



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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PERSONNEL ADMINISTRATION CENTER (SHORT TITLE: IPAC SOP)

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1. Situation. To promulgate policies, procedures, guidance, and instructions, with respect to Installation Personnel Administration matters, to Commanders aboard the Marine Corps Air Ground Combat Center.

2. Mission

a. This SOP provides administrative processes, procedures, and direction for conducting personnel administration aboard the Marine Corps Air Ground Combat Center.

b. These procedures are necessary for consistency, quality, and timely submission and completion of administrative events.

3. Execution

a. Intent and Concept of Operations

(1) Intent. Review of this SOP is recommended for all Commanders and their staff. The Command General, MAGTF/TC, MCAGCC Assistant Chief of Staff, Resource Management Division (AC/S, RMD) is responsible for the oversight and daily operation of the IPAC. Adherence to this SOP will assist Commanders in focusing on combat readiness, while simultaneously maintaining personnel administrative readiness. The end-state is to provide Commanders, marines, and families with quality personnel administrative support.

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

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changes are made and published by higher headquarters. The varied methods in which marines and units deploy require flexibility and cooperation. It is essential to ensure administration is achieved in a timely and proactive manner. De to this aspect, Commanding General, MAGTFTC, MCAGCC (AC/S, RMD) and the IPAC Director are authorized to deviate from their SOP as the situation warrants.

b. Guidance

(1) Installation Personnel Administration Centers have been mandated by Headquarters, U.S. Marine Corps. As a result, the Marines must take greater responsibility in the accuracy of their Marine Corps Total Force System and pay records. With limitless amounts of information on the internet and availability of MOL and MyPay applications, there are tools available which enable Marines to ensure the accuracy of their MCTFS and pay records. Marines must be mentored, educated, and if necessary, directed to get involved in their own administration and pay.

(2) A Marine who witnesses a significant fluctuation in their pay is responsible for bringing the situation to the attention of their chain of command, unit S-1, and subsequently to the IPAC.

4. Administration and Logistics. Recommendations concerning changes to this SOP are encouraged and will be submitted to the Commanding General, Marine Corps Air Ground Combat Center (AC/S, RMD) via the appropriate chain of command.

5. Command and Signal

a. Command. This SOP is applicable to the Installation Personnel Administration Center and all active-duty and reserve Marines aboard the Marine Corps Air Ground Combat Center.

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

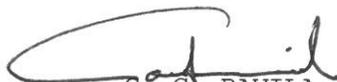
  
C. G. DAVILA

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## INTRODUCTION

0001. MISSION. The primary mission of the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Installation Personnel Administration Center (IPAC) is to provide efficient and effective administration for Commanders, Marines, and family members by centralizing: Marine assignments, Marine reporting, record maintenance, and separation processing.

0002. CONCEPT. IPAC is the consolidation of personnel administration functions aboard the MAGTFTC, MCAGCC. Only through coordination of actions and communication between the IPAC and supported commands can the goal of providing quality personnel administration be achieved. The utilization of an IPAC allows for administrative support to supplement Commanders in their daily responsibilities to their respective command. The administrative responsibilities outlined in the following chapters are provided for information and assistance to all MAGTFTC, MCAGCC personnel.

1. Responsibilities. There are five branches within the IPAC: Quality Assurance Branch, Command Support Branch, Inbound Branch, Outbound Branch, and Marine Corps Communications Electronics School Cell. The administrative responsibilities include, but are not limited to:

- a. Reporting data elements into Marine Corps Total Force System (MCTFS).
- b. Determining entitlements of pay and allowances and process as required.
- c. Processing Separations and transfers of personnel to include: discharge, release from active duty, transfer to Fleet Marine Corps Reserve, retirements, and officer resignations. Transfers of personnel include: Permanent Change of Station (PCS) and Permanent Change of Assignment (PCA).
- d. Maintenance of the Electronic Service Records (ESR).
- e. Processing New Joins to include joining the Marines to their respective units as a result of Permanent Change of Station Orders (PCS), Permanent Change of Assignment Orders (PCA), and Fleet Assistance Program orders (FAP).

f. Provide administrative support to all students undergoing training at Marine Corps Communication and Electronics School (MCCES).

2. Commanding Officers' Administrative Responsibilities. The Commanding Officer for each unit retains the responsibilities for ensuring Marines' information and supporting documents for MCTFS reporting are created, delivered to IPAC for reporting, and tracked through completion. Additionally, units retain full responsibility for ensuring administrative actions at the S-1 are in accordance with CGI checklists and MCAAT regulations. The following areas pertain to the relationship of the S-1s and the IPAC's mission (this may not be an all-inclusive list):

a. Administrative Action (AA) Forms. The individual units shall assist their Marines in formulating their requests through AA forms. The units will route the request via the appropriate chain of command, forward the request to the IPAC when applicable, and store the request as required.

b. Awards. Individual units should remain informed of current Marine Administrative Messages (MARADMINs) for any unit commendations their Marines may be eligible for. Units are responsible for maintaining and verifying eligibility requirements for personal awards, such as: Meritorious Mast and other individual award recommendations.

c. Electronic Service Record (ESR). Units are responsible to ensure the required documents and authenticated page 11 entries are processed and posted in the ESR as required. To include: 6105s, promotion restrictions, not recommended for promotions, and Will Not Promotes.

d. Electronic Personnel Administrative Requests (E-PARs). Units are responsible for reviewing all E-PARS, ensuring all supporting documentation is attached to the request prior to forwarding to the IPAC for action. The unit S-1 is responsible for promptly reworking any E-PARS in the event the E-PAR is returned for corrections.

e. Requests for Unit Diary (UD) action. Units are responsible for providing in a timely manner, accurate documentation for UD action in regards to pay and entitlement changes, legal, unit deployments, and field exercises.

f. Promotion. Units are responsible for certification of promotion recommendations by the 15th of each month via MOL. Subsequently, units are also responsible for certifying any "Non-Recs" for any Marine not recommended for promotion. Every effort must be made to prevent a "Will not Promote"; in the event this is not possible, all source docs must be presented to the IPAC immediately to prevent over payments.

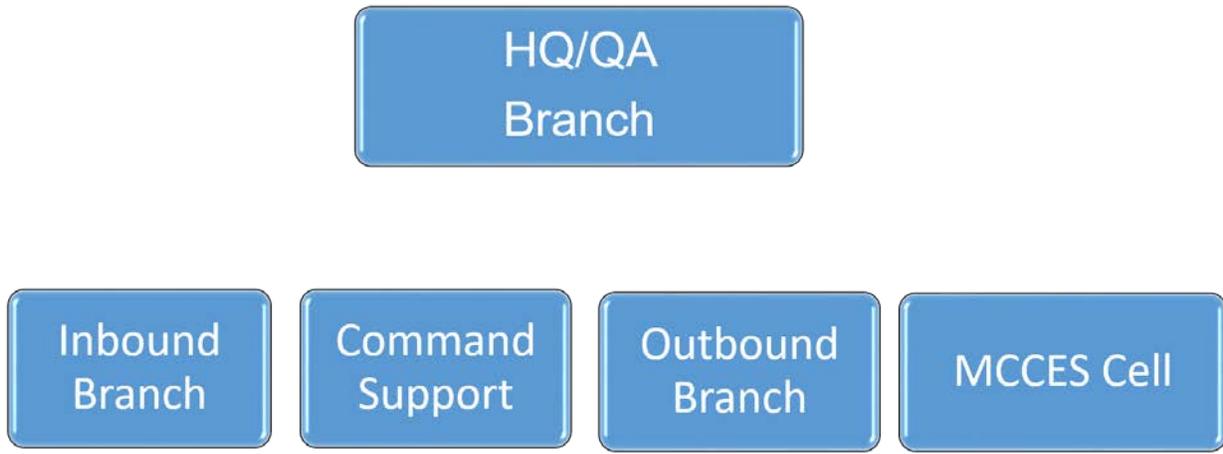
g. Personnel Status Changes. Units are responsible for notifying the IPAC of status changes regarding individual Marines (includes Unauthorized Absence (UA), hospitalization, marriage, divorce, birth of children and disciplinary actions). All required source docs shall be submitted to the IPAC immediately upon learning of the change in the status change.

h. Outbound Interview. S-1's are responsible for reviewing and ensuring accuracy of all outbound interviews for any Marine Transferring, Separating, or Retiring. Outbound interview shall be prepared and forwarded to IPAC no later than 10 working days from the date of departure.

i. Defense Travel System (DTS). DTS is the only system authorized to be used for any form of temporary travel that involves any type of monetary reimbursement outside of PCS orders. It is the S-1's responsibility to ensure a travel voucher is completed by the member within 5 working days from the date of return. The prompt submission of these vouchers will allow the IPAC to report any Personnel Tempo or any pay entitlements associated with the travel.

0003. ORGANIZATION. The Director serves as a special staff officer to the Assistant Chief of Staff (AC/S), Resource Management Division (RMD). Operational control of the IPAC rests with the AC/S, RMD; while the administrative control rests with Headquarters Battalion.

0004. IPAC TASK ORGANIZATION CHART



0005. INTERNAL CONTROL PROCEDURES. All sections of the IPAC shall have complete turnover procedures. These include, but are not limited to: branch organizational flow chart, points of contact (POC), references, billet description, work priorities, routine schedule (daily, weekly, monthly, semi-annually, annually), shared responsibilities with other sections, current forfeiture chart (as applicable), a copy of the IPAC SOP, and the current Marine Corps Administrative Analysis Team (MCAAT) checklist.

0006. HOURS OF OPERATION

1. Working Hours. The IPAC normal hours of operation are Monday through Friday from 0730 to 1630 and closed for all Federal Holidays. Limited service will be provided on Thursdays from 1400 to 1600 due to MOS training by individual sections.

0007. ATTIRE. Marines seeking administrative assistance at the IPAC will be in the uniform of the day; family members are asked to wear appropriate civilian attire at all times. Physical training (PT) gear is not authorized at any time.

## CHAPTER 1

### IPAC ROLES AND RESPONSIBILITIES

#### 1001. DIRECTOR

1. The IPAC Director is responsible for the overall operation of the IPAC and other functions as may be assigned by the AC/S, RMD.

2. The Director is authorized in writing to authenticate changes to official records, pay related items, and to sign "By direction" for the Commanding General (CG) and the AC/S, RMD. Designated SNCOs and Officers of the IPAC will also be granted "By direction" authority as required.

#### 1002. IPAC STAFF NONCOMMISSIONED OFFICER-IN-CHARGE (SNCOIC)

1. Chain of Command. The SNCOIC serves as the Senior Enlisted Advisor (SEA) to the Director. The SEA will keep the Director abreast of all pending and completed actions on the enlisted personnel matters at all times.

2. Manpower. The SEA is also responsible for the enlisted staffing of the IPAC, assigning enlisted personnel to the individual sections in order to avoid any gaps in personnel. The SEA is responsible for maintaining open communication with the enlisted monitor in all matters pertaining to the IPAC's enlisted personnel.

3. Accountability. The SEA will verify the submission and the accuracy of the IPAC's morning report to Headquarters Battalion each morning via Unit Management Status Report (UMSR) in Marine Online (MOL).

4. Mission Accomplishment. The SEA plays a major role in the mission accomplishment of the IPAC by ensuring the military and professional development of all enlisted Marines to promote MOS proficiency and career enhancement.

a. MOS Progression. Assign IPAC Marines to Personnel Administration schools offered by Marine Corps Combat Service Support Schools (MCCSSS) when available. Every effort shall be made to ensure our administrators are trained at every level, from intermediate to advance.

b. Professional Military Education. Assign IPAC Marines to attend the required Marine Corps Common Skills School appropriate to their grade in accordance with their MOS Roadmap.

c. Personnel Readiness. Schedule and ensure all calendar year and fiscal year training is conducted to ensure the deployment readiness of the IPAC Marines. Additionally, the SEA is responsible for overseeing the medical and dental readiness of all enlisted personnel.

5. Morale. The SEA is responsible for establishing a program which enhances comradery and nurtures the morale of all enlisted Marines, while maintaining the good order and discipline. The program shall include: IPAC PT sessions designed to challenge the physical ability of each individual Marine, Social events, Enlisted promotions, and other events as indicated by the Director.

6. Good Order, and Discipline. The SEA is the embodiment of good order and discipline. By example, he/she will lead the enlisted Marines with fairness and dignity and will hold them accountable for their actions when necessary. The SEA will work closely with the Company leadership to ensure all legal matters are adjudicated in a timely manner.

1003. DEPUTY DIRECTOR

1. The Deputy Director serves as the backup to the Director and must be ready to assume the responsibility of the IPAC during the Director's absence in matters of operational control and mission accomplishment.

2. The Deputy Director is also responsible for the development, training, and the assignment of the Officers. Additionally, the Deputy Director serves as the Reporting Senior to the Officers and as the Reviewing Officer to the SNCOs and Sgts of the IPAC.

1004. OFFICERS-IN-CHARGE (OIC)

1. The IPAC OICs are entrusted to manage and supervise their individual sections. The mission of IPAC rests on their shoulders to ensure all administrative requests are processed and certified in a timely matter. The

2. OICs are responsible for ensuring accurate and timely reporting of data elements reported through Unit Diary (UD). All UD's will be certified daily to ensure all personal records

are updated with each MCTFS cycle. Additionally, OICs will ensure all Diary Feedback Report (DFR) are properly annotated with corrective action taken as necessary, and certified within eight calendar days.

3. OICs are also responsible for the submission, certification, and tracking of all documents submitted to Disbursing via Document Tracking Management System (DTMS).

