION. The Deployed Support/TAD Section is responsible for tracking, monitoring and conducting all required audits, to ensure proper reporting of TAD entitlements pre- and post-deployment.

c. RECORDS ROOM. The Records Room is a central point for collection, scanning, and uploading of correspondence to the service member's official military personal file (OMPF).

7. COMMAND SUPPORT SECTION. The Command Support Section is divided into three sub-sections (Promotions, Legal, and Limited Duty) and assists commands with reporting of rifle/pistol qualifications, assignment and removal from body composition program, local/formal schools, physical fitness tests, combat fitness test scores and any entries not reported by the unit's S-3s. When MOL is not available, the IPAC Command Support Section will support and assist with

reporting the appropriate unit diary entries.

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

b. LEGAL SECTION. The Legal Section is responsible for the administrative processing of all legal related entries to include Non-Judicial Punishment (NJP), courts-martial, appellate leave, "In Hands of Civil Authorities" (IHCA), unauthorized absence, and/or desertion. Additionally, the Legal Section reports all relevant entries into MCTFS. Lastly, the Legal Section is responsible for processing Marines placed on involuntary appellate leave and Marines declared a deserter for more than 90 days, to designated higher headquarters.

c. LIMITED DUTY SECTION. The Limited Duty Section is responsible for tracking personnel on limited duty status.

8. OCS STUDENT PERSONNEL SECTION. The Officer Candidate School Student Personnel Section is located at Yale Hall bldg. 2006, 2nd deck. The section is responsible for the administrative processing of Candidates attending Officer Candidates School (OCS) and the preparation of the Basic School orders.

9. TBS STUDENT PERSONNEL DETACHMENT. TBS School Student Personnel Detachment is responsible for the administrative processing of students training at The Basic School (TBS), Basic Officer Course (BOC), Warrant Officer Basic Course (WOBC), Infantry Officer Course (IOC) and the Martial Arts Center of Excellence (MACE). The TBS Detachment is physically located at Camp Barrett to provide service to only student personnel.

10. PERMANENT CHANGE OF STATION ORDERS (PCSO) SECTION. The PCS Orders Section is responsible for endorsing all PCS and PCA orders issued by Headquarters Marine Corps. Additionally, it maintains responsibility for all port-call submissions for Marines ordered overseas.

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



**1007. FLOW OF INFORMATION.** In an effort to reduce the requirement for Marines to physically visit the IPAC for routine personnel actions, Marines are encouraged to utilize MyPay website <https://mypay.dfas.mil> or the MOL website <https://tfas.mol.usmc.mil>. The preferred method for transmitting information to request administrative action is Electronic Personnel Action Request (EPAR). EPARS are completed within 5 working days if all required supporting documents are attached. EPAR submission provides recorded feedback and details for tracking purposes.

**1008. SUPPORT OF ACTIVATED RESERVIST ON ACTIVE DUTY OPERATIONAL SUPPORT/RESERVE ORDER WRITING SYSTEM (ROWS) ORDERS.** The IPAC provides administrative support to a number of activated Reservists aboard MCINCR-MCBQ. Due to the complexity of Reserve issues, units are encouraged to contact the respective IPAC section when the following issues occur:

1. Inbound Section will process all newly activated Reservists who require an INITIAL JOIN, execute a PCS from outside MCINCR-MCBQ and travel claims incident to PCS.
2. Deployment Support/TAD Section will process all 30-day partial travel claims, all travel claims for ADOS/ROWS orders, pre/post deployment audits, any periods of TAD executed through use of the DTS application.
3. Pay Section will handle all pay inquiries.
4. Separation/Retirement Section will handle all adjustments to EAS/ECC dates due to modification to ADOS/ROWS Orders, 11060s, and preparation of DD 214.
5. PCS Orders Section will prepare PCS orders, if applicable.

IPAC ORGANIZATIONAL CHART

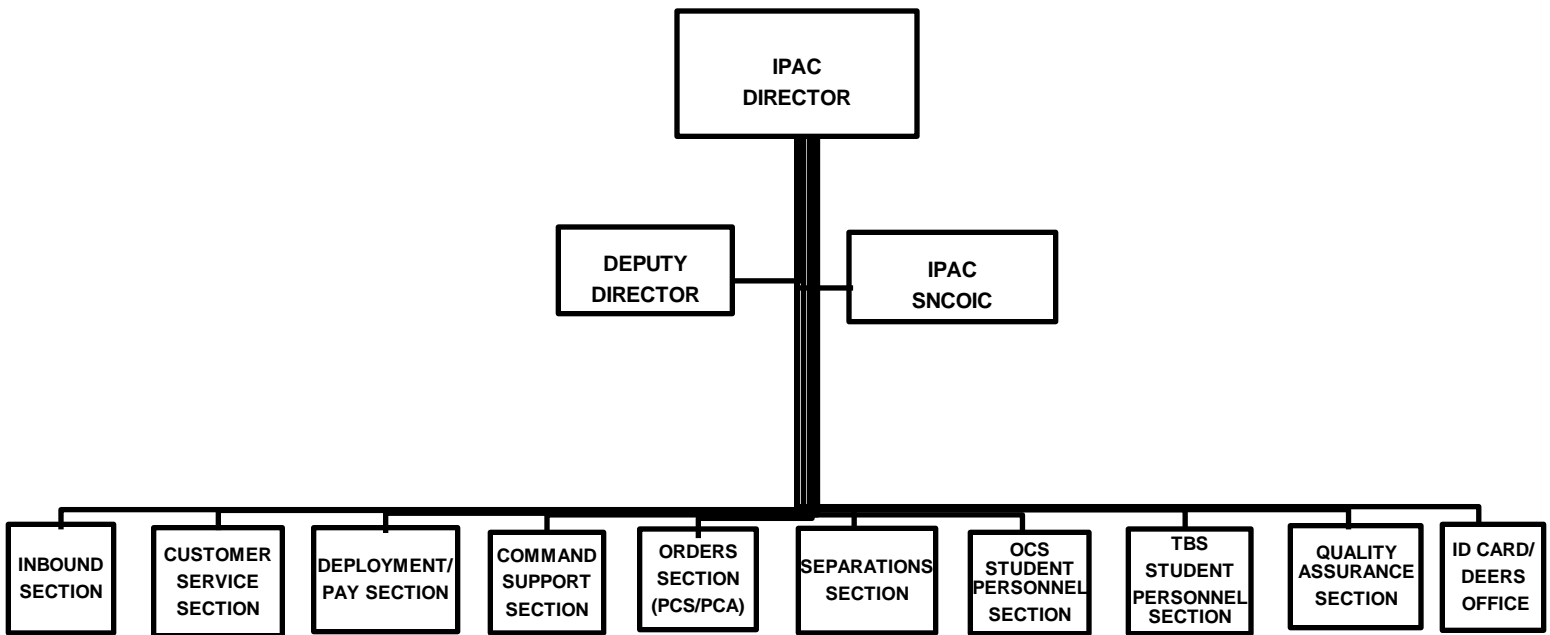


Figure 1-1.-IPAC Organizational Chart

**IPAC PHONE ROSTER**

Headquarters Section

Director 784-4672  
Deputy Director 784-5100  
SNCOIC 784-5851

Inbound Section

Officer in Charge 784-0023  
SNCOIC 784-4479  
Clerks 432-4194

Customer Service Section

Officer in Charge 784-1216  
SNCOIC 432-1229  
Clerks 784-4466

Deployment/Pay Section

Officer In Charge 432-1990  
SNCOIC 432-1231  
Pay Section 784-5661

Orders Section (PCS/PCA)

Officer in Charge 784-2434  
SNCOIC 784-3461  
Clerks 784-4193

Command Support Section

Officer in Charge 432-2933  
SNCOIC 432-1989  
Clerks 784-4511

OCS Student Personnel Section

Officer in Charge 784-4400  
SNCOIC 784-4188  
Clerks 432-1243

TBS Student Personnel Section

Officer in Charge 432-6526  
SNCOIC 432-6412

DEERS/ID Card & Passport Office

Officer in Charge 784-1597  
Customer Service 784-2758  
Passports 784-1488

Quality Assurance Section

Officer in Charge 784-2353  
SNCOIC 784-2933

Separations Section

Officer in Charge 432-0093  
SNCOIC 784-5613  
Clerks 784-5496

Figure 1-2. IPAC Phone Roster

CHAPTER 2

DEERS/ID CARD CENTER

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CHAPTER 2

DEERS/ID CARD CENTER

SECTION 1: GENERAL

**2000. GENERAL.** The DEERS/ID Card Center provides enrollment into the Defense Enrollment Eligibility Reporting System (DEERS), issues Common Access Cards (CAC) and/or official Identification Cards to all active, reserve and retired service members, service member families, and civilian and contractor employees. Additionally, we also provide visas, diplomatic, official and no-fee passports for official travel.

**2001. MISSION.** Establish regulations and procedures for issue and recovery of all ID/CACs (military and civilian). In addition, the DEERS/Real-time Automated Personnel Identification System (RAPIDS) provides a computerized information service to the enrollment of individuals eligible for Uniformed Services benefits in order to reduce potential fraud, waste, and abuse associated with obtaining benefits.

**2002. LOCATION.** The DEERS/ID Card Center is located on the 1st floor of Building 2034 (Little Hall). The mailing address is 2034 Barnett Avenue, Quantico, VA 22134.

**2003. HOURS OF OPERATION.** Hours of operation are Monday thru Friday from 0700 to 1530. For appointments call 703-784-2750/2759/2758. Walk-ins are available from 0700-1500, first-come-first-serve basis. Walk-ins may end earlier due to a high volume of customers. The center is closed on Federal holidays and at 1400 every second Wednesday of each month for training. Appointments can be scheduled on <https://rapids-appointments.dmdc.osd.mil> and detailed information is available on the Quantico Website at <http://www.quantico.usmc.mil>.

SECTION 2: DEERS/ID CARD SECTION

**2100. GENERAL.** The Defense Enrollment Eligibility Reporting System (DEERS)/ID Card Section provides enrollment into the Defense Enrollment Eligibility Reporting System (DEERS), issues Common Access Cards (CAC) and/or official Identification Cards to all active, reserve and retired service members, service member families, and civilian and contractor employees.

**2101. IDENTIFICATION.** All personnel over age 18 must present two valid unexpired forms of identification. At least one of the forms of ID must have a valid photo. A list of identification is available on <http://nvlpubs.nist.gov/nistpubs/FIPS/>.

**2102. DOCUMENTATION.** Marriage certificates, divorce decrees and birth certificates must be originals, court-certified copies, or certified photocopies that reflect the file number. Foreign documents must be accompanied by an official English translation. Foreign divorce decrees must be reviewed by the local installation's legal department.

**2103. COMMON ACCESS CARD (CAC).** The DEERS/ID Card Center issues the CAC to eligible active and reserve service members, civilian employees and contractors. The following information is provided for issuance and renewal of the CAC:

1. Active Duty, Reserve and National Guard service members. The personnel record must be updated by appropriate branch of service to reflect current status/change. CACs can be renewed within 90 days from date of expiration. CACs are issued for a period of three years or less. The military member should bring two forms of valid unexpired IDs, one MUST be a photo ID. Additionally, please bring the following for the appropriate occasion/event:

- a. Reenlistment/Extension - Reenlistment Contract Extension
- b. Promotion - Promotion Warrant/Order or MOL/MCTFS 3270
- c. Demotion - Source document for demotion in grade/rank
- d. Frocking - Frocking message
- e. Reservist on Active Duty - Active Duty Orders
- f. Appellate Leave - Appellate Leave Orders

2. Civilian Employee & Contractor. The personnel record must be updated by the agency prior to issuance. Two (2) forms of valid unexpired IDs, one form MUST be a photo ID. For convenience, please call in advance to check if the new record is available in DEERS to issue a CAC.

**2104. IDENTIFICATION CARDS.** A dependent must have proper identification and documentation to enroll in DEERS or receive an ID card. The sponsor must be present with dependent or the sponsor can provide the dependent a DD Form 1172-2. The DD 1172-2 can be verified at the center, notarized or digitally signed on <https://www.dmdc.osd.mil/selfservice/>. A General POA from sponsor for the dependent may also be utilized for service.

1. Spouse. To enroll a spouse, present the original Marriage Certificate, Spouse's Birth Certificate, Spouse's Social Security Card, and two (2) forms of unexpired identification, one form MUST be a photo ID. Divorce Decree or Death Certificate if applicable.

2. Newborn Child. To enroll a newborn child, present the Child's Certificate of Live Birth letter or Birth Certificate and the Child's Social Security Card.

3. Child Born Out of Wedlock. For male sponsors, present the Court Order (Judicial Determination of Paternity), Voluntary Acknowledgment of Paternity (VAP), Approved Dependency and Residency Determination (reflecting over 50% support) or SJA Opinion that establishes paternity and the Child's Birth Certificate and the Child's Social Security Card. The child must reside in the sponsor's household or in one maintained by the sponsor to receive commissary privileges. The sponsor must provide over 50% support for child to receive exchange and MWR privileges. For female sponsors, present the Child's Birth Certificate and the Child's Social Security Card.

4. Step Child. To enroll a step child, present the Child's Birth Certificate, Child's Social Security Card and the Marriage Certificate of sponsor and step child's biological parent.

5. Legal Custody Ward or Foster Child. To enroll Legal Custody Ward OR a Foster child, present the Approved Dependency Determination from DFAS (DD 1172 and DD 27-88), Original or Certified copy of Court Order or Placement Agreement granting Legal Guardianship/Custody to the sponsor that stipulates the child will be in the care and custody of the Sponsor for no less than twelve (12) consecutive months, the Child's Birth Certificate and the Child's Social Security Card. The sponsor MUST provide over 50% support to the child and the child MUST reside in the military sponsor's household.

6. Adopted Child. To enroll an adopted child, present the Final Adoption Decree signed by the judge (Original or Certified copy) or documentation from authorized Placement Agency under the Department of Human Services, Child's Birth Certificate and Child's Social Security Card.

7. ID Cards for Children Under Age 10. To receive an identification card for a child under the age of 10, one of the following situations must apply:

- a. Child has joint service couple or single parent
- b. Child's physical appearance has changed significantly
- c. Child does not reside in the household of the sponsor
- d. Child is temporarily away from sponsor and must use a medical treatment facility

8. ID Cards for Children Age 10 to 18. For initial issue of child's first ID card, present Child's original Birth Certificate. For renewal, present old ID card.

9. ID Cards for Children Age 18 and Older. Present two (2) forms of unexpired identification, one form MUST be a photo ID. The old military ID can be used as one form.

10. Medically Incapacitated Child over the Age of 21. To enroll an incapacitated child, present Approval of Dependency Determination (DD 1172 and DD 27-88), Valid unexpired photo ID of Incapacitated Child, Child's Social Security Card, Current Medical Sufficiency Statement. The sponsor MUST provide over 50% support to the child. Medical incapacitation MUST have occurred and been documented in medical records prior to the 21st birthday. The Medically Incapacitated Child cannot be married. Recertification every four (4) years.

11. College Student (Ages 21 to 23). Child must present a letter from the accredited institution's school registrar certifying full-time enrollment or enrollment verification certificate from the National Student Clearing House. The original document must state full-time enrollment, anticipated graduation date, and dates of the current semester. The sponsor MUST provide over 50% support to the child. College Student must present two (2) forms of valid unexpired IDs, one form MUST be a photo ID. For more details, please contact the center.

12. Tricare Young Adult (TYA) Program (Ages 21 to 26). The sponsor must enroll the child in the Tricare Young Adult Program. The sponsor and the child must present two (2) forms of valid unexpired IDs, one form MUST be a photo ID.

13. Retirees. To update status to Retired in DEERS, present the Retirement Orders, DD Form 214 (Member Copy 4) or Correction of Military Record. Two (2) forms of valid unexpired IDs, one form MUST be a photo ID. Retirees will not be issued their initial Retiree ID card prior to their retirement date. The CAC must be turned into the center prior to issuance of ID card. Eligible dependents of retirees will also need to replace their dependent ID cards to reflect the retiree's change in status. The Retiree ID card will state the card is indefinite but on the backside of the card it will have an expiration date for the 65th Birthday. At 65, retirees are eligible for Medicare and require a new Retiree ID card after the Medicare Part A and B election has been made. The Dependent Spouse of the Retiree will be issued an ID card every four years until age 65.

**2105. LOST, STOLEN OR ALTERED ID CARD/CAC PROCEDURES**. All ID cards and CACs are the property of the U.S. government and must be safeguarded against fraudulent use, loss and alteration.

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

(2) A Report of Lost, Stolen or Altered ID/CAC Form must be completed; the original for DEERS/ID Card Center and a copy should be maintained in the personnel file.



a. Active Duty, Reserve and National Guard service members. The service member must have a signed statement from their supervisor (E-6 or above) to report a lost, stolen, or altered ID card/CAC.

b. Civilian Employees/Contractors. The civilian employee or contractor must have a signed statement from their first-line supervisor to report a lost, stolen, or altered ID card/CAC.

c. Family Member(s). Family members are not required to complete a report of lost, stolen or altered ID/CAC.

**2106. TERMINATION OF ID/CAC**. Upon termination of employment, all ID/CACs must be turned into the DEERS/ID Card Center for termination/destruction. Any person possessing more than one ID/CAC or who willfully alters, damages, lends, counterfeits, or uses an ID card in any unauthorized manner is subject to possible adverse administrative, disciplinary, or UCMJ action under Title 18, U.S. Code or Federal laws.

### SECTION 3: PASSPORT OFFICE

**2200. GENERAL**. The Passport Office provides assistance to command-sponsored military, authorized family members and DoD civilians traveling on official travel orders in acquiring no-fee passports. Government contractors cannot utilize the Passport Office for services.

1. LOCATION. The Passport Office is located in DEERS/ID Card Center, 1st Floor, Building 2034 (Little Hall). The address is 2034 Barnett Avenue, Quantico, VA 22134.

2. HOURS OF OPERATION. Operating hours are Monday thru Friday from 0800-1530. For appointments call 784-2750/2758/2759. Appointments are recommended, but not required.

3. SERVICES. The Passport Office processes visa applications and diplomatic, official and no-fee passports for official government travelers. The passport agents are appointed by the Department of State and authorized to accept passport applications. Tourist passport applications are not accepted.

4. Requirements. Passport applications can be completed on [www.travel.state.gov](http://www.travel.state.gov). For detailed instructions, please contact the Passport office. Passport applications may take up to six or more weeks to process. Visa applications may take up to three or more weeks. Personnel who are assigned to Explosive Ordnance Disposal and National Capital Investment Fund must possess an official passport.

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Marine Helicopter Squadron-1 and Marine Corps Embassy Security Group will utilize the Passport Agent assigned to their individual units. To apply for an official passport, present a copy of endorsed orders or Letter of Intent; "Request for Expedite" signed by an SES/General Officer; current/expired passport or original birth certificate; and marriage certificate. Additional documentation may be required. Please contact the Passport Agent for additional information. Passport photos are available at Combat Camera for no cost.

CHAPTER 3

QUALITY ASSURANCE SECTION

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CHAPTER 3

QUALITY ASSURANCE SECTION

**3000. GENERAL.** The Quality Assurance Section is responsible for developing Internal Control Reports (ICRs), conducting internal and external inspections and to ensure the IPAC and supported units are in compliance with federal regulations, directives, and guidance as set forth by higher headquarters. Primary functions of the Quality Assurance section are to: review internal controls of each section, research and interpret policy/regulations, conduct administrative training visits at supported units, manage data systems operations, and inventory control of IT assets.

**3001. QUALITY ASSURANCE RESPONSIBILITIES.** The responsibilities of the Quality Assurance Section include, but are not limited to the following:

1. Electronic Personal Action Requests (EPARS).
2. Internal/External Process Review Visits.
3. Administrative Training.
4. Audit Inconsistency Reports.
5. Update and manage SharePoint website.
6. Generate and analyze the Timeliness Management Report (TMR).
7. Update and manage the Electronic Diary Feedback Report (EDFR).
8. Provide Software Release Support.
9. Manage systems access/account security for IPAC.
10. Develop administrative programs/process improvement.
11. Ensure accountability and operability of IT assets.
12. Manage unit diary processing.
13. Maintain current "By Direction" letters, Appointment/ Termination Record - Authorized Signature forms (DD Form 577), and all general correspondence.
14. Publish the Installation Administration Meeting (IAM) pamphlet for distribution. Upload various administrative publications to the SharePoint website as necessary for public review.

15. Construct and publish the Monthly Administrative Discrepancy Notice to the SharePoint website.

**3002. EPARS.** The Quality Assurance section reviews and assigns EPARS to the respective sections within the IPAC for action. The objective is to have EPARS completed within 5 working days. If uncommon situations prevent completion within established timelines, notify the QA section for accountability.

**3003. INTERNAL AUDIT SUPPORT**

1. Ensure workflow and internal controls function effectively.
2. Ensure proper administrative training is conducted to ensure accurate and timely reporting of unit diary information.
3. 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.
4. Manage, audit, and track all information received on the EDFR and inform OIC/SNCOIC of trends within their respective section. Daily monitoring of EDFR cycles will be conducted to ensure they are completed and certified within 5 working days. Establish completion dates and ensure compliance by each section. Part II EDFRs will be worked on the first day of populating.
5. The Timeliness Management Report (TMR) will be generated on the 1st working day of the month for the previous month's activity. The Quality Assurance Section will review the TMR in order to discuss trends and deficiencies that occurred the month prior. The TMR displays the number of total diary transactions, time rated transactions, total rejections, timeliness percent, and rejection percent.
6. Develop and maintain section technical training resources to include a public access location for administrative training media, references and courseware.
7. In addition to current policies and regulations, refer to the Marine Corps Administrative Assistance Team (MCAAT) checklist and the Inspector General, Functional Area Checklists (FAC) when conducting internal analysis.
8. Monitor and ensure completion of inconsistency reports for IPAC sections. Ensure research and corrective actions are completed.
9. Function as the Quality Assurance for the IPAC by providing research, instruction, and on-site assistance to each section upon request.

**3004. ADMINISTRATIVE PROCESS REVIEW.** Responsible for coordinating with the supported commands to conduct reviews of functional areas in which IPAC and the supported unit share responsibility or have joint ownership of source document workflow. These inspections will improve open communication between the IPAC and the supported units and ensure accurate and timely information is being reported in MCTFS. The inspection team will utilize various checklists and automated resources to evaluate internal controls. The inspectors are not assigned to the official MCAAT team and therefore cannot provide a MCAAT rating on the results of the assist visit. The Administrative Assistance team will:

1. Conduct continuous inspections and special reviews (onsite and/or remote), of all functional administrative areas of the supporting units and the IPAC. Utilize the IG FAC and MCAAT checklist when conducting administrative visits to units supported by the IPAC.
2. Identify error trends and make recommendations to eliminate problem areas.
3. Review and monitor internal control procedures for each functional area to confirm compliance of administrative checklists.
4. Plan, implement, and retain IPAC technical training.
5. Audit and publish inconsistency reports.
6. Conduct proper proficiency training for units, as requested. The Quality Assurance team will be responsible for all aspects of their designated training, to include the material, availability, preparation, and presentation of the training.
7. Provide subject matter experts, as required, to assist Commanding General Inspection teams.

**3005. UNIT INSPECTION PROCEDURES.** The purpose of the unit inspection is to provide administrators with education and instruction on Marine Corps policies and procedures which affect administration and pay and allowances. Secondly, the review promotes accuracy and efficiency in pay-related administrative and financial functions. Lastly, the review provides recommended action for improvement in the unit administrative offices and within the IPAC. The Quality Assurance Section will:

1. Provide clarification of Marine Corps pay-related administrative and finance directives.
2. Draft pay and allowance entitlement determination; travel and station allowances; and request interpretations from MCAAT and higher headquarters, as required.

3. Identify problem areas, recommend appropriate corrective actions, and provide instruction and/or training in proper procedures.
4. Conduct a comprehensive review of internal control procedures for IPAC and external units. This review will determine whether current procedures in the unit S-1 and IPAC functional areas are in compliance with Marine Corps directives. Focus of effort is to evaluate workflow between the two administrative elements.
5. Provide an After Action Report that summarizes the discrepancies, findings, and corrective actions. Quality Assurance Section will provide the original report to the section/unit inspected, and provide a copy to the IPAC Director and command files. The inspected IPAC section must correct the discrepancies within 5 working days after the date of receipt. After Action Reports will be maintained in the IPAC correspondence files for 2 calendar years.

**3006. MONTHLY ADMINISTRATIVE DISCREPANCY NOTICE (ADN).** The Quality Assurance Section is responsible for preparing and publishing the IPAC Monthly Administrative Discrepancy Notice (ADN). This consists of generating inconsistency reports and auditing them for accuracy. The Quality Assurance Section will publish the ADN to the IPAC SharePoint website for supporting unit's corrective action.

**3007. TECHNICAL MOS TRAINING.** The objective of technical MOS training is to raise the level of administrative knowledge within the IPAC. This will be facilitated by sections conducting weekly MOS training on various administrative process, and other topics that improve the level of professionalism within IPAC and unit S-1s. Quality Assurance section will capture/create training curriculum for common access on the SharePoint website.

**3008. DATA SYSTEMS SECTION.** The responsibilities of the Data Systems Section include, but are not limited to, the following:

1. Communicate data systems software malfunctions to MISSO-9 for corrective action. Track progression of MISSO actions until completion.
2. Maintain a current inventory of all automated data processing equipment (ADPE) assets assigned to the IPAC. This inventory will be reconciled on a quarterly basis to ensure that all assigned assets are accounted for. Discrepancies discovered during the quarterly reconciliation will be immediately identified to the Base G-6 for resolution.
3. Develop and maintain SharePoint applications designed to streamline information availability to the IPAC and supported organizations and improve the personnel administrative process.