1005. SECTION STAFF NONCOMMISSIONED OFFICERS (SNCOIC)

1. The SNCOICs are responsible for the daily operations of their assigned section, ensuring document flow and superb customer service.

2. SNCOICs are responsible for the troop welfare and readiness of the IPAC Marines. They will lead, guide, and mentor each Marine assigned to their individual section and will foster a sense of belonging as well as maintaining the good order and discipline; they will train their Marines in all areas of administration, while providing the upmost service support to all Marines and their families aboard Twentynine Palms.

3. SNCOICs will establish daily priorities and will ensure all tasks are accomplished in a timely manner. SNCOICs will maintain open lines of communication with our tenant S-1s to coordinate support as necessary.

## CHAPTER 2

### QUALITY ASSURANCE BRANCH

2001. GENERAL. The Quality Assurance (QA) Branch performs the review and assessment of all functions of the IPAC, validating the quality of work produced and ensuring that IPAC personnel have the means to provide quality service.

#### 2002. OPERATIONS SECTION

1. Responsibilities. The responsibilities of the Operations Section include but are not limited to the following:

- a. Managing Electronic Personnel Action Requests (EPARs).
- b. Manage the completion of Inconsistency Reports (ICR's).
- c. Manage permissions within UDMIPS, DTMS, and MOL.
- d. Update and manage the Diary Feedback Reports (DFR).
- e. Track and provide status updates on open DTMS documents.
- f. Monitor Unit Diary processing and maintain and track the scanning of diaries for file retention.
- g. Function in the capacity of a small MCAAT Team to prepare the IPAC for future inspections.
- h. Foster Administrative Assistance/Courtesy Inspections with supported units.
- i. Scan, release, and monitor document submission to the OMPF, in accordance with the Marine Corps Total Force System (MCTFS) PRIUM Chapter 13.

#### 2003. HEADQUARTERS SECTION

1. Responsibilities. The responsibilities of the Headquarters (HQ) Section include but are not limited to the following:

- a. Process requests for access to the IPAC shared files.
- b. Act as liaison between IPAC and the installation G-6.
- c. Order and Manage administrative supplies.

- d. Maintain accountability for all building keys.
- e. Monitor training and readiness for all IPAC personnel.
- f. Update and manage the Active Directory.
- g. Assist with coordination for all IPAC level events.
- h. Process requests for Marine Online ReportStudio accounts.
- i. Coordinate all DRMO requests through the Garrison Property section.
- j. Process telephone requests and submit trouble tickets as required.
- k. Route and track all correspondence originating, or requiring endorsement, from the IPAC.
- l. Submit and track general maintenance requests submitted to Public Works via the MAXIMO website.
- m. Manage and process requests for access to MCTFS via Terminal Area Security Officer (TASO).
- n. Act as fire marshal representatives to ensure compliance with all fire regulations.
- o. Provide direct administrative support to the Director, Deputy Director, and Senior Enlisted Advisor.
- p. Act as safety representatives and ensure all IPAC buildings are in compliance with safety regulations.
- q. Maintain current appointment letters, assumption of command letters for supported units, and all general correspondence.
- r. Process requests for access and develop requirements to automate administrative processes. This includes coordination of process improvement training (i.e., Lean Six Sigma, SharePoint Training, ODSE Training, etc.) for all IPAC personnel.
- s. Process and track general computer support requests

related to troubleshooting, computer access, setting-up network and local printers, scanners, port activation, and facilitating equipment moves.

t. Facilitate the installation of required administrative software programs. This only includes software authorized by the Marine Air Ground Task Force (MAGTF) Information Technology Support Center (MITSC).

u. Maintain a current inventory of all assets assigned to the IPAC. This inventory will be reconciled on a quarterly basis, discrepancies discovered during the quarterly reconciliation will be immediately identified to the Deputy Director for resolution.

2004. TECHNICAL ASSISTANCE. The IPAC relies heavily upon technology for mission accomplishment. The QA Branch will assist all IPAC personnel with any technical difficulties. If assistance is required from outside agencies, the QA will act as the IPAC liaison in order to facilitate the process.

2005. DIARY FEEDBACK REPORT (DFR). The DFR module within UDMIPS can be electronically distributed, worked, tracked, certified and archived. The DFR is posted in UDMIPS the day following each cycle.

1. Tracking. The QA Section of the IPAC will verify the timely and accurate completion of all DFRs and report the daily status to the QA OIC. The OIC will ensure that all DFRs are annotated with the proper corrective action with no future entries.

a. DFR Timeline. DFRs are posted on the first available date that the cycle completes processing or the first working day after a weekend or holiday. The majority of DFRs are auto assigned. DFR re-assignment should only be done by SNCOs and Officers. Any unassigned DFRs will be properly distributed amongst the branches within one business day by the Quality Assurance Branch. Each section is responsible for reviewing their DFRs and ensuring it pertains to their section within three calendar days. The DFR will be audited, certified, and have any corrective action taken within eight calendar days by all branches. The DFR must be electronically signed by certifying officers indicating that all corrective action has been taken and is complete.

b. Annotation/Advisory Messages. After the DFRs are posted, the clerks will make the appropriate annotations electronically and attach the MCTFS screenshot on the DFR in order to validate the response. Advisory messages requiring UD action will be annotated with the UD number and date of the UD that is reporting the corrective action. In those cases where UD action is required, but not able to be completed, annotate corrective action (i.e. trouble ticket sent to MISSO-03, copy to promotions, e-mail to Career Planner) and follow all action through to completion.

c. Auditing Trends. The Operations Section will audit information received on the DFR and inform the respective branches of identified trends.

2. DFR Assistance. IPAC and supported commands will be used to resolve errors and determine the required corrective action. Problems that cannot be resolved locally will be reported to the MISSO immediately via Production Incident Report (PIR). MISSO will research the problem and provide assistance.

2006. ELECTRONIC PERSONNEL ACTION REQUEST (EPAR). The EPAR is a function of MOL that allows Marines to request administrative action. The EPAR is designed to communicate and track administrative requests that have been forwarded to the units and IPAC for action.

### 1. Requirements

a. Processing. The unit S-1 manages permissions within their unit to grant access to the EPARS module. All EPARS must be reviewed by the command certifiers (typically the S-1 Admin Chief) prior to being forwarded to IPAC for action. This gives the unit the ability to review requests and ensure that all required documentation is attached. If the request can be handled at the unit level, the command certifier will take action and close out the request.

b. Assignment. The majority of EPARS will be auto-assigned to a branch based off of the selected subject. In cases of unassigned EPARS, the Operations section of Quality Assurance will review, analyze, and assign EPARS to the appropriate branch within the IPAC on a daily basis. If the EPAR has no clear requested action or is missing supporting documentation, the Operations section will return the EPAR to the unit for corrective action. Once an EPAR arrives to a section via MOL, the section SNCOIC will monitor each EPAR to make sure it has

been correctly assigned and that it is handled promptly and accurately. Sections have two working days to re-assign EPARs they deem have been incorrectly assigned. EPAR re-assignment should only be done by SNCOs and Officers. An EPAR should be resolved within five working days of assignment to a section. If requests require additional research extending them out of the five day window, the section SNCOIC will keep the unit S-1 informed until it is resolved. Outstanding EPARS are reflected on the daily delinquency report and discussed at the monthly IPAC Staff Meeting.

2007. COURTESY INSPECTIONS AND INSPECTOR AUGMENTS. The IPAC desires open communication with supported units and will attempt to facilitate all requests for courtesy inspections or reviews of unit procedures. Upon request, the QA Branch will coordinate with other Branch Heads to provide subject matter expert(s) to assist the unit in identifying erroneous trends and will make recommendations to eliminate any errors found. The current MCAAT and/or CGIP checklists will be utilized to conduct any requested unit audits/inspections. There is a standing Memorandum of Agreement from the MCAGCC Commanding General's Inspection Team to have IPAC provide Augment Inspectors when needed.

2008. OPTICAI DIGITAL IMAGING-RECORDS MANAGEMENT SYSTEM (ODI-RMS). ODI-RMS is the core records management system of the Marine Corps. This system allows users to read, update, edit and delete Official Military Personnel File (OMPF) information. The IPAC uses this input module to digitize and maintain personnel service records. Forms on the approved form list and Military Pay (MILPAY) documents will be scanned in accordance with the IRAM suggested filing sequence and MARADMIN 15/20.

2009. INCONSISTENT CONDITION REPORTS (ICR). The Operations section maintains the IPAC ICR list on the IPAC SharePoint site. These ICRs are provided to identify data anomalies that have occurred after reporting a change in a member's record that are not consistent with the current orders or regulations. These reports allow for individual branches and sections to exercise quality control of transactions reported to ensure the utmost accuracy of the Marine's record. All Branches are required to complete their respective ICRs within the allotted time (deadlines may vary depending on the nature of the ICR). If deadline extensions are required, the requesting branch SNCO or OIC is to coordinate with the QA SNCO or OIC.

## CHAPTER 3

### INBOUND BRANCH

#### 3001. GENERAL

1. The Inbound Branch shall perform administrative duties for all permanent personnel reporting to MAGTFTC, MCAGCC via Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), or Reservists ordered to active duty for 31 days or more.
2. All Marines checking in to MAGTFTC, MCAGCC will report to their respective unit to obtain a reporting endorsement. Once a reporting endorsement is received, Marines are responsible for checking-in to the IPAC Inbound Branch within one business day of their report day to minimize pay discrepancies.
3. The Inbound Branch will not issue any standardized check in sheets. Each supported organization is responsible for developing, issuing, and monitoring the check in process for their Marines.

#### 3002. FIRST STAGE AUDIT PROCEDURES

1. Audits are conducted by the Inbound Branch during the check-in process and is done in the presence of the Marine being joined. This includes the auditing of MCTFS Option N, the Remark Summary Screen, Chronological Record, Detailed 151, and Detailed 159 screens to ensure all reportable information and allowances are correctly reflected within MCTFS. In addition, Marines married to Service Members will receive a Member to Member audit and all Reservist will have their Career Retirement Credit Record audited. All necessary entries will be reported via UD into MCTFS.
2. Travel Claims. The Travel Section will prepare and review all travel claims for PCS moves, supplemental claims, and 30 day partials. Once reviewed by the SNCOIC/OIC, the travel claim will be submitted to the Disbursing Office (DO) electronically no later than 5 working days of a member's arrival via DTMS. If a claim is sent back due to a Discrepancy Notice (DN), it will be reworked and sent back within 5 working days.
3. BAH own right for zip code 92278 will be reported for all single Marines in the rank of Staff Sergeant and above. BAH at the with dependent rate starts automatically with the unit diary

join entry. Additional guidance on BAH procedures are found in chapter 26 of the DoD FMR Vol 7a.

4. BAH-Differential (BAH-Diff) is a fixed rate and is the difference between the with-dependent Basic Allowance for Quarters (BAQ) rate and the without-dependent BAQ rate based on the Service member's grade and increased each year by the average pay raise percentage. This is also paid to a Service member assigned to single-type Government quarters and who qualifies for a BAH solely due to paying sufficient child support. The entitlement to BAH Diff is recertified for Marines who were in receipt of the entitlement prior to the date of join. If the Marine is not currently in receipt of the entitlement he or she will have to provide proof of child support and child affidavit in order to start BAH-Diff.

5. Applications for BAH Waivers will be submitted via the Marine's chain of command to HQMC MMIB-3 for consideration and approval / disapproval.

6. Marines entitled to BAH with dependents or BAH own right that are attending a formal school Duty Under Instruction (DUINS) will receive BAH and COLA at zip 92278, unless a specific PCS BAH and COLA waiver is in place. Those Marines that are entitled to BAH with dependents or BAH own right and are attending Temporary Duty Under Instruction (TEMINS) (less than 20 weeks), rate BAH and COLA at previous PDS location.

7. Mobilized Marines rate BAH and COLA at the zip code identified on their MROWS.

a. If a Reserve Marine has component code KM with PCSO, then report BAH and COLA at zip 92278.

b. Active Duty Operational Support (ADOS) Marines only rate COLA if they are on orders for more than 139 days. Otherwise there is no COLA entitlement.

8. Upon joining the Installation, the Inbound Section will report discounted meal rate to all Sergeants and below living in the barracks, except for those authorized commuted rations by their O-5 or O-6 level Commanding Officer.

9. Commuted Rations will be reported upon Join with Marines that are entitled by a Combat Center Order, Regimental order or Battalion order that states member rates commuted rations due to specific work sections or MOS responsibilities.

9. Audit Completion. Once all action has been completed by the Inbound Branch, and all entries have been reported via UD and posted into MCTFS, the UD and all supporting documentation will be provided to the QA Section to be scanned into the Marines OMPF and saved electronically.

### 3003. TRAVEL CLAIMS

1. The Inbound Branch will conduct a quality control review of all travel claims. This is to identify any discrepancies in the travel claim, orders, endorsements, or required receipts prior to the claim being submitted to the DO. A split disbursement will be requested and annotated if the Government Travel Charge Card (GTCC) was used during the execution of a PCS move.

2. Discrepancy Notice. If claims are returned from the DO with a DN, the Travel Section will take immediate action to resolve the DN. The Travel Section will notify individual Marines of the DN and if he/she will need to return for corrective action of their claims. If the Marine is not needed for correction action, the Travel Section will resolve the DN and re-submit immediately.

3. Travel Settlements. All travel settlements will be reviewed via IATS for accuracy or DTMS payment screen once posted. Final Audit of the claim will be completed to ensure accuracy of paid vouchers. If a settlement resulted in an overpayment or "DUE US", the member will be promptly notified for corrective actions.