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4. Responsible for the accountability of all ADPE, computer, printer, and scanner assets within IPAC and coordination with G-6, or the Manpower Information System Support Office (MISSO) for any computer maintenance, service, and/or applications.

5. Develop and implement internal ADPE and new software application training for IPAC personnel.

6. Perform all IPAC Terminal Area Security Officer (TASO) functions for MCTFS access for the IPAC. Ensure IPAC personnel have the proper access to MCTFS and other required software systems.

7. Serve as the direct line of communication between IPAC and G-6 for computer workstation maintenance, as well as, equipment refresh events. Track and control complex repairs requiring removal of computer workstations.

8. Track and monitor all access to automated systems belonging to the IPAC. Ensure required training and annual Information Awareness (IA) certifications are completed and retained.



CHAPTER 4

INBOUND SECTION

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CHAPTER 4

INBOUND SECTION

**4000. GENERAL.** The Inbound Section serves as the single centralized inbound department for units being serviced by IPAC Quantico. All PCS, PCA from units other than ADRUC 46252, and Reservists ordered to active duty (unless reporting to the MOB Processing Center) processing will be accomplished at this location (with exception to OCS candidates and TBS students).

**4001. MISSION.** The mission of the Inbound Section is to:

1. Conduct a thorough audit of the ESR and Pay entitlements on all Marines that join the ADRUC 46252 for MCINCR-MCBQ.
2. Ensure all record and pay entitlements for newly joined Marines are reported correctly and in a timely manner.
3. Ensure all entries reported by previous commands were reported correctly and have posted into MCTFS.
4. The most important function is to provide for the welfare of all newly joined Marines by ensuring that any errors in entitlements are discovered immediately and that Marines are notified of the financial impacts.

**4002. REPORTING INSTRUCTIONS.** All inbound personnel will report to the IPAC located aboard MCINCR-MCBQ (Building 2006, 2nd Deck). It is imperative that Marines conduct join audits in order to ensure pay and entitlements are started correctly.

1. Marines reporting aboard the installation during non-working hours who would ordinarily be issued a meal card (i.e., single E-5's & below, and married E-5's and below not residing with their dependents [geographical bachelors]) are allowed to eat in the military dining facilities aboard the installation by presenting a copy of their PCS/PCA orders and military ID Card. These personnel must report to the IPAC on the next available business day to be issued a meal card.
2. In all cases, the discounted meal rate (DMR) will be effective/correspond with the date that the Marine is joined for duty (DJPU). In the event the Meal Card Database is inoperable at the time the Marine reports to IPAC, the Marine will be issued an interim authority to subsist at the mess hall. This letter will act as a temporary meal card for the mess Hall. The Marine is required to contact IPAC to be issued a meal card upon the database becoming Operational.

3. For Marines who are Married enroute to MCINCR-MCBQ, the Marine will need to provide a copy of the marriage certificate and dependent's birth certificate to ensure the Marine's dependent is entered into MCTFS.

**4003. CHECK-IN SHEET POLICY.** Due to the variation in command check-in requirements from organization to organization, the Inbound Section will not issue a standardized check-in sheet. Each supported organization is responsible for developing, issuing, and monitoring the check-in process for their Marines and Sailors.

**4004. 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:

1. Complete an Official Reporting Endorsement on Marines upon reporting into IPAC.

2. Conduct new join audits on all personnel serviced by MCINCR-MCBQ IPAC. In addition, ensure all entries reported by previous commands were reported and posted correctly.

**4005. FIRST STAGE AUDIT PROCEDURES.** Initial audits are conducted in the presence of the Marine being joined. The audit will consist of Option 23, BIR/BTR, Awards, Education, Career Sea, Record of Service, and Record of Emergency Data MCTFS screens, Pay Screens (via: LES, ODSE Printouts, or Remarks Summary), and the service record/Official Military Professional File (OMPF). In addition to the audit, the auditor will also prepare NAVMC 10922 for any dependent gain/loss package (if applicable), update any State Tax Exemption (DD Form 2058/1) and SGLI forms, and conduct a page-by-page audit of the service record.

1. An initial pay/entitlement audit is crucial to identify that in-transit entitlements started correctly and to ensure that new station allowances are started:

a. Verify Basic Allowance for Housing (BAH) via unit diary, if eligible, based on assignment and termination of government quarters. Additionally, report CONUS COLA based on BAH ZIP Code. Additional guidance on BAH procedures is found Chapter 5 of this order.

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

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

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

a. If a Reserve Marine has component code KM with PCS orders, then report BAH/COLA at ZIP 22134.

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

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

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

b. Single Gunnery Sergeants and above not accompanied by their family members are entitled to BAS. Additional guidance on BAS procedures can be found in Chapter 5 of this order.

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

**4006. 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. The claim will be submitted electronically to the Finance Office via DTMST, within seven days of the Marine reporting. 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>). For travel claims not settled within five days, a 5-day letter will be prepared and forwarded to the Finance Office. Supplemental claims will be processed as needed for DLA, TLE, vehicle pick-up, dependent travel, and miscellaneous unclaimed expenses.

**4007. SECOND STAGE AUDIT RESPONSIBILITIES.** The Inbound Section will conduct the second stage of the New Join audit within 60 days of the Marines join date.

**4008. 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, PCS Orders, First Stage Audit, and Pay/Entitlement Screens.

1. For joins where no travel entitlements exist (e.g. PCA or Low/No Cost PCS) the second stage of the Join Audit will be conducted immediately after the join posts.

**4009. NAVY/OTHER SERVICE INBOUND PROCEDURES.** Naval and other service personnel reporting for duty with supported organizations aboard Quantico should report to their respective individual commands in the appropriate uniform of the day. Entitlements for other service personnel are handled by their respective branches of service.

**4010. CASUAL PLATOON JOINS.** MCINCR-MCBQ serves as a collection point for Marines returned from desertion.

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

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

**4011. DEFENSE ATTACHE' OFFICER (DAO) SUPPORT.** Upon receipt of the join package from the Defense Attaché Coordinator, Marine Corps Intelligence Activity, the Inbound Section will then report, via unit diary, the join and other related entries.

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

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

**4012. FAILURE TO REPORT JOINS.** The Inbound section will immediately make every effort to determine the reason for the Marine's failure to report. Reference MCTFSPRIUM, par 60210.

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

2. 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.

CHAPTER 5

CUSTOMER SERVICE SECTION

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CHAPTER 5

CUSTOMER SERVICE SECTION

SECTION 1: GENERAL

**5000. GENERAL.** The Customer Service Section is responsible for handling routine administrative matters for walk-in customers. Duties include marriage/divorce packages, awards updates, personal information updates into MCTFS, Meal Cards, completing service audits, and providing general information/guidance for newly introduced administrative practices (i.e. Travel Authority for Dependents, etc).

**5001. INFORMATION FLOW.** In an effort to reduce the requirement for Marines to physically visit the IPAC or an Adjutant/S-1 Office for routine personnel actions, Marines are highly encouraged to utilize the MyPay web site (<https://mypay.dfas.mil>) or The Electronic Personnel Administrative Request (E-PAR) via Marine Online web site (<https://tfas.mol.usmc.mil>) whenever possible to complete administrative tasks.

SECTION 2: CUSTOMER SERVICE SECTION

**5100. CUSTOMER SERVICE SECTION.** The Service Section is responsible handling routine administrative matters for walk-in customers; duties include marriage/divorce packages, awards updates, personal information updates into MCTFS, and completing service audits.

**5101. ELECTRONIC PERSONNEL ADMINISTRATIVE REQUESTS (E-PARs)**

1. Electronic Personnel Administrative Requests (E-PARs) via MOL are strongly encouraged for all Marines. E-PARs allow the member to track the administrative progress of the request.

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

**5102. SERVICE AUDITS**

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

2. The BIR will be audited and corrective action taken. The audited BIR, complete with signatures and dependent certification will be reported via unit diary within 5 business days. The date the BIR is signed will be used as the BAH certification date.

3. The RED will be audited and corrective action reported in MCTFS. RED's are no longer required to be scanned in the members OMPF unless they have more than 5 children.

4. The Record of Service, Individual Deployment Record, Awards, Career Sea, Remarks Summary, BTR, and Education Screens in MCTFS will be audited and corrective action taken as required. These documents will be returned to the Marine. Note: Source documentation verifying proposed updates will usually be required.

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

**5103. DEPENDENT ADD/LOSS PACKAGES.** Marines who experience a change in marital status or gains/losses of a family member must immediately notify the Customer Service Section. These changes require both unit diary reporting to correct information into MCTFS and a complete review of all entitlements. Marines requiring this type of administrative service must report to the IPAC with all supporting documents, i.e. marriage/birth certificates, divorce decrees, etc. Note: ID cards are issued by the I.D. Card/DEERS and Passport Office.

**5104. SGLI, TSGLI, AND FMSGLI.** Marines must verify their SGLI/TSGLI/FMSGLI during every audit conducted or any time the Marine desires to change the SGLI contract (Note: SGLI is separate from the RED). Increases in coverage are effective the first day of the month the new SGLI form was executed. Decreases in coverage are not effective until the 1st day of the month following the month the new SGLI was signed. Marines must verify that the correct SGLI premium is being deducted from their pay (contained in the LES). Notification will be sent to spouse when they are not the beneficiary or designated to receive less than 100 percent. When the IPAC receives an undelivered spouse letter, the address recorded in the log will first be verified to confirm the address is correct. If the sent correspondence has an incorrect address listed, the member will be contacted to visit the IPAC to complete a new audit to update the information. Upon completion of the audit the process is repeated and the letter is resent to the spouse.

**5105. 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](http://www.mol.usmc.mil). During required audits, Marine's will be required to sign their original RED.



**5106. TRICARE FAMILY MEMBER DENTAL PROGRAM.** Personnel offices no longer have the capability to report enrollment or disenrollment of dental coverage for service members. For inquiries regarding such coverage, Marines must contact United Concordia Companies Inc (UCCI) directly by calling (888) 662-2256 or visiting [www.ucci.com](http://www.ucci.com) on the internet.

**5107. BASIC ALLOWANCE FOR SUBSISTENCE (BAS).** All Marines entitled to basic pay are entitled to a BAS. Marines who are not authorized to mess separately will be provided a meal card and will be charged for meals at the Discounted Meal Rate (DMR).

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

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

a. Headquarters & Service Battalion personnel in the following categories:

- (1) Band Members.
- (2) Ceremonial Platoon Members.
- (3) Commanding General's/Commander's driver.
- (4) Motor Transportation personnel assigned to Range Management Section.
- (5) Marines assigned to Marine Corps Information Operation Center.
- (6) Marines assigned to Service Company Ammunition Supply Point.
- (7) Marines assigned to the National Museum of the Marine Corps.

(8) Marines approved to BAH Own-Right.

**5108. BASIC ALLOWANCE FOR HOUSING (BAH).** BAH is based on geographic duty location, pay grade, and family member status/location. The intent of BAH is to provide uniformed service members accurate and equitable housing compensation based on housing costs in local civilian housing markets, and is payable when government quarters are not provided (JTR).

1. BAH Own Right (O/R) is not authorized for MCINCR-MCBQ personnel in pay grade E-5 and below unless requested for and approved to reside off base by the MCINCR-MCBQ Commander. MCAF personnel in pay grade E-5 and below must be approved by the CO, MCAF. Personnel in the pay grade E-5 and below married to service members who do not establish a joint household, or do not have physical custody of dependent children will be required to request permission to reside off base. If service members are approved BAH O/R within the first 60 days after their report date, ensure a supplemental travel claim is submitted for Dislocation Allowance (DLA) O/R. All approved requests must be submitted to the Customer Service Section for proper reporting and retention.

2. Upon the loss of a dependent (through divorce, death, etc.), Marines residing on the economy have 90 days to submit for entitlement to BAH Own Right. The BAH qualifier will be changed to Own Right (and the member will be temporarily authorized COMRATS) while requests to remain off-base are being processed. At the end of the 90 day period, or upon disapproval of the BAH requests, the BAH qualifier will be changed to BAH Partial and a meal card will be issued. If the service member resides on the economy for 90 days and fails to submit a BAH request through the command, then the BAH will be stopped effective the loss of dependent date vice the end of 90 days. For **Dependents over the age of 21** a notification will be sent out by the IPAC to have the member elect to certify their entitlement for BAH within **15 working days**. If a member is only trying to claim the student for Defense Enrollment Eligibility Reporting System enrollment/medical purposes, he/she does not need to submit a Dependency Statement-Full-Time Student.

**5109. BAH-DIFF.** Marines who claim BAH solely upon the financial support of a dependent minor child, may be eligible for BAH-DIFF if such financial support is equal or greater than the amount of BAH-DIFF. If support payments are less than the amount of BAH-DIFF and the member has no other qualifying criteria which would make them eligible for a greater BAH rate, the service member is entitled to BAH-partial only. If a Marine is authorized to reside off base, and child support payments are equal to or greater than the amount of BAH-DIFF, the service member is entitled to BAH at the "with dependents rate" with a BAH-DIFF qualifier code.

**5110. AWARDS.** Marines desiring to have an award reported in MCTFS may do so by submitting the supporting documentation to the IPAC. All source documents must be verified by the respective unit before submitting to the IPAC for inclusion into MCTFS. Supporting documents may include a copy of the MARADMIN announcing the award, copy of the member's chronological record, or a copy of the award citation itself.

EXAMPLE: A Marine was TAD for 30 days in support of the Recruiting Assistance Program. Later, a MARADMIN is published, announcing that the Marine Corps Recruiting Command has been approved for a Navy Unit Commendation. In this scenario, the Marine would provide the Customer Service Section with a copy of his/her TAD orders as verification of such TAD, as well as a copy of the MARADMIN. All personal awards awarded by a Marine's command (higher than a Navy Achievement Medal) will be reported in MCTFS via the awards web-based system (IAPS) or HQMC (MMMA).

**5111. MEAL CARDS.** The Customer Service Section will issue and control the MCINCR-MCBQ's meal cards. This includes issuing meal cards to Sergeants and below living in the barracks. Meal Cards will be prepared and handled as controlled documents with positive accountability at all times. The Customer Service Section is designated as the primary issuing point for meal cards for personnel serviced by MCINCR-MCBQ IPAC. Meal cards will be issued as follows:

1. Upon joining the Quantico area, the Inbound Section will issue the meal card, regardless of command assigned.
2. If a replacement meal card is needed due to loss, or mutilation of the meal card, a new meal card will be issued upon receipt of a lost/stolen Meal Card statement.
3. The meal cards will be recovered/collected by the respective section within the IPAC as follows:
  - a. Upon transfer/separation by the IPAC Outbound Section.
  - b. Upon TAD assignment (excess of 30 days) by the Deployed Support/TAD Section and returned back to the Marine upon completion of TAD.
  - c. Personnel being reassigned to another Monitored Command Code (MCC) aboard Quantico will retain their meal card.
4. All commanders aboard Quantico must ensure procedures are in place to collect meal cards from all personnel departing on leave, PDMRA, and/or TAD/PTAD. In addition, procedures must be present to return the meal card to the Marine promptly upon his/her return.

5. During routine personnel inspections, meal cards should be inspected to ensure serviceability and that only authorized personnel have meal cards. Any fraudulent use of meal cards will be reported immediately to the Customer Service Section.
6. The Customer Service Section will use a CMC approved, automated meal card database to maintain control and accountability for all meal cards. Designated IPAC E-4s and above, and GS-4 and above will be assigned in writing to perform meal card issuing functions.
7. No tape or "white out" will be used in making corrections to the meal cards however; pen and ink changes are authorized. Make changes by striking through the erroneous information with a single line and then signing the change.
8. 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, upon reassignment, or relief by the Director or Issuing Agent Officer/Agent. Suspected loss or theft of meal cards and discrepancies identified during the joint inventory will be investigated.
9. When the automated meal card database is not available for use, the IPAC will issue a Meal Card letter which can be used in the mess hall until the database is available for the issue of a meal card. All letters are logged into the Meal Card logbook and retrieved from the member when they are issued a proper meal card.

CHAPTER 6

DEPLOYED, TAD, AND PAY SECTION

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CHAPTER 6

DEPLOYMENT/ PAY SECTION

SECTION 1: GENERAL

**6000. GENERAL.** The Deployment/ Pay section is responsible for the following administrative areas: administrative service for pay related EPARs, allotment requests, pay and entitlements reporting, maintenance, uploading of documents to the Electronic Service Record (ESR), and completion of pre and post deployment audits.

1. DEPLOYMENT SECTION. The Deployment Section is responsible for pre and post-deployment audits, auditing and reporting of deployment pay entitlements, Pers-Tempo reporting, and taking appropriate administrative action on personnel reporting or detaching for TAD, and personnel involved in field exercises. Additional duties include providing administrative assistance to unit S-1 offices with deployment briefs and providing reach-back administrative support to forward deployed personnel/units ADCON to the IPAC.

2. PAY SECTION. The Pay Section is responsible for tracking and monitoring the pay entitlements for all personnel supported by the IPAC. Duties include: auditing and resolving pay discrepancies, submitting special payments to the Finance Office, waiver or remission of indebtedness assistance, resetting MyPay Personal Identification Numbers (PINs), and processing bond and allotment requests not able to be completed utilizing the MyPay System.

3. RECORDS ROOM. The Records Room is a subsection of the Deployment section and is responsible for the uploading of required documents in the Marines ESR.

**6001. INFORMATION FLOW.** In an effort to reduce the requirement for Marines to physically visit the IPAC or an Adjutant/S-1 Office for routine personnel actions, Marines are highly encouraged to utilize the MyPay web site (<https://mypay.dfas.mil>) or the Marine On-Line web site (<https://tfas.mol.usmc.mil>) whenever possible to complete administrative tasks.

SECTION 2: DEPLOYED SUPPORT AND TAD SECTION

**6100. PARENT COMMANDS.** Parent commands are responsible for notifying the Deployment section when assigned personnel enter and depart a field duty status so that appropriate PersTempo and BAS checkages can be reported. The BAS checkages are not an option for the unit commander. The Deployment section will be the primary point of contact concerning administrative requirements for all personnel performing all periods of TAD.

1. Report all status changes to personnel that involve arrival or departure in theatre. Preferred method of notification is the EPAR module located in MOL.

2. In order for commands to meet the requirements, commands who have Marines depart and return from periods of TAD using DTS, need to provide the IPAC a copy of the completed voucher in order to verify appropriate entitlements. IPAC will access the command's DTS reports to ensure these requirements are satisfied. This ensures appropriate tracking of Unit Diary entries that are not covered by DTS, and also assists the Marine in avoiding unnecessary over/under payments. Monthly consolidation by the commands S-1 will assist in meeting this requirement set forth by MCAAT.

3. Marines who are directed to execute all other periods of TAD, and are exempt from using the DTS System (excluding Reservist on ADOS/ROWS Orders) are required to come to the Deployment Support and TAD Section to submit a completed travel claim for reimbursement.

**6101. INDIVIDUAL AUGMENTS/TAD EXCESS**

1. PRIOR TO DEPARTURE. All personnel assigned as an Individual Augment departing on TAD in excess of 30 days, or going TAD outside CONUS must report to the IPAC Deployment TAD Section (**with a copy of deployment orders**) to complete the required Pre-Deployment Audit within 30 days prior to departure.

2. UPON ARRIVAL IN THEATER. The unit or individual must ensure to contact the Deployed Support and TAD Section, which can be reached at DSN 278-4466/4199/4603, or commercial 703-784-XXXX. Entitlements are reported with the submission of supporting documentation to the IPAC.

3. UPON RETURN TO CONUS

a. Personnel must return to the IPAC for a post-deployment or TAD audit. A copy of the travel claim (or appropriate orders) is required for entitlements verification.

b. During the audit, verification of entitlements will be reviewed through DTS or Standard Accounting Budget and Reporting System (SABRS) orders to identify irregularities and any unauthorized payments.

**6102. DEFENSE ATTACHE' OFFICER (DAO) SUPPORT**

1. The IPAC provides administrative support to all DAO Marines and their dependents. There are instances where additional support is necessary such as in times of civil unrest in those countries where Marines are on duty. Upon notification of any type of evacuation (EVAC) in a country where there are DAO Marines and their dependents, the unit must contact Marine Corps Intelligence Activity (MCIA) at (703) 432-7542 and the Deployment section will provide support to the unit.
2. If the EVAC is permanent, Deployment TAD section will contact the Marine and/or family for appropriate adjustment of entitlements and assistance with settlement of travel claims.
3. Questions on the EVAC report can be addressed to the Department of State POC, Ronda Harvey ([HarveyRJ2@state.gov](mailto:HarveyRJ2@state.gov)) at (202) 647-6099.

**6103. WOUNDED IN ACTION**

1. Upon receipt of a Patient Casualty Report (PCR), or when it is known that a service member has been wounded in action, the appropriate unit diary entries will be reported to record such events (i.e., TO SK WIA HOSP, TO SK OTHER, etc.)
  - a. In accordance with Personnel Administration Advisory Notice (PAAN) 06-05, PAAN 34-06, MARADMIN 056-04, MARADMIN 262/05, and MARADMIN 227/10, the Deployment section will ensure that the deployed entitlements are appropriately reported and tracked.
  - b. PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM. Per MARADMIN 227/10, pay and allowances shall continue to be paid to a service member who, in the line of duty, incurs a wound, injury, or illness in a combat operation or a combat zone, while serving in a hostile fire area, or while exposed to a hostile fire event (regardless of location), and is hospitalized for treatment of the wound, injury, or illness. In order to qualify for PAC, a Marine must meet the requirements found in paragraphs 4a & 4b of MARADMIN 227/10. Eligible Marines are authorized PAC beginning on the date first hospitalized for a period up to 12 continuous months.

**6104. RESERVE SUPPORT (ACTIVE DUTY FOR OPERATIONAL SUPPORT)**. All 30-day partial travel claims will be completed using DD Form 1351-2, for reservists on ADOS orders. The IPAC is designated as the focal point of all ADOS inquiries and submissions to the Quantico Finance Office for travel claim settlement.



**6105. FIELD EXERCISES.** The Deployment section will report all checkages of field rations for permanent personnel involved in unit field exercises. Commanders are responsible for submission of rosters to the IPAC for appropriate checkages to be reported. All requests for field rations checkages are required to be signed by a commissioned officer.

SECTION 3: PAY SECTION

**6200. MYPAY AND MOL**

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

2. With the exception of emergency service support (e.g. emergency stoppage of allotment) IPAC will not approve service requests for administrative changes available in the MYPAY and MOL systems. Personal Identification Number (PIN) access/resetting can be accomplished in the IPAC Pay Section.

**6201. BONDS AND ALLOTMENTS (B&A).** MyPay offers the individual Marine the ability to effectively manage a portion of their respective pay entitlements in the form of allotments. This system enables a Marine to start, stop, increase, or decrease a new or existing allotment. B&A's that are unable to be started utilizing the MyPay system should be submitted to the Pay Section for processing.

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

a. Marine submits a request on 3 August 2016, half the total amount of the allotment will be deducted on the 15th and 30th of August 2016, with the total monthly amount being paid to the institution on the 1st of September 2016.

b. Marine submits a request on 25 August 2016, half the total amount of the allotment will be deducted on the 15th and 30th of September 2016, with the total monthly amount being paid to the institution on the 1st of October 2016.

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

**6202. PROFICIENCY PAY/HAZARDOUS DUTY INCENTIVE PAY (HDIP)**

1. ASSIGNMENTS. Career Planners, drill instructors (including summer/winter augments), recruiters, career recruiters, and personnel in receipt of HDIP will be assigned in writing (competent orders) to rate incentive pay. Unit S-1's, in coordination with the IPAC Pay Section, will ensure that annual recertification is accomplished.

2. HDIP NOTIFICATIONS. HDIP (i.e. Flight, Jump, and Dive Pay) will be tracked and monitored monthly to ensure required training is completed for accurate payment and for confirmation of annual validation by the command.

a. Unit S-1's will make timely notification to the IPAC Pay Section, in writing, of all cases where members did not meet the payment requirements for any given month in order to report a checkage.

b. Demolition Duty Pay will be administered in strict compliance with the DoDFMR Vol 7A Chapter 24, MCO P1000.6 (ACTSMAN), and MARADMIN 361/09. Unit commanders must submit monthly letters validating that all personnel in the unit have met the monthly requirements and are entitled to Demolition Duty Pay. If a Marine has not met the requirements for a particular month, it will be notated on the monthly letter and the Marine will not receive HDIP for that particular month.

3. ALLOCATIONS. Unit S-1 or S-3, in coordination with the Pay Section, will ensure that the number of Marines receiving Proficiency/Hazardous Duty Pay does not exceed the number authorized for the billets in that command.

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

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

**6203. CAREER STATUS BONUS (CSB) REDUX ELECTION**. Active duty service members who entered service after July 1986 have a choice upon completing 14 ½ years of active service. They can elect to retire under the "High Three" system or under the CSB/Redux system.

Once an election is made, it becomes irrevocable once they obtain 15 years of active service. Commanders are required to ensure that all Marines under their charge, Officers and Enlisted, receive appropriate counseling on the impacts of their retirement system choice.

1. Marines who choose to elect to receive the CSB/Redux must, after completing the DD Form 2839 at the IPAC, take the CSB election form to their unit S-1 for either the Battalion Commanding Officer, Battalion Executive officer, or the Battalion Sergeant Major to witness the election in block #13.

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

**6204. REIMBURSEMENT OF ADOPTION EXPENSES.** Federal law authorizes reimbursement for certain adoption expenses. If a member adopted a child who is under 18 years of age, they may be eligible for a maximum expense reimbursement of \$2,000 per child, not to exceed \$5,000 per calendar year. In order to be reimbursed for adoption expenses there are certain requirements and procedures that must be met. Please contact the IPAC Pay Section for procedures in filing a claim. Refer to Title 10 U.S.C. § 1052, DoDFMR Volume 7C, Chapter 4, and DoDI 1341.9 for specific details.