4. Supplemental Travel Vouchers. The Travel Section will submit supplemental travel claims to correct travel pay discrepancies or adjustments deemed necessary that are found unpaid from the initial travel claim settlement. The individual Marine as well as his/her S-1 will be notified of any discrepancies or any supplemental needed. Although IPAC will notify the Marine via phone/email; ultimately, supplemental claims for dependents arriving at a later date or supplemental claims for TLE are the responsibility of the individual. A dependent spouse can conduct business in the absence of their sponsor only with the presentation of a Special Power of Attorney (SPA).

3004. TEMPORARY LODGING EXPENSE PROCEDURES (TLE)

1. IPAC Travel Section will assist travelers in the submission of their TLE entitlements incident to their PCS move.
2. TEMPORARY LODGING EXPENSE. TLE is an allowance intended to partially pay members for lodging and meals expenses incurred by the member and/or dependent(s) while occupying lodging in CONUS in conjunction with a PCS move.
3. AUTHORIZATION. In general, a member is authorized a total of 10 days TLE when reporting to a new CONUS Permanent Duty Station (PDS). These ten days may be divided between the vicinity of the old duty station and the vicinity of the new duty station as best fits the needs of the member and family. A member must not be in a travel per diem status to receive TLE. Under no circumstances will TLE exceed 10 days unless the actual temporary lodging location is presidentially declared a major disaster area.

3005. SECOND STAGE PROCEDURES

1. The Inbound Branch will conduct the second stage audit of the new join within 60 days of the Marine's join date. The second stage audit does not require the physical presence of the Marine. This stage will focus on all pay and allowances as a result of a Marine's transfer/join. The second stage audit will be completed by the auditor through a comparison of the MCTFS record and join documents, which includes the travel voucher, Disbursing Office Voucher (DOV), LES, TRS remarks summary, PCSOs, MCAAT screens and Join Audit cover sheet from ODSE.

Key audit items:

- a. BAH Rate protection approval letter from CMC (MMIB-3) filed in the ESR (an additional copy will be filed with the join audit package).
- b. NAVMC 10522 retained in the command files for 6 years, 3 months (an additional copy will be filed with the join audit package and within the Marine's ESR).
- c. NAVMC 10922 in ESR matches information contain in MCTFS.

d. Validate all Family Separation Allowance (FSA) payments/credits and ensure the FSA form (DD 1561) is present within the Marine's ESR.

e. The Member to Member Spouse Data Sheet in the ESR is accurate or have the Marine complete a new Member Spouse Data Sheet and scan it to the ESR.

f. Ensure that all Military Pay related documents are scanned into OMPF (Marriage and Birth Certificates, Divorce Decrees, etc.)

2. Joins Without Travel Entitlements. For joins where no travel entitlements exist (e.g. PCA, reassignments between reporting units), the second stage of the join audit will be conducted immediately after the join posts.

3. Elapsed Time. Auditors are no longer required to wait for the elapsed time "520/521" to process before conducting the second stage audit. Elapsed time computations is now a responsibility of the finance office. The auditor must complete a NAVMC 11116 and forward via the DTMS to the Disbursing Officer for any corrections that cannot be completed via unit diary.

#### 3006. MARINES WHO FAIL TO REPORT

1. The OIC will pull an Inbound Estimated Date of Arrival (EDA) report to verify inbound personnel's "no later than" report date. The Inbound Branch will wait two business days past the EDA for the Marine to report to the IPAC before initiating efforts to locate the Marines. The Inbound Branch will initiate the following process in order to determine the Marine's status.

a. Contact the gaining command to determine if the Marine has reported for duty. If the Marine has reported for duty, the unit will be directed to send the Marine to the IPAC immediately.

b. If the Marine has not reported to the gaining command, the Inbound Branch will verify with the former command that the EDA and MCC were reported correctly in MCTFS. If the EDA is correct, all efforts will be made to locate the Marine by the gaining command. If the gaining command determines the Marine is Unauthorized Absence (UA), a letter signed by the CO will be forwarded to the Inbound Branch for processing as a failure to report.

2. Failure to Report. If all attempts to locate the Marine have failed, the Inbound Branch will report "Active Duty join", followed by "To UA" only after the proper documentation is received from the Marine's gaining unit per PRIUM. The Marine's parent command and MSC G-1 will be notified of the action taken via e-mail. Once the Marine has been joined and reported UA, a copy of all documentation pertaining to the Marine's UA status will be given to IPAC Legal Section. The Legal Section will further track the Marine's UA status in case the Marine enters a deserter status.

3. Unauthorized Absence Status. The Marine's gaining unit is responsible to track the Marine's UA status, to notify the next of kin within 48 hours, to generate the ten day letter notifying next of kin, and to prepare the DD Form 553 once the Marine's UA status enters into desertion. Once the DD Form 553 is completed, the gaining command must ensure a copy is sent to the IPAC Legal Section for unit diary reporting into MCTFS. Fleet Assistance Program (FAP) Marines will be assisted administratively by the Command Support Branch.

3007. CIVILIAN AND OTHER SERVICE PERSONNEL INBOUND PROCEDURES

1. Navy, other service personnel, and civilians reporting for duty with supported organizations aboard MAGTFTC, MCAGCC must report to their respective individual commands in the uniform of the day or civilian attire as appropriate.

2. Per Personnel Administration Advisory (PAA) 10-12 Civilian and other service personnel will be joined for accountability purposes only by their gaining commands via MOL. Unit S-1s are responsible for joining and detaching Non-Marine personnel via MOL.

## CHAPTER 4

### COMMAND SUPPORT BRANCH

4001. GENERAL. This chapter will cover services and administrative functions of the Command Support Branch. This includes Awards, Promotions, Legal, Deployments, Casualties, Temporary Additional Duty (TAD), Limited Duty, Pay, and Customer Service Sections supporting all Marines aboard the MAGTFTC, MCAGCC.

#### 4002. PAY SECTION

1. General. The Pay Section is responsible for the personnel administrative requirements to assist Marines in correcting their pay. The Pay Section is responsible for assisting in the processing of hazardous duty pay, special duty pay, and miscellaneous pay entitlements.

2. MyPay. This system allows a Marine the opportunity to make changes directly to their own pay accounts in a secure electronic environment. Some of these changes that a Marine may make consist of start, stop, increase, decrease allotments, update tax exemptions, change direct deposit, TSP, etc. It is the Marine's responsibility to audit and validate all information listed above to ensure its accuracy, and to make appropriate corrections as necessary. The web site is: <https://mypay.dfas.mil/>. In compliance with MARADMIN 355/05, all Marines are directed to enroll as participants of MyPay.

**Note:** *With the exception of emergency service support, such as but not limited to emergency stoppage of allotment, IPAC will not normally approve service request for administrative changes available in the MyPay system.*

3. MILITARY PAY ORDER (MPO NAVMC 11116). The MPO is used to transmit pay orders from the IPAC to the finance officer.

a. Certifying Officer. MPOs will be certified via the Document Tracking Management System (DTMS) by the CO or other officers designated under authority of SECNAVINST 5216.5 and MARADMIN 167/99. The IPAC Director will use the Delegation of Authority (DD Form 577) to notify the finance officer when an officer has been designated to sign documents affecting pay. The original form will be submitted to disbursing and a copy will be submitted to the QA Branch for retention.

b. Submission of NAVMC 11116. The miscellaneous MPO or special payment authorization is often referred to as a "Quad 6" or "MPO." All MPOs originating at IPAC will be submitted to the finance office via DTMS. All MPOs (except for immediate action based upon location and advance pay) will be certified by an officer delegated by the IPAC Director.

4. Continuation Pay (CP). Marines who enrolled in the BRS or are in the BRS and complete 12 years of service (YOS) may be eligible to receive a one-time CP payment in exchange for an agreement to serve four (4) additional years of obligated service. For the purpose of CP eligibility, 12 YOS is defined as 12 years and zero days of service as calculated from the Marine's PEBD.

a. Timing of Payment. The effective date of payment will be 12 YOS. The disbursement of CP is authorized to be made upon or after the completion of 12 YOS. The goal is to disburse payment within 30 days after completing 12 YOS.

b. Notification of eligibility. The Customer Service Branch will notify all units aboard the Combat Center via email once an advisory is generated for Marine in their respective units and published to part III of the Diary Feedback Report. Further, such Marines will receive another MOL message 30 days before completing 12 YOS.

c. Procedures for Continuation Pay.

(1) Marines who enroll in the BRS must sign a Statement of Understanding (SOU) accepting or declining CP before completing 12 YOS. Marines who decline CP will submit the SOU to their unit S-1 or IPAC. The unit S-1 or IPAC will send a scanned copy of the SOU to the Marine's Official Military Personnel File (OMPF) via email to MMRP-20 at [smb.manpower.mmrp@usmc.mil](mailto:smb.manpower.mmrp@usmc.mil).

(2) Marines accepting CP will submit their SOU to the Pay Section of the Customer Service Branch through the MOL EPAR Module. Marines must submit the SOU prior to completing 12 YOS.

(3) The Pay Section will review the SOU to validate completeness and accuracy. Upon validation, the payment will be reported via Unit Diary entry (TTC 450). Also, the Pay Section will forward a copy of the SOU to the QA Section to be uploaded into the member's OMPF/ESR.

(4) Payment will be disbursed via Electronic Funds Transfer as applicable during normal pay cycles.

5. Special Duty Assignment Pay (SDAP). The SDAP is a monthly monetary incentive that is paid to enlisted members who are required to perform extremely demanding duties or duties demanding an unusual degree of responsibility.

a. Eligibility. This allowance is only payable to Marines who are designated by CMC as qualified to serve in an authorized SDA billet listed on the unit's table of organization. It is the Units responsibility to ensure the Marine receiving SDAP remains compliant with MCO 7220.12R. During periods of turnover, the number of Marines may exceed the authorized SDA billets set by the unit's table of organization, to include being assigned to appropriate SDA billet identification code (BIC). The SDAP will continue for the outgoing Marine for 90 days provided the Marine continues to meet the prerequisites as established in this Order and fulfills the responsibilities of the assigned SDAP billet. Units are required to request authority to pay SDAP in situations where an overstaffing occurs. Overstaff requests will be forwarded to HQMC MMIB-1.

b. Career Planner (CP). Units are responsible for ensuring that their unit CP is assigned in writing and meets all requirements as set forth by MCO 7220.12R. During times of turnover, the unit is responsible for providing a notification in writing that they will be over staffed for a period not longer than 90 days. The assignment and over staffing letters will list the billet, special pay, the effective date and termination date if applicable. Annual certifications and/or assignment letters are due to the IPAC by October 1 of each fiscal year. In addition, the units will ensure the CRS is holding the appropriate Billet Identification Code (BIC) and is receiving SDA pay.

6. Hazardous Duty Incentive Pay (HDIP). The HDIP provides compensation for performance of hazardous duties and encourages Marines to continue to volunteer to perform these duties. It is the unit's responsibility to ensure that Marines receiving HDIP meet all requirements as set forth by the DODFMR Vol 7a and that the approval letters are correctly formatted. Only the unit CO can authorize members to receive HDIP. In addition, the unit will ensure that members receiving T/O related HDIP are assigned the appropriate BIC.

a. Parachute Duty Pay. Paid to Marines for performance of hazardous duty involving jumping. The payment serves to attract members to volunteer for, and continue performing, parachute duty. Payment is a flat \$165 per month, except for duty involving High Altitude Low Opening (HALO) jumps, which is \$225 per month.

b. Demolition Duty Pay. Paid to Marines for the performance of hazardous duty involving the demolition and/or neutralization of explosives. The payment serves to compensate and encourage Marines to volunteer their services in the performance of this duty. Payment is a flat \$150 per month.

(1) Per MarAdmin 361/09, Demolition Duty Pay is not to run continuously for any period of time. The unit is responsible for notifying the IPAC of Marines who are entitled to this incentive pay. The unit can submit an approval letter at the conclusion of an approved event or on a monthly basis.

(2) All approval letters must include name, rank, EDIPI, date of demolition event, and type of event, and must be signed by the Commanding Officer.

(3) The unit and IPAC will maintain supporting documentation for 24 months.

c. Flight Deck Duty Pay. Paid to Marines when they: (1) serve on the crew of an eligible air capable ship or an aviation unit operating from such a ship, fixed-wing-aircraft carrier or an aviation unit operating from that type of carrier; (2) Are ordered by competent authority to duty in a billet which requires frequent and regular participation in flight operations; and (3) Participate, within a calendar month, in 4 days of flight operations or their equivalent on the flight deck of eligible air capable ships. Payment is a flat \$150 per month.

d. Diving Duty Pay. Incentive for members to volunteer for, and remain in, diving duty; additionally, in part, compensates divers for the more than normally dangerous character of such duty. Currently, up to \$340 per month may be paid to enlisted divers and up to \$240 per month payable to officers. Entitlement pay, with rates set by Services within statutory caps.

e. Foreign Language Proficiency Bonus (FLPB). Financial incentive for members to become proficient, or to increase their

proficiency, in foreign languages to enhance the foreign language capabilities of the armed forces. The law authorizes payment of a bonus of up to \$12,000 for a 12-month certification period. Discretionary pay; all Services use this pay authority.

f. Judge Advocate Continuation Pay (JACP). JACP is a financial incentive for military Judge Advocates to continue their active duty status upon completion of their ADSO. Up to \$60K total payable to eligible judge advocates over a career. Discretionary pay -- currently, Army, Navy and Air Force pay JACP; Marine Corps pays a Law School Education Debt Subsidy (LSEDS) under the JACP statutory authority.