**6205. SPECIAL LEAVE ACCRUAL (SLA).** Per MARADMIN 151/15 effective 1 October 2015, all Marines with an annual leave balance in excess of 60 days will lose those days unless subject to special leave accrual. MARADMIN 666/09 elaborates all requirements of a unit for the tracking and restoration of SLA.

1. Deployed or combat lost leave is authorized to be restored by any Battalion/Squadron Commander via MOL utilizing the SLA module. These will only be reported by IPAC in extenuating circumstances.

2. Lost leave classified as "Other" will require approval by the first General officer with general court-martial convening authority. Approved endorsement must be submitted to the IPAC no later than 31 December of that year.

**6206. REMISSION/WAIVERS OF INDEBTEDNESS.** Application and processing procedures on all requests for waiver or remission of a debt will be in strict accordance with the guidelines and standards of the APSM chapter 10.

1. Requests require submission of DD Form 2789 (Waiver or Remission of Indebtedness Application), Copies of all Leave and Earning Statements and/or vouchers when the debt was incurred, any other associated material

concerning the debt and endorsement from the Battalion/Squadron  
Commanding Officer (sample endorsement located in APSM chapter 10).

2. Upon submission of remission or waiver of indebtedness, IPAC will  
place the checkage in a suspended status until final determination  
from HQMC-P&R (RFF).

CHAPTER 7

COMMAND SUPPORT SECTION

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CHAPTER 7

COMMAND SUPPORT SECTION

SECTION 1: GENERAL

**7000. GENERAL.** The mission of the Command Support Section is to provide courteous, timely, and responsive administrative service. Command Support is responsible for tracking and reporting promotions, training corrections, limited duty and legal. Contact can be made with Command Support via phone 784-2933 or fax 784-5717.

**7001. ADMINISTRATIVE RESPONSIBILITIES.** The responsibilities of the Command Support Section include the following:

1. Manage the junior Enlisted Promotion System.
2. Manage and report all legal matters. Ensure all pay related entitlements for legal matters are reported correctly and in a timely manner.
3. Manage the Limited Duty Process.
4. Report all MCTFS Training corrections caused by misreported data.
5. Provide assistance with corrections to civilian joins and misreported civilian information in MCTFS.

SECTION 2: PROMOTION SECTION

**7100. PROMOTION SECTION.** Command Support will monitor and manage the junior enlisted promotion system in accordance with MCO P1400.32\_ (Enlisted Promotions Manual). All promotion considerations requiring a determination by Headquarters Marine Corps will be forwarded to MMRP-2.

**7101. PROMOTION RECOMMENDATION.** In order for an eligible Marine to be promoted (up to the rank of Sgt), the Marine must be recommended for promotion by his or her **Commanding Officer who retains the promotion authority.**

1. It is the unit commanders' monthly responsibility to complete their promotion recommendation roster via MOL before the 15th of the month prior to promotion. **All rosters must be certified by the Battalion Commander** (unless their designated successor is in an "acting" capacity). All Non-Rec Page 11 entries must be forwarded to HQMC (MMRP-20) for entry into the Marine's OMPF.

2. In the event MOL is not functional, the command will produce a recommendation for promotion roster in letter format to Command Support for the entry of the "NOT REC FOR PROM" via unit diary. These requests for diary entries via UDMIPS must be turned into Command Support in a timely manner to allow the entry to post prior to the 15th day before the promotion month.

**7102. NON-RECOMMENDATION PAGE 11 ENTRIES.** For each Marine that is not recommended, a signed page 11 entry, acknowledging that they were informed of the Commanding Officer's decision to not recommend them for promotion must be completed in accordance with MCO P1070.12\_ (IRAM) and the Promotions Manual). These page 11 entries will be submitted to the OMPF by the command.

1. If the "not recommended" is generated as the result of the monthly MOL roster, required counseling entries must be completed for each month that the Marine is not recommended for promotion. Not recommended is a monthly entry, and a MOL entry must be reported by the 15th of the month, along with the proper Page 11 entry for each month the Marine is not recommended for promotion

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

**7103. SELECT GRADES.** Select Grades are available for review in MOL between the 20th and 27th of each month. Units are required to verify all personnel selected for promotion to ensure they remain eligible and are still recommended.

1. If a Marine who was not recommended for promotion appears as a select grade, the unit will immediately certify a "WILL NOT PROMOTE" via MOL prior to the monthly cutoff (auto-promote cycle) and notify Command Support. Additionally, the unit administrator will notify Command Support of any Marine who was originally recommended for promotion and was selected for promotion but is no longer eligible.

2. The unit administrator will prepare a page 11 and have those Marines no longer qualified for promotion sign it and forward it to Command Support via EPAR. Command Support will monitor the Marines select grade/promotion and remove the selection via unit diary accordingly.

**7104. PROFICIENCY AND CONDUCT MARKS.** The unit is responsible for processing and approving all pro/con markings via MOL. Command Support will monitor pro/con marking inconsistencies via MCTFS.



A quarterly report containing missing 'SA', 'PR', and 'RD' marking periods will be submitted to the unit S-1 Administrative Chiefs via email. The unit S-1/ Adjutant must ensure that required pro/cons are submitted via MOL. If the unit is unable to report the required marks via MOL, a request will be submitted to Command Support via EPAR with a letter signed by the Commanding Officer.

**7105. REMEDIAL PROMOTIONS.** Requests for remedial consideration will be processed by the unit in accordance with chapter 2, section 6 of the promotions manual. All MCTFS training related corrections will be processed by Command Support via unit diary. Upon correction of any training related issues, the command must submit a request to re-compute composite score via EPAR. Command Support will process remedial requests for the **current promotion month only**, all other requests will be forwarded to MMPR-2 for processing.

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

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

2. Command Support will review unit-training diaries for information that will affect composite scores for Lance Corporals and Corporals that are reported late. In addition, they will report a request for re-computation of composite scores for those Marines affected.

**7106. "0000" COMPOSITE SCORES.** Each quarter MCTFS will generate composite scores for Lance Corporal and Corporals eligible for promotion. Command Support will identify Marines who have a composite score of "0000."

1. Command Support will notify the unit admin chief via a quarterly email of all Marines with a "0000" composite score. It is the responsibility of the unit to research and submit source documentation to the IPAC in order to have the composite scores corrected. Upon receipt of the required source documents, Command Support will report a request for recompute via unit diary and notify the command upon completion. This information is also available via the IPAC SharePoint site under the monthly ADN folder.

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

**7107. MERITORIOUS PROMOTIONS.** It is the unit administrator's responsibility to complete the meritorious promotions warrants, and provide a copy to the Command Support Section. Once the information is provided, Command Support will report the appropriate unit diary entries.

**7108. NONPUNITIVE/ADMINISTRATIVE REDUCTIONS.** Procedures for non-punitive/administrative reductions for technical or professional incompetence are contained in current edition of MCO P1400.32 MARCORPROMMAN. If a Marine is determined to be incompetent, and accordingly reduced, a copy of the approval for reduction and original page 11 prepared by the individual unit shall be forwarded to Command Support to effect the reduction within MCTFS and for filing in the Marine's OMPF, in addition reduction pro/con marks should also be reported via MOL.

### SECTION 3: LEGAL SECTION

**7200. LEGAL SECTION.** The Legal Section is responsible for the processing of all legal administrative matters.

1. Formal completion of legal issues will be accomplished at the unit level and forwarded to Command Support for incorporation into the service records. This includes page 11 entries, (6105) counseling entries, NJPs, courts-martial, page 13 entries, appellate leave, UA/desertion, confinements and legal hold. MCO P1070.12\_ Individual Records Administration Manual (IRAM), MCO P5800.16\_ Marine Corps Manual for Legal Administration (LEGADMINMAN), and MCO 1900.16\_ Marine Corps Separations and Retirement Manual (MARCORSEPMAN) contain detailed information on these items.

2. Contact the Legal Section at 784-2616/2933 and or fax 784-5717.

**7201. 6105 COUNSELING PAGE 11 ENTRIES.** All adverse counseling entries will be formatted in accordance with the references. Units will submit these entries to Command Support for placement in the member's OMPF. **Adverse entries require signatures from both the Marine and the Commander.**

**7202. NONJUDICIAL PUNISHMENT PROCESSING.** All units are responsible for the preparation, coordination and overall processing of Marines for NJP. Upon completion of NJP, the unit must ensure that a complete and accurate copy of the NAVMC 10132 (UPB), and 6105 Counseling page 11 are submitted to Command Support within **3** working days of the NJP being conducted via EPAR (current regulations require such NJP to be reported on the unit diary no later than five working days after the effective date of the NJP). In any cases where a reduction is awarded and not suspended, reduction pro/con marks must be processed via MOL. **Reminder: Reduction pro/cons must be dated the day prior to the date of reduction.**

1. Command Support will review and report the final punishment via unit diary and report back to the unit with diary number and date via EPAR. The Unit Legal Officer/Legal Chief will be notified of any discrepancies found on the UPB. Command Support is responsible for ensuring the completed UPB and 6105 Counseling page 11 is forwarded for inclusion into the Marine's OMPF.

2. Whenever a previously suspended sentence is vacated, the unit's Legal Officer/Chief will provide Command Support a copy of the Vacation Notification letter. Command Support will notify the unit with diary number and date once vacated sentence has been reported on unit diary via EPAR.

**7203. LEGAL HOLD.** Commanders are responsible for providing a copy of source documentation placing enlisted personnel on legal hold or releasing personnel from legal hold. Command Support will ensure that the appropriate unit diary entries are made. Additionally, the unit will notify the IPAC Outbound Section if subject named Marine currently has orders pending. Reserve Marines must have approved modified MROWS orders prior to being placed on legal hold.

**7204. UNAUTHORIZED ABSENCE STATUS.** A Marine is considered to be in an UA status whenever the Marine is absent from the parent command without authorized leave or orders; has missed a movement; failed to comply with stragglers orders; or failed to comply with PCSOs.

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

2. Command Support will report the appropriate unit diary entries upon receipt of source documents.

3. Commanders must notify Command Support as soon as a Marine returns from a UA status. Notification would include appropriate source documents, such as: logbook entries, email, police blotters and reports. It is imperative that commands notify Command Support in order to restart the Marine's pay and entitlements. Command Support will report the appropriate unit diary entries into MCTFS as required.

**7205. DESERTION STATUS.** A Marine may be considered to be a deserter when absent from the parent command without authority in excess of 30 days. The command is responsible for completion of DD Form 553 once a member has been declared a deserter. The command will forward the completed DD Form 553 via EPAR to Command Support. Command Support will report all required unit diary entries to MCTFS, which will effectively drop the member from the command's rolls.

**7206. DETERMINATION/RETURN FROM DESERTION.** Commanders must notify Command Support immediately upon the absentee's return. Unit S-1/Adjutants must complete DD Form 616 (Return of Absentee/Deserter) and provide Command Support with a copy. Accompanying documents may include: Police report for surrender or apprehension, Straggler's Orders, Original Orders, naval message. Upon receipt of appropriate source documents, Command Support will report the appropriate unit diary entries.

**7207. CONFINEMENT/IHFA/IHCA.** Commanders must notify Command Support immediately as soon as personnel are confined or apprehended via EPAR.

1. This notification should be followed up with appropriate source documents, which may include: NAVPERS 1640/4 (Confinement Order) or police report for Marines being held in civilian/foreign prisons. Upon receipt of appropriate source documents, Command Support will report the proper unit diary entries.

2. Commanders must notify Command Support immediately as soon as personnel are released from confinement or apprehension via EPAR. This notification should be followed up with appropriate source documents may include: DD Form 367 (Prisoner's release order) or police report for Marine's release from civilian/foreign prisons. Upon receipt of appropriate source documents, Command Support will report the proper unit diary entries.

**7208. APPELLATE LEAVE.** Per MCO 1050.16\_, Marines awaiting punitive discharge may be expeditiously processed for voluntary or involuntary appellate leave, as appropriate. If a Marine has been awarded a punitive discharge without confinement, commanders may process Marines immediately for appellate leave.

**7209. INVOLUNTARY APPELLATE LEAVE.** When a commander deems it to be in the government's best interest to do so, a Marine whom has been awarded a punitive separation may be ordered to involuntary appellate leave, provided that the convening authority has completed review and has issued final approval of the sentence awarded. The unit will provide Command Support with a copy of the approval for involuntary appellate leave from the Convening Authority. Command Support will review the records to ensure all appropriate legal diary entries have been made. Command Support will ensure that the Appellate Leave Checklist is completed. If bonds, allotments, and Direct Deposit are still in effect, Command Support in conjunction with IPAC Customer Service Section will take required action to discontinue these items.

**7210. VOLUNTARY APPELLATE LEAVE.** When a Marine submits a request to the command to go home pending the final convening authority action, the commander may agree to place the Marine in a Voluntary Appellate Leave status.