7. Remission and Waiver of Indebtedness. Detailed information on the application and processing procedures for requests of remission or waiver of indebtedness can be accessed via MCO 7200 (MCTFS APSM) PAR 130101.

a. Notification. Once a Marine is found to be in debt to the government, they will be notified by appropriate authority. It's the unit responsibility to counsel them on their right to request waiver consideration. If the Marine so desires to request a waiver, it is the members responsibility to complete the DD Form 2789 and submit it via the chain of command.

b. Waiver Criteria

(1) Erroneous Payment. Per Title 10 U.S.C. 2774, an erroneous payment that qualifies for waiver may be waived after considering the following:

(a) Whether the Marine or former Marine was aware or should have been aware of the overpayment and any action taken by the Marine to correct the error.

(b) Whether there is any indication of fraud, misrepresentation, fault, or lack of good faith on the part of the Marine or former Marine.

(c) Whether collection would be in the best interest of the United States. Overpayments made prior to 28 December 1985 cannot be waived.

(2) Remission of Indebtedness. Per Title 10 U.S.C. 6161, an indebtedness of any nature over which the Department of the Navy has jurisdiction, except a debt rising from an erroneous payment of basic pay due to no collection of a courts-

martial fine or forfeiture that qualifies for remission, may be remitted after considering the following:

- (a) Whether payment was received in good faith.
- (b) Whether it would be a hardship for the enlisted member to repay the debt.
- (c) The enlisted Marine's value to service.
- (d) Possible deterioration of morale
- (e) Whether it would be against equity and good conscience to collect the debt.

c. Active duty enlisted Marines, including officers with permanent enlisted status, may apply for cancellation or remission under the provisions of Title 10 U.S.C. 6161 provided the decision is rendered before an honorable discharge. Applications will be started at the Marines unit level and sent to IPAC. The IPAC will review all supporting documentation and the unit CO's endorsement. If in order, IPAC will send the request by NAVMC 11116 via DTMS to disbursing for action.

8. Advance Pay and Advance Basic Allowance for Housing. Per MCO 7220.21E, members are authorized to draw advance pay up to 60 days after their report date. All Marines will ensure strict adherence to the rules and regulations of the order. Advance BAH requests will only be submitted with a copy of the Marine's lease agreement. A Marine may request up to three months advance BAH with a twelve month payback period. Advance pay and BAH requests after checking in are handled by the IPAC.

9. Basic Allowance for Substance (BAS). The BAS is meant to offset cost for a Marine's meals. This allowance is not intended to offset the costs of meals for family members. All Marines are authorized BAS at the full rate, however, situation dependent, the following deductions or credits may occur:

a. Discount Meal Rate (DMR). Marines who are required to mess at the base chow hall receive a DMR deduction. The DMR is automatically deducted from their BAS in order to pay for the base messing facilities. The DMR is started on all members permanently assigned to this base who are not authorized to mess separately by unit CO; to include TAD personnel. It is stopped once the member is authorized by the unit CO and/or enters a leave, TAD, or hospitalized status. The source documents used

to approve this are, but not limited to: DD FORM 10922, NAVMC 10522, Orders, and/or letter from unit CO.

b. Commuted Rations. The NAVMC 10522 is used to show that a Marine is authorized, by the unit CO, to mess separately.

(1) Commanding Officer Endorsement. Commanding Officers have the option to provide a Battalion Policy letter, which identifies specific Platoon Codes or Billets to mess separately.

a. Authorization. This letter authorizes IPAC certifying Officers to sign the NAVMC 10522 on their behalf. If no command endorsement is provided, the unit CO will have to sign each NAVMC 10522 form.

b. Maintenance. These letters are maintained at the IPAC QA Section and updated as required fiscally due by October 1 of each fiscal year.

(2) Policy for Messing Separately. Per MCO 10110347A, the following categories of Marines are authorized to mess separately. A NAVMC 10522 is not required unless otherwise stated:

a. Pay grades of Staff Sergeants and above. (Note, Staff Sergeants are authorized to receive full Basic Allowance for Subsistence upon authorization to reside off base as per CCO 11012.1Q.)

b. Pay grades of Staff Sergeants and below who reside with dependents.

c. Members granted permission to reside in commercial quarters off station.

d. Members who require special diets that are beyond the capabilities of the mess hall for duration of the period specified by competent medical authority. A NAVMC 10522 is required.

e. Members with a conflict between the diet provided by the mess hall and that required by their religious practices may request permission to mess separately. Such requests must be endorsed by the local chaplain prior to final approval by the unit CO. A NAVMC 10522 is required.

f. Members assigned to an independent duty, if government meals made available would have an adverse effect on the mission requirements of the duty as outlined in MCO 10110347A. A NAVMC 10522 is not required if a command policy letter is on file.

g. Members on active duty that are sent TAD excess away from their home unit, Home Training center, or Initial Location of Activation.

c. Field Rations. Field Rations are deducted from all Marines who are not already receiving a DMR deduction and on field duty orders where essential station or unit messing is required. Officers are entitled to full BAS at all times except when on field duty orders, in an excess leave status, absent without authority for more than 24 consecutive hours or otherwise not entitled to basic pay. Unless otherwise directed, the source documents are orders and/or a letter from the unit CO.

10. Basic Allowance for Housing (BAH). This entitlement is based off of the geographic duty location, pay grade, and dependency status of a Marine. The following BAH entitlements are available to Marines depending on their current status:

a. BAH With Dependents (BAH-W/DEPN). For Marines who claim dependents, BAH-W/DEPN is provided to those who are married to a dependent spouse or have full physical custody of their child(ren).

b. BAH Own Right (BAH O/R). Marines without dependents, are provided BAH Own-Right upon approval. Those members who are married and reside with their active duty spouse with no dependents will fall into this category as well. Marines who are in the grades of E-6 or above do not require approval for this entitlement. Those who are E-5 and below must be approved per MAGTF/TC, MCAGCC Order (CCO) 11012.1R. Marines aboard MAGTF/TC, MCAGCC will adhere to the policy and procedures in this Order to receive basic allowance to housing "own right" also known as BAH "without dependents."

c. BAH Differential (BAH-Diff). For Marines who are assigned single-type government quarters, BAH-Diff is authorized solely by reason of the member's payment of child support. A member is not entitled to BAH-Diff if the monthly rate of that child support is less than the BAH-Diff. The BAH-Diff amount is published annually and is determined by increasing the previous

year's table by the percentage growth of the military pay raise. Per MCO 1751.3, for cases where the Marine is requesting back pay, submit those claims to CMC (MPO) for determination. The following documents are required for Marines requesting BAH-Diff:

(1) Properly completed Dependency Application (NAVMC 10922) signed by the applicant (member) and an attesting officer.

(2) Either the birth certificate naming the member as the father/mother of the child, a court order naming the member as the father/mother of the child or a signed statement by the member indicating he/she is the father/mother of the child.

(3) A properly completed Dependency Statement-Child Born Out of Wedlock Under Age 21 (DD 137-4) completed by the custodial parent (parent that has the child in their physical custody). The custodial parent's signature must be notarized in the presence of a notary, and be signed by the member.

(4) Attesting officers may request a residential lease or command letter authorizing the member to reside off-base for Marines usually assigned to a barracks room when they claim the child resides with them.

(5) Attesting officers may request proof of the member's monthly contribution in cases where the member is deployed, the child is not residing in his/her household, or he/she deems it necessary to validate payments made.

11. Family Separations Allowance (FSA). This entitlement provides \$250.00 in compensation for added expenses incurred, due to family separation under one of the following conditions:

a. FSA-Restricted (FSA-R). FSA-R is authorized when transportation of dependents is not authorized at government expense and the dependents reside 50 miles or greater from members permanent duty station. This entitlement is started when the Marine dependents were gained after the Date Current Tour Began, and they do not reside in a joint household. It is the responsibility of the member to ensure FSA-R is stopped when dependents become co-located with the member. This entitlement is stopped once a joint household is established. The source documents used to prove this are, but not limited to, an updated BIR, Leasing agreement, and/or travel documentation. If member resides in privatized housing, the member has 30 days to co-

locate their dependent into housing with them. FSA-R will be automatically stopped on the 30<sup>th</sup> day a member moves into privatized housing if member fails to notify the IPAC. It is a requirement in all Lincoln Military housing leases, to have your dependent residing in the house within 30 days of signing said lease.

b. FSA-Ship (FSA-S). When a Marine is on duty aboard a ship, and the ship is away from the homeport continuously for more than 30 days FSA-S is provided. This entitlement is started on the 31st day the Marine is away from their PDS, and stops the day prior to their return. The source documents used to prove this are, but not limited to, a command letter, travel orders and/or travel vouchers.

c. FSA-Temporary Additional Duty (FSA-T). When a Marine is away from the permanent station continuously for more than 30 days, and the dependents do not reside at or near the TDY station FSA-T is provided. This entitlement is started on the 31st day the member is away from their PDS and stops the day prior to their return. The source documents used to prove this are, but not limited to, command letter, travel orders and/or travel vouchers.

4003. AUDITS. Audits are conducted to ensure current and accurate data on all source documents available to the Marine or the unit S-1. Accuracy of these records can best be determined through personal interview with the individual Marine. Therefore, whenever practical, the audit will be conducted during an interview with the Marine and a designated auditor.

1. Audits. The following occasions normally require an audit for record purposes:

a. Dependent Add or Loss

(1) Dependency Application Form (NAVMC 10922). The NAVMC 10922 will be utilized when a Marine's marital status changes or if there is a family member's status change. This form is used to record the start, stop, or change of BAH, and document the gain or loss of a dependent. Marines requiring this type of administrative service must appear in person with all supporting documents (e.g. original marriage certificate, original birth certificate, original divorce decree, social security card(s), etc.). These supporting documents will be uploaded to the Marines' OMPF/ESR per MARADMIN 015/20.

b. Pre and Post Deployment Audits (see paragraph 4007).

c. Triennial Audit. Triennial audits are required for Marines who have not completed an audit in three years from their last screening date in MCTFS. The Customer Service Section generates a monthly report of those Marines that require a Triennial audit. This report is sent via email to each unit S-1 on a monthly basis. Once the member has completed a triennial audit, the audit date will be reported via UD.

(1) The Triennial audit will be conducted by interview with the Marine. All personal and military information from MCTFS will be audited and corrective action taken on the UD. The audited BIR and RED will be completed with signatures and dependent certification (if required). Upon posting to MCTFS, each audit is scanned for inclusion in the Marines OMPF/ESR.

(2) In an effort to reduce the number of times a member is required to visit IPAC, Marines may declare any visit for routine service as their triennial audit. Marines are required to promptly inform their unit S-1 of all changes that affect the status of pay and entitlements, and forward the information to IPAC for necessary action.

d. Member Married to Member

(1) The Customer Service Section generates an annual report and conducts audits of Marines married to other service members. These audits will review the entitlements of Marines married to other service members to avoid unauthorized or duplicate payments of entitlements and allowances. As stated above, these audits will be conducted annually, or when the Marine notifies the IPAC of a service spouse information update.

(2) This annual verification consists of a datasheet containing basic information, and the Leave and Earning Statements (LES) for the last 12 months of both the Marine and their service spouse. The key factor to ensuring Marines are paid correctly is the date a joint household (between the Marine and their active duty spouse) was established. The basis for the date that entitlements, such as BAH and FSA, are started and stopped correctly is the joint household date. The date that the Service Members establish a joint household, IPAC will report audit code ZG in MCTFS to capture that event for entitlement purposes. All documentation used to conduct audits and administrative reviews of Marine to service member records will be maintained in the Customer Service Section. The

Customer Service Section will submit to QA all member married to member datasheets for inclusion to the Marine's OMPF/ESR upon completion of a member to member marriage/divorce package.

(3) Military Pay (MilPay). The Customer Service Section has the capability to obtain LES information for members of all branches of the military, utilizing MilPay. Milpay allows auditors to meet the annual member to member audit payment validation requirements without waiting for the Marine to provide LES's for other service personnel. The information is delivered in the same format as the MyPay LES which is in a format recognizable to auditors whereas the Defense Joint Military Pay System (DJMS) is presented in raw data. In the absence of MilPay or DJMS access, Marines married to other service members are responsible for providing the source documentation of their service spouse's entitlements and allowances. Members must provide copies of their spouse's LES's covering the required audit period to conduct the review and comparison of entitlements. Copies of LES's will serve as source documentation of entitlements. Failure to provide the required source documentations or non-compliance can affect entitlements. MyPay can be accessed at website <https://mypay.dfas.mil>.

e. Dependents over age 21

(1) MCO 1751.3, Enclosure (1), Chapter 1, paragraph 6 requires units to remove dependents over 21 that have not had their entitlement certified by the CMC (MFP) within 15 days from notification as indicated: "If a member fails to provide the documentation required to certify their entitlement to BAH/Travel and Transportation on behalf of their dependent over the age of 21 within 15 working days after the servicing administrative office has notified the member of the requirement, the dependents travel flag will be changed to "N:", meaning they will no longer rate entitlements for dependent.

(2) Advisories are generated monthly on Marines with dependents over 21 to part III of the Dairy Feedback Report, which must be worked by the Customer Service Section within 5 days. Once identified, the Customer Service Section will notify those on the report/advisories via email and/or phone call of the requirement to submit application to the CMC (MFP-1) to keep their dependents as eligible for BAH, travel, and DEERS benefits.

(3) A member may claim a dependent over 21 for BAH, travel, and transportation allowances under one of the three Secondary Dependent Children categories:

a. Ward of a court. A ward who is unmarried may be claimed for BAH, travel, and transportation allowances, effective the date of the court order or date of residency as determined by the Dependency Statement-Ward of a Court, DD 137-7. All of the following criteria must be met:

(1) A court of competent jurisdiction, in the United States or Territory of the United States, has placed the ward in the custody of the member either permanently or for a period not less than 12 months from the date of the order.

(2) The ward must be placed in the member's custody or guardianship prior to attaining 21 years of age.

(3) The ward must be dependent upon the member for over 50% of his/her support.

(4) The ward must reside with the member unless separated by either the necessity of military service or to receive institutional care as a result of disability or incapacitation, or under such other circumstances as the Secretary prescribes.

(5) The ward may not be a dependent of any other member under any other definition.

b. Incapacitated Children Who Are 21 Years of Age and Older. A member's unmarried child who is incapable of self-support because of a mental or physical incapacitation may be claimed for BAH, travel and transportation allowances as determined by the Dependency Statement-Incapacitated Child over the age of 21, DD 137-5. The child must meet the following criteria:

(1) The incapacitation must have existed before the age of 21 as a Legitimate Child, Dependent Child, Step-Child, Adopted Child or Ward of a Court **OR** had been approved as a Full-Time College Student 21-22 years of age when the incapacitation occurred, and

(2) The child must be dependent upon the member for over 50% of his/her support.

c. Full-Time Student 21-22 Years of Age. A member's unmarried child 21-22 years of age, enrolled in a full-time course of study at an institution of higher education may be claimed for BAH, travel, and transportation allowances as documented by the Dependency Statement-Full Time Student 21-22 Years of Age, DD 137-6.

The child must meet the following criteria:

(1) The child must be enrolled at an institution of higher education as a full-time student in a course of study resulting in a degree.

(2) The child must be dependent upon the sponsor for over 50% of his/her support.

(5) The request must be submitted within 15 days of notification. Guidance for completion can be found in MCO 1751.3. If the Marine fails to submit the completed documents within 15 days or have dependents over 21 that do not meet the criteria set by MCO 1751.3, the Customer Service Section will update the Travel Authorization flag code in MCTFS to reflect the dependent is not an eligible dependent for BAH purposes or authorized travel allowances.

2. Certifying Audits. Upon verification of appropriate source documents, the Customer Service Section will prepare the NAVMC 10922 form, obtain signatures, collect required supporting documents, and conduct an audit for certification. The Customer Service Section will verify that the appropriate UD entries posted to MCTFS and provide completed copies of the NAVMC 10922 form, Marriage Certificate, and Birth Certificate to QA for inclusion to the Marine's OMPF/ESR.

4004. REQUIRED FORMS. The following forms are normally updated within the Customer Service Section.

1. Servicemember's Group Life Insurance (SGLI)

a. SGLI Premium. Marines must verify that the correct SGLI premium is being deducted from their pay by reviewing their LES and validating it via the SGLI Online Enrollment System (SOES). SOES can be accessed via the DOD milConnect portal at (<https://www.dmdc.osd.mil/milconnect/>).

(1) Marines can expect a one day delay between DEERS information being updated and the information being available in

SOES. Therefore, in certain cases DEERS information must be updated prior to being able to make the SOES election. Timely updates in DEERS is essential to proper completion of the SGLI elections in SOES.

b. Increasing Coverage. Members who initially elect for less than the maximum coverage or no coverage may later apply for increased coverage via SOES. Increases in coverage are effective the 1st day of the month the new SGLI form was executed. Decreases in coverage are effective until the 1st day of the month following the month the new SGLI was signed.

c. Lump Sum Payment. Members who are married or have children and pay for the Family SGLI are entitled to a lump sum payment in the event of the death of a spouse or child. Family SGLI claims are handled by the unit assigned Casualty Assistance Calls Officer (CACO).

2. Record of Emergency Data (RED). The individual Marine is ultimately responsible for the accuracy of their information on the RED. The RED is an essential part of the casualty reporting process, and Marines should report to IPAC any change that affects the RED. Some changes such as a home addresses and telephone numbers can be updated via MOL. The Customer Service Section will review Diary Feedback Report (DFR) advisories for any changes made by Marines via MOL. These changes often indicate additional actions that are necessary, and may require an audit to be conducted by the Marine.

3. Dependency Application (NAVMC 10922). See paragraph 4003.1a.

4. Basic Individual Record (BIR). The BIR is a listing of administrative information contained in MCTFS. Items contained on the BIR include service, contract, and dependent information. The BIR is used to ensure that important data elements are correct.

#### 4005. LEAVE

1. Chargeable Leave. The unit CO will ensure that all chargeable leave periods are reported via MOL, per MCO P1050.3J.

a. In accordance with MCO 1050.3J, the unit CO, with assistance from the unit S-1, is responsible for reviewing, via MOL, each unit's respective leave, PTAD, and special liberty discrepancy report under the Unit Management Status Report

(UMSR) module, to ensure there are no members with approved leave that have not been appropriately checked in and out. Members in this status will be identified by name and submitted to the respective unit for correction.

b. Upon receiving source documentation requesting deletion of erroneously posted periods of leave required for UD reporting, the Customer Service Section will make applicable UD entries to remove entries and enter correct leave period.

2. Special Leave Accrual (SLA). In accordance with MCO 1050.3J the unit CO, with assistance from their unit S-1, will ensure that approved SLA requests are promptly submitted using the EPAR system to IPAC for MCTFS entry via Unit Diary. Upon completion, the EPAR will be returned to the respective command. All Source documents will be maintained in the unit's correspondence files for future reference. Information on the format of SLA request can be found in MCO 1050.3J.

4006. LIMITED DUTY. The IPAC Customer Service Section is responsible for the reporting of Marines on and off limited duty and medical extension beyond EAS/ECC via unit diary. It is the responsibility of the tenant command Limited Duty Coordinator (LDC) to ensure timely submission of NAVMED 6100/5 (Abbreviated Medical Evaluation Board Report), NAVMED 6100/6 (Return of a Patient to Medically Unrestricted Duty from Limited Duty), and NAVMC 321M (Medical Extension of Enlistment) via the EPAR Module.

1. Light Duty. A Marine may be placed in a light duty status when a medical condition removes the Marine from full duty for short periods. Maximum of up to 90 days. Light Duty is not reported on UD but may be annotated via the MOL UMSR module.

2. Temporary Limited Duty (TLD). This status is based on the recommendation of a Military Treatment Facility (MTF) physician with the expectation that the Marine may improve or be restored to full duty by the end of a specified period.

3. Permanent Limited Duty (PLD). Designed to carry a Marine to retirement eligibility or to facilitate transition.

4. Medical Separation. Based on PEB and CMC (MMSR-4) authority.

a. Temporary Disability Retired List (TDRL).

b. Permanent Disability Retired List (PDRL).

c. Discharge with or without severance pay.

5. Officer's Limited Duty and Third or greater period of Limited Duty must be forwarded to MMSR-4 for approval/reporting to MCTFS.

4007. DEPLOYMENTS SECTION. The Deployment Section is responsible for ensuring the accurate tracking and reporting of deployed entitlements for Marines temporarily assigned overseas.

1. Deployment. A deployment is when a unit moves, under group orders, to a location not considered their Permanent Duty Station (PDS).

a. Deployment Audits

(1) Pre-Deployment Audits. Marines are required to conduct an audit no earlier than 60 days prior to the unit's advance party departure on deployment which is anticipated to be 31 days or more in duration.

(a) At 120 days prior to the deployment date, the unit S-1 must contact the IPAC confirming the estimated dates of departure and the number of Marines deploying.

(b) At 90 days prior to the deployment date, the audit date will be scheduled no earlier than 60 days from the advance party departure. The IPAC will send out a list of requirements needed from the unit S-1 to ensure command level administrative support is provided. The IPAC will also request a unit deployment roster to verify the number of Marines that require an audit. Complete accuracy is required.

(c) One week prior to the scheduled audit, the Deployment Section will contact the unit S-1 to confirm the date, location, and time of the audit. The IPAC will also request the most updated roster of Marines on the deployment manifest.

(d) Upon completion of the audit, Deployment Section will verify every audit for accuracy and report applicable entries on UD. Upon posting to MCTFS, each audit is scanned for inclusion in the Marines OMPF/ESR, by the QA section.

(2) Post-Deployment Audits. Redeploying Marines are required to conduct an audit within 30 days after returning from deployment. Preparation for a post-deployment audit begins with contact with the unit S-1 at 90 days prior to the unit's estimated return date.

(a) Post-Deployment Requirements. At 60 days prior to the unit returning from deployment, the audit date will be scheduled for no later than 30 days after the main body returns from deployment. The IPAC will also send out a list of requirements needed from the unit S-1 to ensure command level administrative support is provided. The IPAC will also request a unit's retrograde deployment roster to verify the number of Marines that will be conducting the audit.

(b) One week prior to the scheduled audit, the IPAC will coordinate with the unit S-1's to confirm dates, location, and time of the audit. The IPAC will also collect the most updated roster of Marines on the retrograde deployment manifest

(c) Once the audit has been conducted, the Deployments Section will verify every audit for accuracy and run the proper entries on UD. Upon posting to MCTFS, each audit is scanned for inclusion in the Marines OMPF/ESR, by the QA section.

2. Entitlements. All entitlements are started and stopped based on the accurate and timely submission of source documents from the unit S-1 (i.e., Boots On the Ground (BOG) letter). All BOG letters will be signed by the Commanding Officer or designated action authority. At no time will by direction BOG letters be accepted. The source documents used are, but not limited to, command letter with rosters, travel orders and/or travel vouchers, manifest rosters, and boots on the ground letters.

a. Deployed Per Diem (DPD). The DPD entitlement starts the day after they arrive at the overseas location and stops the day prior to departure. There are various types which affect the amount paid. DPD is not paid to Marines traveling on individual orders via DTS.

b. Hostile Fire Pay (HFP). The HFP entitlement is payable when a Marine is subjected to hostile fire or explosion. The entitlement is only provided for the entire month that a hostile fire event occurred. Proper source documents are required for

payment of HFP in accordance with Personnel Admin Advisory 03-12.

c. Imminent Danger Pay (IDP). The IDP entitlement is payable to a Marine while performing duty in an IDP designated area. Unlike the HFP entitlement, the IDP entitlement is paid for each day a Marine is in the designated area when not in receipt of the HFP entitlement.

d. Hardship Duty Pay Location (HDP-L). The HDP-L entitlement is payable to a Marine while performing duty in a HDP-L designated area over 30 days in duration. HDP-L is paid for each day a Marine is in the designated area. This does not apply to members on ship. Designated HDP-L locations can be found in the DoD FMR Vol 7A.

e. Hardship Duty Pay Tempo (HDP-T). The HDP-T entitlement is payable to a Marine deployed for over 220 consecutive days of an operational deployment. Marines will receive a prorated HDP-T based on the number of days in the month that they are eligible.

f. Combat Zone Tax Exclusion (CZTE). CZTE is applied to a members' basic pay when they are serving in a designated combat zone. One day in the designated area entitles the Marine for a full month's payment.

g. Field Rations and DMR. Refer to paragraph 9.

h. Family Separation Allowance (FSA). Refer to paragraph 11.

i. Savings Deposit Program (SDP). The SDP or "J" allotment was established to provide Marines serving in designated combat zones the opportunity to build their financial savings. A total of \$10,000 may be deposited during each deployment and will earn 10% interest annually. Marines cannot close their account until they have left the combat zone, although their money will continue to draw interest for 90 days after CZTE is stopped via Unit Diary. To enroll in the SDP program, the Marine must fill out an allotment request form with the IPAC Pay Section or local disbursing office.

3. Unit Deployment Program (UDP). UDP's are unit deployments to the Western Pacific (WESTPAC) and other locations such as Okinawa. The normal rotation and the unit is usually divided into three groups: advance party, main body, and rear party.

a. Orders

(1) Main body is unfunded group travel orders. The unit S-1 need to ensure the orders state "Main Body" and are submitted to the IPAC Deployment Section via E-PAR.

(2) Advance and Rear Party are funded individual orders and require orders via DTS. The unit S-1 must ensure the orders state "Advance or Rear Party" and copies are submitted to IPAC Deployment Section once approved in DTS.

b. Entitlements

(1) Once the Main body arrives at the UDP location, all Marines will receive a DMR deduction, and DPD or CSP.

(2) Prior to the arrival and after the departure of the Main body, all Marines at the UDP location will receive full BAS and local per diem funded through their individual orders.

4. Reachback. Each deployed unit will ensure that all Electronic Personnel Administration Requests (EPARs) and applicable source documentation are promptly forwarded via the MOL EPAR module.

a. Units that are deployed are discouraged from contacting individuals or sections within the IPAC directly in order to avoid the mishandling of, and failure to track, EPARs.

b. All communication between IPAC and forward deployed units will be completed using the EPAR module in order to ensure the history of the EPAR is preserved.

5. Other Services. Unit CO's are responsible to ensure that all source documents relating to Non-Marines assigned to their command are forwarded to the appropriate Support Detachment for reporting. All Navy personnel support documentation will be forwarded to the Personnel Support Detachment.

6. Post Deployment Mobilization Respite Absence (PDMRA). The command is required to verify, track, and approve PDMRA. Marines entitled to PDMRA who choose to take it upon their return are required to submit a PDMRA request through MOL for the accrued PDMRA.

4008. TEMPORARY ADDITIONAL DUTY (TAD) SECTION. The TAD Section is responsible for ensuring the accurate tracking of TAD entitlements and reporting requirements for Marines temporarily assigned CONUS and field exercise training. Primary source documents to update pay and entitlements are, but not limited to: DD Form 1351-2 (travel voucher), reporting and detaching orders, or letter from the unit's CO with roster.