1. The unit will provide Command Support with a copy of the approval for voluntary appellate leave. Command Support will review the records to ensure all appropriate legal diary entries have been made. For successful completion of Voluntary Appellate Leave orders, the following items **must** be provided to Command Support:

- a. Marine's request for Voluntary Appellate Leave
- b. Appellate Rights Statement
- c. Privacy Act Statement
- d. Special Power of Attorney
- e. Results of Trial
- f. Separation Physical to include DNA sample.
- g. TAP Certificate
- h. Waiver of Clemency, if applicable
- i. Commander's request for Voluntary Appellate Leave

2. Unit commanders must provide Command Support with the Commanding General's endorsement letter.

**7211. COURTS-MARTIAL.** Parent commands are responsible for preparing and submitting all documents associated with the conduct, processing, and disposition of all types of courts-martial, **to include completion of the NAVMC 118(13A) Page 13.** Commanders are responsible for the following:

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

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

**7212. WEEKLY BATTALION LEGAL STATUS REPORT**

1. Commands must provide a weekly status report to Command Support that includes: All pending court-martials, NJPs, investigations, absences, pretrial confinements, appellate leave, IHCA, as well as any legal actions that have been completed or dropped since the last report.

2. The weekly report is not designed to relieve the parent commands from providing immediate notification of a Marine's change in legal status. All requests for changes in a Marine's status should be made via EPAR as soon as the parent command identifies the change.

#### SECTION 4: LIMITED DUTY SECTION

**7300. LIMITED DUTY SECTION.** The mission of the Limited Duty Section is to work simultaneously with the respective unit Limited Duty Coordinators to track personnel in a limited duty status and report any changes to duty status and limitation codes into MCTFS. For further guidance review references Chapter 61, Title 10, United States Code, DOD Instruction 1332.38\_ Physical Disability Evaluation Manual, SECNAVINST 1850.4\_ Disability Evaluation Manual and MCO P1900.16\_ Marine Corps Separation Manual.

**7301. LIMITED DUTY TRACKING/PROCESSING.** The Unit Limited Duty Coordinators are responsible to submit all NAVMED 6100/5 and 6100/6 source documents to Command Support via EPAR for processing to the MCTFS.

1. Command Support will disseminate monthly rosters to unit Limited Duty Coordinators for action. These rosters are also available on the IPAC SharePoint, in the monthly ADN folder. Any inconsistencies found with a members limited duty status should be immediately reported to Command Support and accompanied by any required source documents.

2. In addition, Command Support will also check the message board daily for messages from the Naval Hospital assigning or removing a Marine from limited duty. These messages are used as source documentation for MCTFS entries. Officers assigned to limited duty must be approved by CMC; although the Quantico Naval Medical Center normally transmits this message to CMC, the commander retains responsibility for such actions and must provide source documents to Command Support.

#### SECTION 5: TRAINING SECTION

**7400. TRAINING SECTION.** The mission of the Training Section is to work with the respective unit Training Chiefs to report any corrections to MCTFS Training element items. For further guidance review references MCO 6100.13\_ Marine Corps Physical Fitness Program, MCO 3574.2\_ Marine Corps Combat Marksmanship Programs, MCO 1500.59\_ Marine Corps Martial Arts Program, MCO 6110.3\_ Marine Corps Body Composition and Military Appearance Program and the MCTFS PRIUM.

**7401. TRAINING CORRECTION PROCEDURES.** The Unit Training Representatives are responsible for submitting all requests to correct MCTFS training related matters to Command Support via EPAR with appropriate source documents attached.

1. The following documents must be attached to the training correction request EPAR:

a. Signed command letter stating nature of request.

b. Source documentation validating training item (i.e. NAVMC 11622 PFT/CFT Worksheet, NAVMC 11432 MCMAP Course Record etc.)

2. Upon receipt of appropriate source documents via EPAR, Command Support will report the proper unit diary entries.

**7402. TRAINING EXEMPTIONS/WAIVERS (PFT/CFT/RIFLE/PISTOL)**

1. Requests for all training exemptions and/or waivers must be submitted according to regulation and approved by the appropriate authority prior to submission to Command Support.

2. Submit all training exemption and waiver requests not reportable via the Marine Corps Training Information Management System (MCTIMS)/Training Management System (TMS) to Command Support via EPAR with required source documentation and approval letters.

**7403. ERRONEOUS TRAINING INFORMATION.** Command Support will monitor MCTFS for erroneous training related information (i.e. rifle exemption codes reported incorrectly) via monthly Cognos/ODSE IMR reports. Command Support will report necessary corrections in accordance with the references via unit diary to ensure Marines records are accurately reflected in MCTFS.

CHAPTER 8

OCS STUDENT PERSONNEL SECTION

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CHAPTER 8

STUDENT PERSONNEL SECTION

**8000. GENERAL.** The Officer Candidate School (OCS) Student Personnel Section is responsible for the administrative support for candidates attending Officer Candidates School (OCS).

**8001. OFFICER CANDIDATE PROCESSING.** Approximately 2 weeks prior to the pickup of an officer candidate training cycle, a roster will be provided to the OCS Student Personnel Section via Marine Corps Recruiting Information Support System (MCRISS) by Marine Corps Recruiting Command (MCRC). This roster is loaded into the Student Management Module of UDMIPS. Upon completion of loading the roster into the Student Management Module, the class date will be certified by the OCS Student Personnel Section OIC.

1. NROTC and Service Academy Officer Candidates will be joined in the MCTFS for accountability using a ten digit SSN starting with a "0" regardless of branch. In the event that the Candidate is dropped prior to the completion of OCS, the member will be dropped "other service" to ensure accurate rosters can be pulled for each company/platoon.

2. Upon graduation, all NROTC and Service Academy Officer Candidates will be dropped "other service" to ensure that the rolls for each company are accurate.

**8002. PICK-UP PROCEDURES**

1. IN-PROCESSING. OCS, Coordinator Student Activities (CSA) will notify the OCS Student Personnel Section of pick-up dates and times as well as the schedule for the administration classes conducted throughout the training cycle. Pick-up is normally conducted on Sunday. The OCS Student Personnel Section will provide Marines to OCS to assist check-in of arriving candidates. Upon checking in, OCS will verify the candidate is on the MCRISS roster, assign them to a training company and platoon, and annotate that they checked in on the roster. At the conclusion of pick-up, an accountability roster will be verified by both CSA and the OIC, OCS Student Personnel Section.

2. ADMINISTRATIVE PROCESSING CLASSES. There are (5) administrative classes conducted throughout the training cycle. Each class is explained below:

a. INITIAL ADMIN CLASS. This class is conducted on the Monday after check-in. During this class, the candidates complete the Separation Information Worksheet, Data Sheet, SGLV 8286 (SGLI), Form W-4, DD Form 2058, DD Form 93, and a DD Form 1351.

Candidates who are married and/or have children will submit marriage and birth certificates during the initial administration class in order to ensure that appropriate entitlements are started. Prior service candidates will submit their DD214's during this initial administration class to have their PEBD and AFADB adjusted if necessary.

b. INITIAL ORDERS CLASS. The initial orders class is conducted during the 4th - 5th week of training. During this class, candidates are given the initial copy of their orders transferring them from OCS to TBS or their Home of Record/School address (in cases of candidates not being commissioned). If there are any discrepancies after the completion of the class, the orders will be corrected and reviewed at the second orders class.

c. INITIAL DD214 CLASS. The initial DD214 class is conducted during the 4th - 5th week of training (date determined by the OCS scheduling office). During this class, candidates that are being commissioned are provided a rough copy of their DD214. The candidates have the opportunity during this class to review the DD214, ask questions and make corrections if necessary. The DD214's will be corrected and reviewed at the second DD214 class.

d. SECOND ORDERS CLASS. The second orders class is conducted during the 6th week of training. The orders will be reviewed again for accuracy and signed by the candidate during this class. The orders will be issued to the candidates before graduation with their graduation package.

e. SECOND DD214 CLASS. The second DD214 class is conducted during the 6th week of training. During this class, the DD214's will be reviewed again and all 3 copies will be signed by the candidate. The member copies of the DD214 will be issued to the candidate before graduation with their graduation package.

**8003. DROP PROCEDURES**. Drop rosters are provided by CSA to OCS Student Personnel Section to process the candidates that are dropped from training. Termination orders will be prepared by CSA and issued to the candidate. The departing candidate is provided a copy of their flight itinerary with their termination orders and will receive their tickets upon checking in at the airport.

1. LINE OF DUTY (LOD) DROPS. Candidates who are dropped from training and are recommended for LOD entitlements have to be approved by the Wounded Warrior Regiment. A candidate cannot be dropped from OCS without the LOD determination being made. Candidates who are approved for LOD entitlements will receive follow on medical care during their LOD period.

2. NAVMC 11060 SUBMISSION. A NAVMC 11060 will be submitted to the Finance Office for all candidates dropped/transferred from training.

3. TRAVEL CLAIMS. The candidate is informed to complete the travel claim and return it to their Officer Selection Officer (OSO) upon return or checking in to TBS for further training.

**8004. GRADUATION PROCEDURES.** On graduation week, the Student Personnel Section will deliver graduation packages to all candidates. These graduation packages contain: follow on orders, NAVMC 763, member copies of DD214, and the parchment appointing the candidate to Second Lieutenant.

**8005. PAY PROCEDURES.** Candidates, who do not have an existing direct deposit account in MCTFS, will provide a Direct Deposit form to the Student Personnel Section during the initial check-in. These forms will be processed via OCS Student Personnel Section into MCTFS.

SOP FOR IPAC QUANT  
CHAPTER 9

THE BASIC SCHOOL STUDENT PERSONNEL DETACHMENT

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SOP FOR IPAC QUANT

CHAPTER 9

THE BASIC SCHOOL STUDENT PERSONNEL DETACHMENT

**9000. General.** The Basic School Student Personnel Detachment (TBS Stud Pers Det) provides personnel administration support and services for all students attending training annually, including six Basic Officer Courses (BOC), one Warrant Officer Basic Course (WOBC), four Infantry Officers Courses and one Infantry Weapons Officers Course. TBS Stud Pers Det is under the operational and administrative command and control of the Director, IPAC, MCINCR-MCBQ.

**9001. Mission.** The mission of TBS Stud Pers Det is to provide personnel administration support and services to TBS students and their family members by ensuring military personnel records and pay accounts are accurately and properly maintained, thereby enhancing the training and education of newly commissioned or appointed officers in the high standards of professional knowledge, esprit-de-corps, and leadership required to prepare them for duty as company grade officers in the operating forces.

**9002. Location.** TBS Stud Pers Det is located in Room 160, Heywood Hall. The hours of operation are Monday through Friday from 0730 to 1700. MyPay pin issuance and reset assistance will be provided daily during normal business hours. TBS Stud Pers Det will typically recognize Holiday hours as established by TBS Commander via TBS Bulletin 1050. Although the student Program of Instruction (POI) may be operational during holiday routines, requests for support during established holiday hours must be coordinated in advance with the OIC, TBS Stud Pers Det.

1. For emergency matters, contact TBS Stud Pers Det OIC at (703) 432-6526.

2. TBS Stud Pers Det is closed for routine business on Thursdays at 1130 for Professional Military Education (PME), with the exception of scheduled appointments and Marines with emergency needs.

**9003. Personnel Policies**

1. All military personnel or family members conducting routine administrative business are required to be in the uniform of the day or appropriate civilian attire. An original Power of Attorney must be presented for spouses to conduct business on behalf of their military sponsor.

2. Electronic Personnel Action Requests (E-PARs) are encouraged to be used by all students for routine matters and must be properly routed through the respective chain of command. All E-PARs not requiring external intervention will be worked within 5 working days after being received.

3. Leave and Earnings Statements (LES), Basic Training Records (BTR), Basic Individual Records (BIR), W-2 and W-2C, and Fitness Report printouts will be processed by the individual Marine utilizing MOL, MyPay and/or TBS Adjutant/S-1. Additionally, requests for certified true copies of printouts and pages from an individual's Electronic Service Record (ESR) will be accomplished by TBS S-1.

4. All disputes/disagreements or service problems will be addressed to the OIC, TBS Stud Pers Det. The OIC, TBS Stud Pers Det or IPAC leadership will ensure that every complaint is thoroughly researched and a satisfactory explanation is provided to the Marine and/or command.

**9004. BOC Preparation and Join Process.** Within 45 days prior to a BOC reporting, Marine Corps Recruiting Command (MCRC) will begin providing updated rosters of personnel slated to attend that particular class. TBS Stud Pers Det will utilize these inbound rosters to process join packages consisting of 1st and 2nd Stage Audit checklists and documents, service record documents, direct deposit forms and travel claims. The OIC, TBS Stud Pers Det will schedule the in-processing class, coordinate times for presentations from any external entities, publish the schedule and ensure the class is completed.

1. Reporting. All students arriving for BOC or WOBC are required to report on the date listed on their orders. Students are not authorized to report earlier than that date without approval from TBS Commander. TBS Stud Pers Det will provide a check-in station from 0800-1700 on the BOC and WOBC report date in order to issue the 1st Stage Audit packages and complete travel claims. The station will be manned with additional personnel from the main IPAC in order to facilitate the travel claim completion process.