1. Unfunded TAD Orders. Unfunded orders are orders not processed through the Defense Travel System (DTS) and do not pay the Marine per diem.

a. Units that send Marines on unfunded orders for less than 30 days must provide IPAC a copy of the detaching endorsement. Upon completion of TAD, the unit S-1 must provide a detaching and final reporting endorsement in order to report appropriate personnel tempo entries into MCTFS.

b. Units that send groups out on unfunded orders for less than 30 days must provide IPAC TAD Section a copy of the detaching orders and applicable rosters. Once the Marines return, the unit needs to provide a detaching and final reporting endorsement.

2. Funded TAD Orders. Funded Orders are orders which entitle the Marine to per diem and other reimbursable expenses. Once the Marine returns from TAD, the unit S-1 will ensure the Marine completes a travel voucher within 5 working days within DTS. Travel orders and vouchers are required to be done via DTS.

**Note:** *DTS is a function of the unit S-1 and IPAC is not responsible for the processing of DTS travel orders or vouchers. All questions concerning DTS needs to be directed to the DTS helpdesk.*

3. TAD Audits. Marines going TAD in excess of 30 days are required to complete a RED and SGLI update prior to departure. The SGLI will be completed online via SOES on milconnect. Once the Marine returns from TAD an audit of their BIR is conducted. Reserve Marines should have been audited prior to receiving Active Duty Operational Support (ADOS) orders and sent TAD.

4009. CASUALTY SECTION. The Casualty Section is responsible for the administrative requirements of injured and deceased Marines. The governing source document to update a member status and entitlements is a Personnel Casualty Report (PCR). Unit S-1's are responsible to ensure the IPAC is made aware of

all status changes.

1. Hospitalization. Each unit S-1 will ensure that all combat and non-combat hospitalization related source documentation is promptly forwarded to the IPAC Casualty Section to substantiate payments and entries related to hospitalization. Deployed units will submit documentation to the IPAC via the EPAR Module. Units will provide copies of all initial and supplemental orders, PCR, travel claims, hospital reports, hospital admission/discharge documents, etc.

a. Pay and Allowances Continuation (PAC) Program. Under the PAC program, pay and allowances may be continued for up to one year for service members who incur a wound, injury or illness in the line of duty while serving in a combat operation or combat zone and are hospitalized for treatment of the wound, injury, or illness. This can include HDP-L, HFP, Hazardous Duty Pay, and DPD. The IPAC Casualty Section will ensure that all PAC entries are promptly entered, appropriately stopped, and, if applicable, subsequently re-entered into MCTFS as required. The unit S-1 is required to provide copies of all initial and supplemental orders, PCR's, travel claims, hospital reports, hospital admission/discharge documents, etc.

b. Combat Zone Tax Exclusion (CZTE) is paid to Marines serving in a combat zone. It is not a PAC entitlement; therefore it stops once a Marine becomes an outpatient and is no longer in a combat zone. If the Marine returns to the hospital for the combat injury, they rate CZTE for the whole month. Unit S-1's are required to provide copies of all initial and supplemental orders, PCR, travel claims, hospital reports, hospital admission/discharge documents, etc.

4010. LEGAL, AWARDS, AND PROMOTIONS SECTION. The Legal, Awards, and Promotions Section is responsible for the processing of unit and Marine administrative needs to include awards, legal processes and promotion needs.

4011. AWARDS. Awards that are not reportable via the Improved Awards Processing System (iAPS), may be submitted via EPAR for UD reporting.

1. Personal Awards. A personal award is a military decoration that is bestowed upon a Marine for a specific act, or acts of, gallantry or meritorious service. It is the Marine's responsibility to ensure certificate and award material are placed into their OMPF/ESR.

a. Awards that are Navy and Marine Corps Achievement Medal (NMCAM) or above in precedence need to be processed through improved Awards Processing System (IAPS). If a Marine's award fails to post to their awards screen, it's the unit S-1's responsibility to coordinate with HQMC to correct the discrepancy. In the event that an award is processed twice, it will be at the discretion of the IPAC to delete the duplicate award. The source documents to correct discrepancies are, but not limited to, command letter with directed comments, awards screen, or proof of erroneous entry.

b. Awards that are below NMCAM's do not need to be processed via IAPS. A copy of this award needs to be provided to the Awards Section upon presentation. The source documents to process awards or correct discrepancies are, but not limited to, certificate, awarding authority, awards screen, or proof of erroneous entry.

2. Unit Awards. A unit award is awarded to a unit as a whole for a given accomplishment. Quarterly awards updates provide the guidance and criteria for a unit award. The unit S-1 will provide the required source documents and rosters to the Awards Section to be processed.

3. Service Awards. A campaign or service award is an award issued to a Marine individual to denote participation in a campaign, war, national emergency or expedition. It is also used to denote service requirements fulfilled in a creditable manner.

a. The unit's S-1 will report the Good Conduct Medal through the MOL system for all eligible Marines. An eligible Marine is defined as a Marine who has 3 years of continuous honorable service. If a Good Conduct Medal is erroneously processed through the MOL system the unit's S-1 needs to contact the Awards Section. The source documents to process awards or correct discrepancies are, but not limited to, command letter with directed comments, awards screen, or proof of honorable service.

b. MarAdmin 254/02 reinstated the National Defense Service Medal (NDSM), which allows all Marines to be awarded the NDSM. The Awards Section will report the NDSM on all eligible Marines as directed by appropriate orders.

c. The Sea Service Deployment Ribbon (SSDR) is awarded to all Marines who have served in an overseas Fleet Marine Force

unit for at least 1 year or served on a 90 day deployment. The Awards Section will report the SDDR on all eligible Marines as directed by appropriate source documents. The source documents are, but not limited to, command letter with roster, awards screen, and proof of deployment.

d. The Overseas Service Ribbon (OSR) is awarded once a Marine serves 12-months of consecutive or accumulated duty at an overseas shore based duty station. The Awards Section will report the OSR on all eligible Marines as directed by appropriate source documents upon completion of deployment; this is done to ensure full capture of deployment dates. The source documents are, but not limited to, command letter with roster, awards screen, and proof of Overseas Duty Station.

e. The North Atlantic Treaty Organization (NATO) Medal is awarded to Marines who have served in a qualifying area for either 30 days or 90 days, as determined by the awarding authority. The valid source documents include, but are not limited to, a Marine Expeditionary Force (MEF) level approval letter with roster or a certificate from the Supreme Headquarters Allied Powers, Europe (SHAPE).

4012. PROMOTIONS. The Promotions Section is responsible for corrections to the promotion system, ensuring all eligible and recommended Marines are promoted in a timely and accurate fashion. In addition to reporting training and education if individual units are unable to process through MCTIMS.

1. Promotions Procedures. The unit CO with promotion authority, with assistance from the S-1, is overall responsible for the promotion program.

a. The unit CO's are required to certify promotion recommendations in the MOL Promotion Module by the 15th of the current month. After approving the report through MOL, a "not recommended for promotion" will automatically generate to MCTFS for Marines that are not recommended for promotion because of a pending disciplinary action status, assignment to weight control, military appearance, or any other reason the unit CO deems ineligible.

b. A copy of the signed Page 11 entry will be uploaded to OMPF by the units S-1 no later than the 16th day of each month for retention in the Marine's OMPF/ESR.

c. Each month, the S-1 will open a six-part folder for each monthly promotion period. The procedures will consist of, but are not limited to the following:

(1) Zeroed out composite score rosters, missing Pro & Con rosters (promotion & semi-annual).

(2) Recommended and not recommended rosters with copies of not recommended Page 11's.

(3) Promotion Authority MARADMIN and cutting score table for Cpl and Sgt.

(4) Select grade roster and promotion warrants along with promotion Pro & Con marks.

(5) Will Not Promote roster, lined out warrants (signed by unit CO) and Page 11's.

(6) Meritorious promotion warrants and any other supplemental documentation.

(7) NCO Promotion Panel results.

d. A Page 11 counseling entry is required for all unit diary entries triggering an automatic promotion restriction, i.e. non-judicial punishments (NJPs), courts-martial, and weight control. Other occasions of promotion restriction as delineated in the MARCORPROMMAN, Vol 2, ENLPROMMAN, para 1204 require a Page 11 counseling entry for the period of promotion restriction. Units can submit page 11s to IPAC for forwarding to OMPF/ESR but it is the responsibility of the S-1 to ensure that these documents are filed in the Marine's OMPF/ESR.

e. The IPAC is responsible for uploading the Page 11s into the OMPF/ESR for entries reported by the IPAC. The Promotions Section will not report any unit diary entries that require a page 11 counseling entry without the page 11 attached to the source document.

4. Select Grade Procedures. MCTFS will automatically generate a "SEL GRADE" on the DFR between the 20th through 25th via MCTFS. A Marine, Cpl or Below, who was previously recommended for promotion and received a "Select Grade" and has been determined that he or she is no longer recommended for promotion because of a disciplinary status will have the entry "Will Not Promote" reported by the promotion authority in their chain of

command via MOL Promotion Module. The unit COs will properly counsel each Marine and forward the lined out promotion warrant and Page 11 signed by the unit CO to the Promotions Section no later than the 1st of the month for the effected promotion to be corrected via UD.

**Note:** A "WILL NOT PROMOTE" must be reported before the first of each month in order to prevent an "ADMINERR PROM". If a Marine is erroneously promoted in the system, the unit will forward a copy of the signed "WILL NOT PROMOTE" Page 11 and lined out promotion warrant via EPAR in order to request delete as erroneous via UD.

#### 5. Current Month Remedial Promotions

a. When it is known that erroneous or late reporting of training information caused a Marine who was eligible and recommended for promotion not to meet the composite score requirements, a remedial request for current promotion month will be initiated by the CO and with the assistance of the unit's S-1, will be forwarded to the Promotions Section. If it has been determined that the Marine was eligible and recommended, the remedial package will be forwarded to the Promotions Section to be corrected via UD. This is applicable for promotions to PFC through Sgt.

b. Once an error has been discovered, the individual Marine must submit all documents pertaining to the case and forward it to their unit S-1. Once approved by the unit commander, the request for remedial consideration will be forwarded to the Promotions Section for processing. In most cases, the error is usually due to training information being reported after the composite score cutoff date.

c. The unit S-1 will manually compute a composite score worksheet using current training information to verify if erroneous or late training information caused an eligible Marine not to meet the composite score requirement for promotion. The manual composite score worksheet will be included as a source document of the package submitted. The IPAC will verify this information prior to submission.

(1) When 0000 composite scores appear on the DFR, the unit promotions clerk will work with the unit training section to obtain late or missing training information. Once all late training information is submitted and reported via MCTIMS, the unit S-1 will ensure that a "req recompute comp score" is

submitted to the Promotions Section to ensure (TTC 287-002) entry is reported.

(2) When manually computing a Marine's composite score, the unit S-1 and the Promotions Clerk must remember to determine the composite score cutoff date. **If any training information was conducted after the cutoff date for a promotion quarter it cannot be used for that promotion quarter.** Below are the promotion quarters and their corresponding cutoff dates:

<u>Month</u>	<u>MCTFS Cutoff Date</u>
January, February, March	20 November
April, May, June	20 February
July, August, September	20 May
October, November, December	20 August

*Note: Requests for remedial promotions for outside the current promotion month must be submitted to the Promotions Branch, Headquarters Marine Corps.*

6. Meritorious Promotion Procedures. Commanding Officers, as defined by paragraph 1200.3b of the Enlisted Promotion Manual, are authorized to meritoriously promote any Pvt and PFC to the next higher grade in recognition of outstanding leadership or performance. Meritorious promotion quotas are based upon total onboard strength in the grade of PFC and Pvt. The unit S-1s will prepare the meritorious promotion warrants for the unit CO's signature, and deliver copies of the warrants to the Promotions Section for UD reporting.

7. Meritorious Promotion to Corporal and Sergeant. CG's are delegated authority to effect, without reference to HQMC, meritorious promotion to Sgt and Cpl. Meritorious promotion quotas are based upon total onboard strengths in the grade of Cpl and LCpl, respectively.

a. The unit S-1s will prepare the meritorious promotion warrants for the unit CO's signature, and deliver copies of the warrants to the Promotions Section for UD reporting.

b. The unit CO, with assistance from the unit S-1, is responsible to ensure proficiency and conduct (Pro & Con) marks for meritorious promotions are reported via MOL no later than the 1st day of the month for the effected promotion.

8. Proficiency and Conduct (Pro & Con) Marks. Marines promoted to the rank of Cpl and Sgt require promotion proficiency and conduct marks to cover the grade change that has occurred.

a. The unit CO and unit S-1 are responsible for ensuring that Pro & Con marks are reported for promotion, semi-annual, and change of primary duty occasions via MOL. The marks will be submitted no later than the 1st working day of the month for the affected promotion, semi-annual, and change of primary duty period.

b. On those occasions when MOL is unavailable, prior coordination will be made with the Promotions OIC or SNCOIC to have the marks entered into MCTFS via UD. After coordination has been made, unit COs are to submit a letter stating the reason why the marks cannot be entered into MOL. The cover letter must contain the signature of the unit CO and cannot be signed by direction.

9. Body Composition Program. The unit CO, with assistance from the unit S-1 and/or S-3, will certify all assignments, extensions, and removals via the Training Management System (TMS) within MOL. All corrections to assignment, extension, and removals will be reported via UD by the Promotions Section.

4013. LEGAL. The Legal, Awards and Promotions Section facilitates the updating of the OMPF/ESR and the reporting of pay and entitlement changes as it pertains to legal action.

1. Courts-Martial. In compliance with MCM 57a and 58b, JAGINST 5219.1, MCO 1050.16, and MCTFS PRIUM chapter 7, the following administrative requirements will be adhered to within the Legal Section:

a. Adjudged forfeitures and reductions are effective on the 14th day (count day of court-martial as day one) or upon action of the convening authority (CA), whichever is earlier.

b. The Legal Section will report via UD the type transaction code 257 000 to trigger the automatic forfeitures for punishments awarded by a general (GCM) or special court-martial (SPCM) when one of the following occurs: (1) any sentence of confinement for more than 6 months, (2) death, (3) confinement for less than 6 months and a dishonorable or bad conduct discharge or dismissal.

c. Documents required for the Legal Section to report courts-martial include, but are not limited to, a completed results of trial, pretrial agreement's, promotion restriction page 11 corresponding to the level of court-martial, and when completed, the Convening Authority's Action and completed page 13.

2. Forfeitures. GCM and SPCM automatic forfeitures take effect on the 14th day after the court martial sentence (GCM - forfeiture of all pay and allowances; SPCM - forfeiture of 2/3's basic pay only for period of confinement).

a. GCM and SPCM automatic reductions take effect on the date of the CA's action. Automatic reductions occur when a Marine is adjudged a reduction to Pvt/E-1 and either a punitive discharge or confinement for more than 90 days is awarded. The CA may suspend the reduction to Pvt/E-1 and retain the member at an intermediate pay grade.

b. When awarded a SPCM and the punishment includes both confinement and a punitive discharge, 2/3's of Marine's pay is automatically forfeited while confined regardless of the forfeiture adjudged. A NAVMC 11116 will be completed and forwarded to the Finance Officer at the Disbursing Office in Camp Pendleton, if required.

c. When awarded a GCM, all pay and allowances are automatically forfeited only while the member is confined in excess of 6 months, or for the period of confinement when awarded a punitive discharge, regardless of the forfeiture adjudged. A NAVMC 11116 will be completed and forwarded to the Finance Officer at the Disbursing Office in Camp Pendleton, if required.

3. Confinement. When Marines are sent to confinement as a result of a court martial, the unit will forward the confinement order to the IPAC within 24 hours. If the unit has Marines that are placed In the Hands of Civilian Authorities (IHCA), In the Hands of Military Authority (IHMA), or In the Hands of Federal Authorities (IHFA), the unit will notify the IPAC by email for advance notification followed by confirmed status notification via a phone call no later than the next working day and provide the IPAC with the appropriate documentation within 24 hours from the time of confinement. The unit will forward all required documentation related to a Marine being released from confinement, IHCA, IHMA, or IHFA within 24 hours to the IPAC. The IPAC will ensure that the appropriate UD entries are made to

include: BAS, BAH, time lost (if applicable), and clothing replacement allowance (CRA) (if applicable) when a Marine goes into and comes out of the above-mentioned duty status.

a. For Marines confined beyond their EAS/ECC, a duty status of 'M' will automatically post in MCTFS.

b. If applicable, time lost will be reported on the UD.

c. Type Transaction Code 262 000 entry will be reported via UD upon receipt of the CA's action and Page 13.

4. Appellate Leave. Marines sentenced to a punitive discharge may request, upon completion of all unsuspended confinement, voluntary appellate leave or involuntary appellate leave if the CA's action has been approved. This written request is initiated by the Marine and is submitted via the Marine's defense counsel to the CG, and/or the MSC separation authority. Units will coordinate with the IPAC Legal Section on all Marines pending a punitive discharge and will be assigned to voluntary or involuntary appellate leave to ensure a smooth audit process and proper documents are collected prior to placing the Marine on appellate leave.

a. When Marines have been authorized (voluntary) or directed (involuntary) appellate leave, the following action will be accomplished:

(1) Return member to normal duty status.

(2) Report court-martial.

(3) Report time lost, if applicable.

(4) Report CRA stoppage effective date (effective date will be the date prior to confinement if sentence involves a punitive discharge).

b. Documentation. NAVMC 11116 will be prepared and sent to disbursing via DTMS for all Marines who are authorized appellate leave.

(1) NAVMC 11116 will be prepared for all Marines who elect to receive payment of lump sum leave. For those members who are ordered to involuntary appellate leave and request payment of lump sum leave, ensure the payment is made prior to reporting the Marine to involuntary leave.

(2) Ensure a complete audit of personal information is done. Report home telephone number, address, and any other pertinent information in case the Marine needs to be contacted.

(3) Report TCC 061 001 "TO APPL LV" via UD to report the number of days accrued when voluntary appellate leave occurs. The leave will be computed to the day before the effective date of orders directing leave or reported as zero-zero (00) if the Marine elects to receive payment for leave due. Marines directed to involuntary appellate leave will be afforded the opportunity to either sell or take leave accrued.

(4) Ensure a copy of the appellate leave order is filed in the OMPF ESR and forward a "certified true copy" of orders, and page 13 to Military Pay Operations General Processing Team B/JFLAFB DFAS-CL.

(5) Upon receipt of the CA's action, the IPAC Legal Section will prepare a "certified true copy" of the involuntary appellate leave orders. The IPAC Legal Section will ensure the following actions:

(a) Ensure a copy of the page 13 entry prepared by the unit is scanned for inclusion in the OMPF/ESR.

(b) Ensure that strength category code "J" is reported via UD for members who have been awarded a punitive discharge (Bad conduct or dishonorable discharge).

(c) The unit's S-1 will close out the Marine's case folder per the instructions contained in MCO 1050.16A. The closed out case folder will then be forwarded to the IPAC Legal Section, to be mailed via the U.S. Postal Service with certified return receipt mail to the CO, Navy/Marine Corps Appellate Leave Activity (NAMALA), 716 Sicard Street SE, Room 44, Washington Navy Yard, DC 20374-5083 at (202) 685-0103.

(d) Prepare Notification Letter. Prepare a notification letter to the individual Marine notifying the Marine of transfer to NAMALA. The letter will contain the address and telephone number of NAMALA for further correspondence. Furthermore, advise the Marine that they are responsible for keeping NAMALA informed of their current mailing address and any status changes such as marriage, divorce, and gain or loss of family members.

(e) Forward a copy of the CA's action to DFAS-KC (Code FBJRA), 1500 East 95th Street, Kansas City, MO 64197-0001.

c. Identifying Marines. The identification (ID) card is the primary means of identifying active duty Marines and shall be used to identify the member's eligibility for benefits and privileges. Therefore, the following must be accomplished:

(1) Prior to assignment to appellate leave, issue the member a new ID card and ensure that block 4 of the DD Form 1172 reads "PR-APL."

(2) Once DEERS is updated, issue each dependent a new ID card.

5. Non-Punitive Reductions. Marines shall be notified in writing of the unit CO's intent to reduce them for incompetence via their proper chain of command. All Marines will be afforded the opportunity to appear before a Competency Review Board (CRB). The effective date of reduction is the date of approval by the unit CO. The date of rank is the date of rank previously held in the grade to which reduced. The reduction letter and CRB endorsement will be prepared by the unit S-1 and signed by the unit CO. The IPAC will report the reduction via UD upon receipt of the reduction letter and submit the CO's endorsement to the Marine's OMPF/ESR.

6. Non-Judicial Punishment (NJP). The unit is required to forward the NAVMC 10132 Unit Punishment Book (UPB) and all source documents via EPAR no later than three working days following a Marine's NJP. The IPAC will ensure that the following entries are reported on UD within five working days upon receipt the NJP from the unit: promotion restriction (if other than automatic restriction), Good Conduct Medal commencement date, forfeitures, reductions, and history statement briefly explaining the NJP, restriction, extra duty, and any suspensions applicable.

a. Unit's Responsibility. The unit will ensure punishments that include both a reduction in grade and forfeiture of pay whether it was suspended or not, that the forfeiture is applied to the grade to which reduced.

b. Documentation. The unit legal section will prepare the page 11 and forward it with the entire legal package to the Legal Section of IPAC.

c. UPB. The IPAC will review UPBs for accuracy prior to reporting and ensure that the original UPB is appropriately reported via the UD. Upon posting to MCTFS, the Legal Section will scan the UPB for inclusion into the Marine's OMPF/ESR (enlisted Marines only).

d. Vacations. When a Marine's suspended punishment is vacated, the unit legal section will update block 16 of the UPB to include the revoked suspension. The unit legal section will also provide a copy of the command letter to the Marine notifying them of the vacated suspension to the Legal Section for reporting via UD and uploading the corrected UPB to the OMPF/ESR.

7. Unauthorized Absence. If a Marine is absent from the parent command without authorized leave or orders; missed movement; failed to comply with stragglers orders; or failed to comply with PCS orders, units are required to immediately notify the IPAC by email to report a Marine in a UA status.

a. Notification. The UA notification information will include name, rank, EDIPI, time and date of the UA. An E-mail from the Administrative Chief or higher rank may be used as a source document to report on UD. The IPAC will report the appropriate UD entries into the MCTFS upon receipt of source documents via EPAR. The unit CO must ensure proper procedures for UA Marines are completed on time.

b. Return. Upon return from UA status, the unit must notify the IPAC immediately and provide the appropriate source documents via EPAR: Logbook entries, email, or police report. It is imperative that the IPAC be notified in order to restart the Marines pay entitlements. The IPAC will report the appropriate UD entries into the MCTFS as required.

8. Desertion Status. If a Marine is absent from the parent command without authority over 30 days, the unit CO will publish the DD Form 553. Copies must be provided to the IPAC Legal Section.

a. IPAC will report required UD entries into the MCTFS.

b. The administrative processing for officers who are absent is the same as for enlisted Marines, except that on the 7th day of absence a message report will be submitted to CMC (POS-40 and JAM). The report will include the date and hour of absence and any known circumstances.

10. Return from Desertion. The unit will immediately notify the IPAC via e-mail and provide appropriate source documents for processing of UD entries. The unit CO will publish the DD Form 616 and provide a copy to the IPAC Legal Section. Upon receipt of the DD Form 616, the Legal Section will report the appropriate UD entries into the MCTFS.

11. Confinement

a. In Hands of Foreign Authority (IHFA)/In Hands of Civilian Authority (IHCA). The unit's legal section will notify the IPAC Legal Section immediately of Marines that are confined and provide source documents: NAVPERS 1640/4 (Confinement order) or police report for Marines being held in civilian prisons. Upon receipt of appropriate source documents, the IPAC Legal Section will report the proper UD entries into the MCTFS.

b. From Confinement/In Hands of Foreign Authority (IHFA)/In Hands of Civilian Authority (IHCA). The unit legal section will notify the Legal Section immediately and provide the appropriate source documents: DD Form 367 (Prisoner Release Order) or police report for Marines being released from civilian prisons. Upon receipt of appropriate source documents, the IPAC will make the appropriate UD entries into the MCTFS.

12. Legal Hold. Marines within 90 days of their End of Current Contract (ECC) and pending an investigation or a court-martial should be placed on legal hold. Unit S-1's are responsible for providing a copy of this documentation to the Legal Section for UD reporting via EPAR. Once the Marine's legal case is resolved or adjudicated, the unit may request the Marine to be removed from legal hold via a command letter signed by the Commanding Officer.

## Chapter 5

### OUTBOUND BRANCH

5001. General. The Outbound Branch is responsible for providing administrative support for all MAGTFTC, MCAGCC Marines separating, retiring, or transferring.

#### 5002. THE ORDERS PROCESS

1. Although the types of orders are perhaps too many to list here, they all fall under two categories: within the Continental United States (CONUS) and Outside the Continental United States (OCONUS). All PCS/PCA orders are issued, modified, or cancelled by Headquarters, U.S. Marine Corps (HQMC) Manpower Management Enlisted Assignments (MMEA), or by Manpower Management Officer Assignments (MMOA). Upon receipt of basic orders, an electronic notification is sent to each member via Marine OnLine (MOL) to complete their outbound interview as per MARADMIN 307/16. The outbound interview indicates the member's desire for date of departure, leave, transportation request, and pay requests. A leave address and phone number while in transit and Next of Kin (NOK) contact information will also be entered during the interview. The request will then be forwarded to the member's S-1 for review and approval by the Commanding Officer (CO). The S-1 will forward the interview to IPAC for processing after approval by the member's CO. The Orders Section will prepare the orders endorsement based on the information provided by the member in the MOL Outbound Interview (MOL OBI).

#### 2. Responsibilities

a. Commanding Officer. In accordance with MCO 1000.6 and MCO 1900.16 CH 2, the unit's CO is responsible to ensure Marines in receipt of orders are administratively qualified for transfer and that the outbound interview, respective checklist(s), and checkout process is complete. The CO is also responsible for approval of any annual leave the member requests in conjunction with their orders. The local commander may approve up to 45 days of leave. Any request over 45 days must be forwarded to HQMC for approval. The CO has authority to approve any advance of pay within the normal parameters. Refer to par 5005 of this SOP for more details on what is considered outside of normal parameters. The CO is also responsible for ensuring the obligated service is met prior to the member detaching which in most cases is 24 months of obligated service.

b. IPAC Orders Section. The orders section ensures all Marines executing Permanent Change of Station (PCS) orders are

aware of all entitlements associated with their move, to include dependent travel entitlements. Additionally, the Orders Section will be responsible for submitting all port call requests to Distribution Management Office (DMO) and all Area Clearance requests to the gaining command via AMHS message. Finally, the Orders section will ensure the member's record is correct and up to date in the Marine Corps Total Force System (MCTFS) prior to the member detaching. An audit may be required to affect required changes. All orders will be issued to the member on the day of detachment. Marines departing on weekends or holidays will pick up their orders from the Command Duty Officer, Bldg 1554

c. Member. It is the member's sole responsibility to complete the MOL OBI as early as possible, including medical screening for members executing overseas assignments. It is highly recommended the medical screening be completed at least 90 days prior to the desired detach date to avoid any delays. Any change to the initial plan provided in the MOL OBI must be coordinated with IPAC Orders Section via the member's chain of command. It is the member's responsibility to request a modification, or cancelation of orders to the Commandant of the Marine Corps (CMC) MMEA/OA, via their chain of command. Additionally, it is the member's responsibility to submit all the required documents to Outbound/Separations Branch 10 days prior to the requested date of departure.