2. In-Processing Class. Due to the accession level administration requirements for most of the TBS student population, they are required to bring the following items with them to the in-processing class: a copy of all orders and endorsements sending them to TBS from their Home of Record, Marine Corps District, reserve unit, or previous duty station, if applicable; their ESR, if applicable; a copy of their NAVMC 763; their bank account information for Direct Deposit enrollment; a copy of any DD Forms 214 or 215 from prior periods of active duty; a copy of their college transcripts or proof of degree; if married or claiming dependents, a copy of their marriage certificate (certified translated if applicable), spouses' birth

certificate (certified translated if applicable) and child birth certificates; receipts for any reimbursable expenses incurred during their official travel to TBS; and full names, addresses and phone numbers for all individuals they intend to list as family contacts and/or entitlement beneficiaries. The in-processing class will consist of a personnel records update, travel claim finalization as needed, and the Montgomery GI Bill brief and election. This class normally requires approximately 4-5 hours.

3. Join and Travel Claim Processing. Upon completion of the In-Processing Class, TBS Stud Pers Det will immediately commence the processing of joining students on UD, reporting their initial direct deposit information, and completing the travel claim review and submission. All efforts will be made to complete in excess of 250 joins and process all travel claims within 5 working days of the student's report date. This mass process requires a coordinated effort from additional personnel from the main IPAC to assist with Quality Control and electronic processing of the travel claims.

4. Identification Cards. TBS Scheduling Officer will notify the DEERS/ID Card Center OIC at least 45 days in advance of a student company's date for issuance of ID cards. This date is normally scheduled within the first 2 weeks of a BOC arrival. If additional days are required, the company leadership will coordinate those based off availability during the POI.

**9005. Initial Scanning.** Immediately after the entire join process is completed (approximately 3 weeks post report date), all company records requiring initial scanning into the ESR will be accounted for and prepared for the scanning process. Once preparation is complete, the scanning process will begin. After the initial scan is completed, all paper records will be returned to the individual student via the chain of command for their personal retention. Any further updates to the student's ESR during the training evolution will be completed via the daily unit diary breakdown and scan process.

**9006. MOS Assignments.** MOS assignments for each BOC occur no later than Training Week 22. MOS selections are completed for each BOC student by the Company Commander and are final once the TBS Commander approves them. Upon approval, the Company Executive Officer will ensure both TBS Adjutant and TBS Stud Pers Det receive approved MOS's. TBS Adjutant will submit the MOS's to HQMC (MMOA) for orders and TBS Stud Pers Det will report all MOS on UD, to include competitive aviation selections. Most guaranteed contract MOS's (7599, 7578, 4401) are already resident in MCTFS as part of MCRC accession data input prior to those students reporting to TBS, but any that may be missing will be reported by TBS Stud Pers Det upon notification by the Company Commander.

**9007. Web Orders Processing.** Once the MOS roster is received by MMOA, the ground and air monitors will begin issuing orders and funding via the Web Orders system. Students will receive orders to their MOS schools or to their next duty stations. All orders and funding for Reserve students will be processed by TBS IPAC Det but will be coordinated via HQMC (RAM); this process is not part of the MMOA Web Orders processing.

1. Upon receipt of Web Orders for students, TBS Stud Pers Det will prepare endorsements for Distribution Management Office (DMO) purposes only. The Web Orders and DMO endorsements will be provided to the students prior to them finalizing their moving arrangements with DMO. Additionally, TBS Stud Pers Det will provide a Travel Entitlement class to each BOC at which time students will complete a transfer data sheet and decide whether or not they choose to receive travel advances prior to executing orders. The majority of students at TBS are considered accession-level and are not currently required to possess a Government Travel Charge Card for PCS and TEMINS orders. Once the Travel Entitlement Class is completed, TBS Stud Pers Det will begin to process detaching endorsements for all students and travel advances for those students that elect to receive. During Out-Processing 7-10 days before graduation, orders will be provided to the students for execution and delivery to their next command.

2. TBS leadership will provide each BOC instructions on how to utilize [www.move.mil](http://www.move.mil) for scheduling either carrier or Personally Procured Moves (PPM) with DMO to their next duty station. All efforts should be made to ensure all students have their DMO arrangements in place 30 days prior to graduation or departure from TBS.

**9008. Out-Processing.** The out-processing date normally takes place during Training Week 25. All completed transfer orders will be issued at this point. Students will review their original orders and official file copy, verify the accuracy of the orders and sign each receiving endorsement. All official file copies will be returned to TBS Stud Pers Det for reporting on UD on the transfer date. Any orders requiring corrections will be returned to TBS Stud Pers Det during this class, at which time corrections will be made and orders returned to the Company prior to graduation.

**9009. Student Separations.** The following types of separations for student officers at TBS occur on a regular basis: administrative separations; medical separations; medical retirements; and expiration of active service (EAS) obligation (for enlisted and officer reservists only). Separations for commission of a serious offense are less common occurrences for student officers.

1. Administrative Separations. Student officers can be administratively separated for academic failure, leadership failure, minor misconduct, and commission of a serious offense. The entire



legal process is administered by TBS Command Judge Advocate until such time the Secretary of the Navy (SecNav) finalizes a decision regarding discharge type, Separation Program Designator (SPD), and characterization of service based on the students' overall record. If a student officer is notified of a pending administrative separation but it has not yet been finalized and an EAS has not been posted to MCTFS, the student may execute administrative separation leave provided it is approved by the first General Officer (GO) in their chain of command. The student must finalize all separation documents with TBS Stud Pers Det prior to executing this leave. The student will continue to receive pay and accrue leave while on separation leave until all leave accrued is exhausted, at which time the student will enter a non-pay status. The student will subsequently be separated on the date directed by HQMC.

2. Medical Separations. Student officers that are on limited duty for medical reasons for an extended period of time and are no longer fit for duty are eligible for medical separation. A Physical Evaluation Board (PEB) will determine this process after treatment and thorough medical examinations have been conducted. If found unfit for duty, the student will be medically discharged, generally with a disability rating allowing further treatment from the Department of Veterans Affairs once separated.

3. Medical Retirements. This process is similar to medical separations. The PEB will determine fitness for duty and provide its findings to the student. Upon acceptance of the findings, a decision is made to either temporarily or permanently retire a student based on evidence and a final disability rating. In most cases student officers will be separated to the Temporary Disability Retirement List (TDRL). The more serious cases will be separated to the Permanent Disability Retirement List (PDRL). Students that have received and accepted their PEB findings are eligible to go home awaiting orders and final disposition of the PEB. Home awaiting orders is executed similarly to administrative separation leave as the EAS is not posted and the student will enter a non-pay status upon exhausting all leave accrual. Home awaiting orders does not require GO approval but all administrative requirements must be completed with TBS Stud Pers Det prior to the student executing orders.

4. Commission of a Serious Offense. If a student officer has committed a serious offense punishable by trial by court martial, they are subject to a misconduct separation. After a court-martial proceeding is complete and punishment is served, the student officer may execute voluntary appellate leave if they choose to. Upon receipt of the Convening Authority's (CA) action, the student officer must proceed on involuntary appellate leave. Upon entering either status of voluntary or involuntary appellate leave, TBS Stud Pers Det will finalize all reportable transactions and record updates and transfer the officer by record to the Navy and Marine Corps Appellate Leave

Activity (NAMALA). NAMALA will track and maintain the individual's record until the officer's separation is final.

5. Expiration of Active Service (EAS). Reservists attending their initial BOC or WOBC training, Infantry Officer's Course (IOC) or MAIT and immediately returning to their reserve unit/status upon completion at TBS will be separated under this category. This is only common for reservists attending IOC or MAIT since most BOC and WOBC reservists are retained on active duty to attend follow-on training. All reservist separations are coordinated with HQMC (RAM) prior to TBS Stud Pers Det initiating separation action.

6. Separations Process. Upon receipt of the SecNav decision, PEB findings and posting of an EAS by HQMC, the student officer may either execute leave awaiting separation or remain at TBS until the posted EAS. Reservists separating from TBS will remain at TBS until their EAS. Prior to executing leave, the student must provide TBS Stud Pers Det with the following items in order to process their separation documents: DD form 2648/-1, DD form 2958 (Provided after attendance of the Transition Readiness Seminar (TRS)), final physical, original medical and dental records, their ID/CAC card and a check-out sheet, if applicable. Once received, TBS Stud Pers Det will process as applicable any separation orders, DD Forms 214 and 215, Retirement Pay Data Forms and NAVMC 11060 for final settlement. Separation packages will remain in a tickler file until the separation is reported on UD either on the date of separation or the first working day after the separation date. Once the separation is posted to MCTFS, the NAVMC 11060 may be submitted to the local Finance Office for processing of the final settlement.

CHAPTER 10

ORDERS SECTION

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ORDERS SECTION

SECTION 1: GENERAL

**10000. GENERAL.** The Orders Section is tasked with the receipt, administrative processing, and issuance of PCS Orders (PCSOs) and PCA Orders (PCAOs) for personnel of supported organizations.

**10001. ORDERS SECTION RESPONSIBILITIES.** The responsibilities of the Orders Section are as follows:

1. Receive all PCS and PCAOs for personnel of supported organizations.
2. Notification of personnel and their commands when in receipt of PCS and PCAOs.
3. Counseling of Marines and supported units on the mandatory use of the OBI Module, Government Travel Charge Card (GTCC) requirement, entitlements for travel and transportation arising from these orders.
4. Preparation and release of Naval Messages requesting area/ country clearance.
5. Request Port Calls on Marines and their dependents for travel to next Permanent Duty Station (PDS).
6. Preparation and issuance of orders.
7. Ensure service record entries related to the orders process have been entered.
8. Maintenance of the official file copy and all related documents pertaining to the orders.
9. Completion of unit diary actions effecting the transfer of Marines.

SECTION 2: ORDERS SECTION

**10100. ORDERS SECTION.** The Orders Section has overall cognizance of the PCS and PCA process for Marines and their family members.

1. All Marines with PCS, PCA and reassignment orders will report to IPAC with a completed check-out sheet, transfer pro/con marks, and meal card (if applicable), on effective date of detachment for receipt of PCSOs.
2. The official file copy of the Marine's orders will be filed in the Orders Section's correspondence files after appropriate unit diary entries have been reported.

**10101. TYPES OF ORDERS**

1. PCS. PCSOs are issued by HQMC and direct a Marine to relocate between PDSs. PCSOs are fully funded and entitle the Marine and dependents, if applicable, to travel and transportation allowances as described in the Joint Travel Regulations (JTR). All PCSOs are issued, modified, and cancelled by HQMC via the Orders Section, in conjunction with the support of unit S-1. The IPAC will notify the parent unit/command upon receipt of PCSOs and/or modification of PCSOs on a Marine. Marines in receipt of PCSOs are to be screened by the command to determine if they are eligible for transfer. Marines qualified and eligible for transfer are to apply for a GTCC and complete their OBI via Marine Online (MOL).

2. PCA. PCAOs direct a Marine's change of assignment between major commands located in the same geographic vicinity of the PDS. The PCAOs are processed and issued by the IPAC in the same manner as PCSOs; however, no entitlement to leave, travel and transportation allowances exist for the Marine or dependents. The PCAOs direct a Marine to move between MCCs.

3. SPECIAL ORDERS. Per MCO 1000.6, ch4, the use of special orders to issue PCA, PCS or TAD orders is no longer authorized.

**10102. ORDERS NOTIFICATION**. The Orders Report will be provided to the supported organizations on a weekly basis by the IPAC Orders Section.

1. Upon receipt of orders notification, "My Message" in MOL, the Marine must log in and complete their OBI.

2. Once the OBI has been completed and forwarded through the chain of command, the supported unit S-1 will review and if correct, forward to IPAC.

3. Checklists for I&I, overseas or special duty assignments will be attached with the OBI as necessary. Delays in completing checklists will have adverse effects on the Marines execution of orders.

**10103. OUTBOUND INTERVIEW (OBI)**. The OBI is an essential tool, and must be completed by the Marine immediately upon receiving the "My Message" notification of PCS/PCAOs in MOL. The OBI will detail the Marine's desire for leave, detach/report day, transportation, GTCC status and advance of pay entitlements.

Marines must complete and submit their OBI a minimum of 90 days prior to their detachment date when applicable.

1. Once IPAC receives the completed and approved OBI from the supported unit, IPAC will review it for accuracy and compliance with regulations.

2. Upon completion of the IPAC review, WebOs and the dependent endorsement will be electronically uploaded to the OBI for the Marine to access at any time from their OBI console.
3. With the WebOs and the dependent endorsement, Marines will be able to schedule their DMO move and request passports, if applicable.
4. Any Marine who does not complete their OBI will not receive their PCS/AOs, advance pay, or any leave in conjunction with their PCS/AOs.

**10104. 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 to sign a statement of "non-intent" of extending/reenlisting within 10 business days, upon receipt/notification of PCSOs.

**10105. MODIFICATION/CANCELLATION OF ORDERS.** Requests to modify or cancel orders will be prepared and submitted by unit commanders with a copy forwarded to the Orders Section.

**10106. PCS ORDERS PROCESSING**

1. CONTINENTAL UNITED STATES (CONUS) ASSIGNMENTS. Upon receipt of the notification of PCSOs, the Marine will complete their OBI. Orders will be issued based upon the information provided in the OBI.

2. SPECIAL DUTY ASSIGNMENTS (SDA). Upon receipt of the notification of PCSOs to a SDA, the Marine must report to their respective Career Planner for the appropriate screening checklist and assistance in the completion and certification by the command. Orders will be issued based upon the information provided in the OBI once all checklists have been uploaded.

3. TEMPORARY LODGING EXPENSE (TLE). Marines may be entitled to TLE at their detaching or gaining command. If a Marine does rate and desire to use their TLE, the authorized method of payment will be the GTCC. The only authorized location for TLE at MCINCR-MCBQ is the BOQ (Liversedge Hall). If there are no quarters available, the Marine must obtain a statement of non-availability to reside in quarters elsewhere.

4. CHECK-OUT/ISSUANCE OF ORDERS

a. The check-out sheet will be issued by the service members' command (S-1). The check-out procedures for transferring personnel remain the responsibility of the Marine's unit, and command supervision is essential. Supported organizations must ensure that the Marine has completed all check-out requirements prior to reporting to the IPAC for issuance of orders. A copy of the check-out sheet

will be retained by the Orders Section and attached to the official file copy.

b. Two weeks prior to transfer, the Marine should contact the Orders Section to ensure that all requirements have been met.

c. PCS/AOs become effective at 0800 on the date of transfer.

d. The official file copy, signed by the Marine, and all documents relating to the transfer will be retained by the Orders Section in the official correspondence files.

e. Marines in possession of a meal card will turn in their meal card to the Orders Section on the date of transfer.

f. Marines requesting to alter their detach or report date after their OBI has been approved by the command, must provide the Orders Section with an endorsement from their commander approving the date change.

5. ADVANCES PRIOR TO PCS. Requests for advances of pay will be selected in the OBI. Requests for advances of travel and DLA are no longer authorized. Payments of advance pay are normally deposited by EFT to the individual's account 30 days prior to detachment date. Advance pay requests outside normal parameters (2 months) require approval by the Marine'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 one 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.

#### **10107. HUMANITARIAN ORDERS**

1. The Orders Section is responsible for personnel being detached for Humanitarian (HUMS) reasons.

2. Commands are responsible to forward a copy of the CMC message approving the Marine's HUMS request, signed emergency leave authorization, and signed page 11 entry to the Orders Section, Attention: Orders Section.

3. The Orders Section will ensure proper Transfer by Service Record Orders.

**10108. STRAGGLER ORDERS.** The issuance of straggler orders to Marines who are apprehended, or return from desertion, will be coordinated by the orders section by contacting CMC (PSL) at (703) 614-3248/3376.



CHAPTER 11

SEPARATIONS SECTION

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CHAPTER 11

SEPARATION SECTION

SECTION 1: GENERAL

**11000. GENERAL.** The Separation Section is responsible for providing timely and accurate administrative processing, support and guidance to all active duty and reserve Marines that are separating due to EAS, retirement, resignation, medical separations, and administrative separations assigned to MCINCR-MCBQ.

**11001. SEPARATIONS SECTION RESPONSIBILITIES**

1. Completion and issuance of the DD 214/215.
2. Ensure all NAVMC's 11060 11115, 11116, DNs, MANs are properly worked and tracked.
3. Report all changes to Marines final audit.
4. Ensure all drops are being reported NLT 5 days after the date of separation.
5. Ensure all service treatment records, Medical and Dental records are delivered to the appropriate offices.

SECTION 2: SEPARATIONS SECTION

**11100. SEPARATION PROCEDURES**

1. PROCEDURES

a. Marines and supported units must coordinate with the IPAC as soon as separation actions are contemplated, and remain in contact, in order to ensure correct administrative action is completed in a timely manner.

b. Upon completion of the Outbound Interview (OBI) a case folder is created containing administrative forms providing information necessary for completion of the DD Form 214, NAVMC 11060, and other separation documentation based on their respective circumstances.

c. 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 14 days prior to their planned date of detachment to review documents and sign if necessary.

d. Marines will be encouraged to keep their direct deposit account open ninety (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.

**11101. OUTBOUND INTERVIEW MODULE.** The OBI, which is an application within Marine Online (MOL), is an essential tool, which must be completed for the separation process. Marines may begin their OBI 180 days from EAS date. Retirees may begin their OBI 14 months from their approved retirement date. The OBI will detail the Marine's desire for transitional PTAD, terminal leave, planned detach date, transportation and advance of pay entitlement's. Marines must complete and submit their OBI a minimum of 90 days prior to their planned detachment date when applicable.

1. Once the Separation Section receives the completed and approved OBI from the supported unit, it will be reviewed for accuracy and compliance with regulations.

2. Upon completion of the review, the Separation Section will either reject the OBI back to the supported unit for corrections or proceed with the interview.

3. After the Separation Section has completed the OBI a DMO endorsement will be certified. The Marine will be able to access this document on his/her OBI console at any time. That DMO endorsement will be used to set up the Marine's final move.

4. Upon completion of the OBI process, final official orders and DD 214s/15s will be issued.

**11102. TRANSITION READINESS PROGRAM/TRANSITION GPS (GOALS, PLANS, AND SUCCESS).**

1. Marines being separated from active duty (to include mobilized reservists in excess of 180 days) must be counseled by the command Unit Transition Counselor (UTC) concerning the Transition Readiness Program (TRP), and any other relevant civilian readjustment programs.

2. The Marine will be reminded of the requirement to attend the mandatory separations brief and the seminar provided by Marine Corps Base. Each command TRP/Transition GPS coordinator will ensure their Marines attend the brief. Documentation (DD Forms 2678 and 2958) of the attendance from both the TRP/Transition GPS must be forwarded to the Separation Section for Unit Diary/Official Military Personnel File (OMPF) input.

3. TRP/Transition GPS for Marines pending administrative separation should be scheduled as soon as the administrative separation process is initiated.

The below link is to MCO 1700.31 that was signed on 30 December 2015 and governs the new transition readiness program. This program replaced the TAMP. The Training Event code PR (Personal Readiness Seminar) is on the MCTFS Training Event Table.

<http://www.marines.mil/Portals/59/MCO%201700.31.pdf>

4. Marines are not considered properly checked out if they have not turned in a copy of their TRP/Transition GPS certificate to the Separations section for Unit Diary/OMPF input.

**11103. FINAL PHYSICALS**

1. 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.

2. Units 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.

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

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

**11104. TERMINAL LEAVE**

1. Marines who desire to take terminal leave must make their election within the OBI. Once OBI has been approved by the S-1, Marines may contact the Separation Section to discuss further requirements.

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

3. The Marine will be issued orders authorizing leave awaiting separation from the Separation Section on the date of departure.

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

5. If a Marine chooses to start their PTAD and or terminal leave on a weekend or holiday, the Marine will report to the Separation section on the last business day prior to the weekend or holiday to properly check out and sign all proper documentation. The effective date of all

required documentation will be signed and dated for the date and time of departure. Marines will then report to the H&S Bn duty officer on their date of departure to receive their orders and DD 214s.

6. On the Marine's PTAD and or terminal leave start date, BAS/BAH entitlements will be reported and posted in MCTFS.

**11105. TRANSITIONAL PTAD.** Transitional PTAD will be authorized for retirements, transfers to the FMCR, VEERPs, VSPs, Medical Separations and Involuntary Separations in accordance with the Leave and Liberty Manual.

**11106. HOUSEHOLD GOODS SHIPMENTS.** After the Separation Section has completed the OBI a DMO endorsement will be electronically certified. The Marine will be able to access the DMO endorsement on his/her OBI console at any time. That DMO endorsement will be used to set up the Marine's final move.

**11107. AWARDS.** The Marine is responsible for ensuring that their awards information is correct within MCTFS prior to departure.

**11108. CHECK-OUT SHEETS.** Marines will report to their Command's Adjutant/S-1 Section prior to their EAS, or terminal leave/ permissive TAD, to be issued check-out sheets. Local commanders are responsible for the check-out sheet completion by Marines prior to them taking it to the IPAC. Marines will turn in their completed check-out sheet to the Separations section on their date of departure.

**11109. SEPARATION PROCESSING**

1. All separating Marines must turn in DD Form 2963 along with their Health and Dental records, DD Form 2468, DD Form 2656 (Retirees only), NAVMC 10213, NAVMC 118(11) (if applicable) 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.

2. The Separations Section will make all necessary entries to close out the service record, and report all unit diary entries relating to their release from active duty.

3. The IPAC will deliver the service treatment records (medical/dental records, DD form 963) to higher headquarters within 3 working days of the completion of all administrative actions. All records will be accompanied with a copy of the Service Record Transmittal Sheet indicating the date the service record is delivered. Copies of the Service Record Transmittal Sheet will be maintained in the 30-day tickler until verification of receipt for custody is returned. The transmittal sheet will be filed in the Separation/Retirement Section correspondence files.

**11110. END OF ACTIVE SERVICE (EAS)/RELEASE FROM ACTIVE DUTY.** The Separation Section tracks all Marines pending EAS separation once the Marine is within 180 days of their EAS. Marines who are being separated must complete their OBI no less than 90 days prior to their EAS or terminal leave/permissive TAD commencement date. Each unit will be notified of personnel who fail to complete their OBI or have not started their OBI process within this time period.

**11111. ADMINISTRATIVE SEPARATIONS**

1. The Separations Section tracks all personnel pending administrative separations upon notification from the service member's command. Commanders must provide the Separation Section a copy of the administrative separation notification and acknowledgement when it is forwarded to MCB SJA for submission to the discharge authority (do not forward copies of the request for legal services).

2. Upon receipt of the commander's recommendation for administrative separation, the Separation Section will report a promotion restriction entry. This entry will also serve as notification to the local Finance Office to stop allotments and terminate the Marine's DD to prevent overpayments.

3. Once the Separations Section receives the notification letter that has been signed by the Commanding Officer, the Marine will be separated in 10 working days. An adjusted EAS/ECC will be reported accordingly. For unique cases requiring less than 10 days, Unit Commanders need to contact the Separations OIC/SNCOIC at 784-5197/5618 or 432-0093.

4. In the event that the administrative separation is approved but suspended, the command must forward the documentation to include appropriate page 11 entries to the Separations Section. Upon receipt of the documentation, the Separation Section will submit a NAVMC 11116 to Finance Office to restart the Marine's DD.

**11112. TRANSFER TO THE FLEET MARINE CORPS RESERVE (FMCR) AND RETIREMENTS.**

1. All requests for retirement or transfer to the FMCR must be submitted via the Appendix J of the MARCORSEPSMAN. The Marine's request must be signed by their Commanding Officer. For Marines that are in a pending legal status, their OBI request will not be processed.

2. Requests will be reported via unit diary no earlier than 14 months and no later than four months prior to the requested retirement date. Separation requests outside of these parameters must be submitted via AA Form to CMC (MMSR) with justification.

3. Once a retirement date has been approved by HQMC the Marine will be notified via email by the SNCOIC of the Separations Section to start the OBI.

4. Marines and commands must keep the Separation Section informed of any modifications or changes to their retirement date.

5. Marines will be advised on frequently asked questions relating to pay while in a FMCR or retired status. These issues include, but are not limited to, information relating to their final settlement payment, retirement pay start date, and Survivor Benefit Plan (SBP).

6. Upon completion and approval of the OBI, the Marine will return to the Separation Section for review of the Retired Pay Data Form (DD Form 2656).

**11113. SUVIVOR BENEFIT PLAN (SBP).** Retiring Marines must complete the MarineNet SBP class and present the completion certificate along with the completed DD Form 2656 to the Separation Section (not less than 31 days prior to their retirement date) for transmittal to DFAS and inclusion into their OMPF. If the member is/was divorced during any period of their career, a copy of the divorce decree must be provided.

**11114. DISCHARGE FOR PHYSICAL DISABILITY**

1. Marines who are being discharged for a physical disability must notify the Separations Section within 60 days of HQMC's notification to the command to begin separating the Marine. Once the Physical Evaluation Board (PEB) results have been released, and the member has an updated EAS, they must complete their OBI.

2. HQMC (MMSR-4) will establish the EAS/ECC for personnel who are to be retired by TDRL/PDRL. The Separations Section will notify the member upon the establishment of the EAS/ECC.

**11115. MEAL CARDS.** Marines with meal cards are required to turn them in before leaving the IPAC on the effective date of their EAS, PTAD, or terminal leave start date (whichever is sooner).

**11116. REENLISTMENTS/EXTENSIONS ON ACTIVE DUTY.** Each unit Career Planner will ensure documentation for all extensions on active duty or reenlistments are forwarded via EPAR to the Separations Section.

**11117. WILL REENTER DIARY ENTRIES.** Career Planners will notify the Separations Section in writing identifying Marines who need a "will reenter" entry reported on the Unit Diary, this will allow the continuance of allotments and direct deposit payments. The "will reenter" entry will be reported no earlier than 90 days, but no later than 15 days prior to ECC, and will be made only if the Marine has submitted, but is not yet approved, for reenlistment.