#### 5003. PERMANENT CHANGE OF ASSIGNMENT (PCA) AND CHANGE OF STATION (PCS) ORDERS FOR PERMANENT PERSONNEL

1. PCA Orders. All PCA orders will be prepared utilizing the information provided by the member through their outbound interview in MOL. PCA orders will direct a member to proceed and report to a new unit on the same date without authorized delay, within the vicinity of the old PDS. Leave is not authorized in conjunction with the execution of PCA orders. Members will check in with the IPAC Inbound Section after checking out with the Outbound Section (Same Day).

2. PCS Orders. PCS orders direct a member to detach their present Permanent Duty Station (PDS) and proceed and report to another command outside the vicinity of the old PDS. All PCS orders will be generated based on the information provided by the member through their MOL OBI, and may authorize a delay for leave and travel. Per MCO 1320.11G paragraph 4b(3)j, transferring service members are required to attend mandatory PCS services 60-90 days prior to transfer. The Combat Center provides PCS services in the form of the smooth move class. If

the service member is unable to attend the smooth move class prior to transfer, a Memorandum for the Record is required that explains why the Marine was unable to attend the class. Per MARADMIN 001/16 and MARADMIN 100/18, effective January 2016, the use of the Government Travel Charge Card (GTCC) is mandatory for all permanent personnel executing PCS orders. Orders will be issued no earlier than the day of detachment.

#### 5004. TYPES OF ORDERS

1. CONUS to CONUS. These orders direct a member to proceed and report to their new duty station anywhere within the Continental United States. Members are typically allowed to choose their mode of travel between Commercial Air, public transportation, or Privately Owned Conveyance (POC). If commercial air is elected, the Orders Section will request a flight through the Commercial Travel Office (CTO). If a member elects to drive to the new PDS, the member must be allowed the number of days authorized for travel IAW the JTR.

2. OCONUS. These type of orders direct a member to proceed and report to a duty station Outside the Continental United States and may be for periods of 12 to 36 months. Single members will typically be assigned to a 24 month tour, while married members may be assigned to 36 months (accompanied by dependents), or 12 months for areas where dependents are restricted. A paragraph will be included in the PCS endorsement reflecting the Designated Place of Dependents for Marines who are married and are assigned to a dependent restricted, or unaccompanied tour overseas.

a. Requirements. The following items are part of the Overseas orders process and should be completed as soon as possible.

(1) Overseas Checklist. Upon receipt of the notification of PCS Orders, the member must contact the IPAC Orders Section to obtain an overseas checklist. This checklist requires signatures from the member's chain of command, medical, and other tenant agencies. It is intended to determine if the member is suitable for overseas assignment. It is imperative that the overseas checklist be completed and turned into IPAC at least 60 days from date of detachment.

(2) Port Call. A port call is a request for flight arrangements for Marines executing PCS Orders OCONUS. Port call request forms will be made available with the Overseas Checklist. All port call requests must be submitted to the Orders Section 90 days prior to the departure date. Requests

will be forwarded to SATO for booking of plane tickets. Plane tickets will be returned to the Orders Section to be issued on the date of departure, along with the orders.

(3) Area Clearance. Area clearances apply to Marines with dependents executing an overseas accompanied tour and must be approved by the gaining command. A Medical screening of all family members is required as part of the area clearance request. The detaching command will ensure all Marines understand and adhere to the requirement for command sponsorship of Marines family. Medical or physical infirmities, emotional or intellectual handicaps requiring medically related services or special education in DOD Dependent Schools outside the United States will be listed on the request. It is the member's responsibility to begin the medical screening as early as possible upon receiving orders overseas to prevent a delay in the Area Clearance. It is recommended the Area Clearance request and the report of suitability be turned in to IPAC no less than 90 days prior to the date of detachment.

**Note:** *Medical screening for the Marine and family must be completed and signed by a Medical Officer and unit CO prior to the request for area clearance being released via AMHS. If the dependents medical screening is not completed and the Marine is not able to modify orders, dependents will have to travel at a later date once medical screening has been approved.*

(4) Passports. Command sponsored family members are required to have a no-fee passport. A no-fee passport is not required for military members, unless the Web Orders specifically state it is necessary at the new PDS. In cases where the member's Web Orders state that a passport is required, the Outbound Branch will not certify the orders until the member has the passport in hand. It is the member's responsibility to complete all required forms such as DD 1056, DS11 and DS82. Visit the State Department website at [http://travel.state.gov/passport/forms/forms\\_847.html](http://travel.state.gov/passport/forms/forms_847.html) to download all necessary forms and to find instructions on how to fill out the forms. Once all forms are completed, an appointment should be made with the passport agent located at Bldg 1102, phone number (760)830-6760. All forms are required to be signed in front of the passport agent. Processing time for a no-fee passport is approximately six to eight weeks.

#### 5005. PCS ALLOWANCES INCIDENT TO A PCS

1. Travel Advances. Per MARADMIN 001/16, a GTCC is required in order to receive any type of travel advance. All requests for

advances will be submitted through the MOL OBI. Advance travel and advance Dislocation Allowance (DLA) will automatically be added to the member's GTCC with the approval of the CO and upon certification of the member's orders in UDMIPS. Request for Advance Pay will also be requested through the MOL OBI. Any request for Advance Pay outside normal parameters requires IPAC to prepare and submit a NAVMC 11116 to Disbursing to be deposited directly to the member's Electronic Files Transfer (EFT) account. Advance Pay requests must be approved by the command at least 20 days prior to departure. IPAC must certify the member's orders via the UDMIPS outbound module within 10 days from departure in order for the advance request to be paid prior to detachment.

a. Guidelines

(1) Advances within Normal Parameters. The normal parameters for Advance Pay are: must be a Corporal or above, 1 month's basic pay (less deductions); a 12 month repayment plan; must be requested up to 30 days before departure, or up to 60 days after arrival at new PDS.

(2) Outside Normal Parameters. Requests from Marines in the grades of Lance Corporal and below; requests for more than one month's advance pay; requests for repayment in excess of 12 months; and requests for payment outside the 30/60 day window are considered outside of normal parameters.

(3) Approval. Request for Advance Pay outside the normal parameters will be approved by the Bn/Sqdrn CO only, and requires written justification (see note below). Upon approval by the CO, IPAC will prepare and submit a NAVMC 11116 along with CO's endorsement and written justification. The Outbound OIC will forward the NAVMC 11116 Form to Disbursing requesting funds be deposited to the member's EFT account. Any requests submitted to Disbursing requires at a minimum 15 days processing time.

**Note:** *The Marine's written justification must include a minimum of (1) a list of anticipated expenses, (2) an explanation of the circumstances which cause greater than normal expenses to be incurred, thus requiring advance pay of more than one month, (3) a listing of offsetting entitlements (i.e., family member travel, advance BAH, DLA and (4) Marines who request a repayment schedule in excess of twelve months must provide specific justification on the situation that might indicate a financial hardship in repaying the advance in the normal twelve month time period.*

2. Dislocation Allowance (DLA). DLA is a prorated amount intended to *partially* reimburse the member for expenses associated with establishing a new household at the new PDS. DLA may be authorized "with dependents", or "without dependents."

a. DLA with dependents. A member is considered "with dependents" for DLA purposes when the member has dependents on the effective date of orders and dependents are authorized transportation in connection with the PCS. The dependents must relocate to the member's new PDS or to a Designated place.

b. DLA without dependents. A member is considered without dependents for DLA purposes when the member: has no dependents, is not authorized travel and transportation for the dependents, or has dependents authorized travel and transportation but whose dependents do not relocate in connection with the PCS.

c. Use of GTCC for DLA. Per MARADMIN 001/16, effective January 2016, members are required to utilize their GTCC to pay for expenses directly associated with their move and which are necessary to establish a household. Upon requesting advance DLA, the member's GTCC available balance will be increased to reflect the amount of DLA authorized. Extreme caution must be taken in using the GTCC for authorized expenses which are reimbursable as part of the DLA. Misuse of GTCC is punishable by the UCMJ.

3. Temporary Lodging Expense (TLE). TLE is an allowance intended to *partially* reimburse members for lodging/meal expenses incurred by the member or their dependents while occupying temporary lodging in CONUS in conjunction with a PCS.

a. CONUS to CONUS. TLE is payable up to a maximum of 10 days total when executing orders from a CONUS location to another CONUS Location. The use of government lodging facilities is mandatory. A statement, or certificate, of non-availability from the base Temporary Lodging Facility (TLF) is required in order to lodge outside of base. The place of lodging must be within 50 miles of the old PDS, the new PDS, at a designated place in CONUS, or at the member's HOR, and it may be split not to exceed the 10 day maximum.

b. CONUS to OCONUS. A total of 5 days is authorized when executing orders from a CONUS location to OCONUS. The lodging facility must be in the vicinity of the old PDS, near a

designated place, or the member's HOR but may not be used at the new OCONUS PDS.

4. Temporary Lodging Allowance (TLA). The TLA is intended to *partially* reimburse a member for the more than normal expenses incurred while occupying temporary lodging overseas. The TLA is paid in 15-day increments and usually has a 60 day limit.

5. BAH. Each member will be advised of their entitlement to BAH prior to detaching in accordance with their marital status.

a. Married. All married members will continue to receive BAH at the old PDS zip code until they report to their new PDS and certify their entitlement to BAH upon conducting their initial join audit.

b. Single. Single members that were residing in the barracks will receive BAH at the Transit rate, or "99999" until they report to their new PDS. Single Members that are in receipt of BAH-Own Right will continue to receive BAH own right at the old PDS zip code until they report to their new PDS.

6. Post Deployment/Mobilization Respite Absence (PDMRA). PDMRA must be taken before detaching previous unit, and is requested and approved via MOL. If PDMRA is not taken before the date of detachment, PDMRA may be taken in conjunction with the orders. Failure to do so will result in PDMRA being forfeited.

#### 5006. OBLIGATED SERVICE

1. Per MCO 1300.8, the retainability requirement for the transfer of Marines requires that they reenlist or extend prior to the execution of a Permanent Change of Station (PCS) move if they do not have sufficient obligated military service to complete the prescribed tour length. The Unit Commander must ensure obligated service requirements are met prior to detachment.

a. First-Term Marines. If required by expiration of active service (EAS) circumstances, first-term Marines must execute either an extension of enlistment for obligated service, or an early reenlistment prior to execution of PCS orders. First Term Marines reenlist or extend during the fiscal year of their EAS. The extension or early reenlistment will guarantee, contractually, that the obligated military service or retainability requirement will be satisfied. However, reenlistment is preferred and encouraged over extension, as an extension exhausts and only temporarily fills a boat space that would have otherwise been filled by a Marine committing to a reenlistment.

b. Career Marines. The CMC assumes all career enlisted Marines will remain on active duty until Enlisted Career Force Controls (ECFCs) are met or until notified by official correspondence that a Marine will separate. Career enlisted Marines in receipt of PCS orders issued by the CMC who do not have sufficient obligated service to complete the prescribed tour must immediately consult with the unit's Career Planner. Marines will not be allowed to execute PCS orders unless they have sufficient time left on contract required to meet the prescribed tour for the next duty station.

2. Obligated Service Requirements. Upon receipt/notification of PCS Orders, if a Marine does not meet the obligated service requirement, they must see their Career Retention Specialist (CRS). The CRS will assist the Marine in requesting reenlistment, an extension of current contract, or to sign a statement of "non-intent" within ten working days. Marines in receipt of orders to the following duty assignments must meet the corresponding obligated service requirements:

- a. Inspector-Instructor duty. 36 months upon reporting.
- b. Marine Corps Security Forces (MCSF). 36 months upon graduating school.
- c. Marine Security Guard (MSG). Sergeant and below 38 months upon reporting. Staff Sergeant and above 38 months upon reporting.
- d. Recruiting Duty. 36 months upon completion of school.
- e. Drill Instructor (DI). 36 months upon completion of school.
- f. Marine Combat Instructor. 36 months upon completion of school.

3. Non-Intent. The unit CO is responsible for ensuring those Marines who do not meet obligated service requirements, and who do not desire to extend or reenlist, sign a page 11 entry of "non-intent." The page 11 shall be submitted to HQMC, and a copy must be forwarded to the IPAC Orders Section for inclusion into the Marine's OMPF/ESR. This should be done at least 120 days prior to the Marines EAS or rotation date whichever is sooner.

5007. TRANSPORTATION

1. All members are entitled to government procured transportation from their old PDS to their new PDS for themselves, their dependents, and their pets (when available).

2. CTO Use. The use of an available contracted CTO is mandatory for all official travel, or a GSA contracted TMC when CTO is not available. The least expensive unrestricted economy/coach accommodation is the standard for all passenger transportation. Each dependent traveling at government expense, is authorized a seat. All unused air tickets or transportation coupons must be turned in to the local CTO.

3. Transportation Mode. PCS travel may be authorized on any combination of the following:

- a. Government aircraft, train, bus, vehicle, or vessel.
- b. Commercial aircraft, train, bus, or ship.
- c. Personally Owned Conveyance.
- d. Taxi, bus, streetcar, subway or other public conveyances.
- e. Airport limousine or courtesy conveyance.

4. Travel Time. Generally, if the distance is 400 or fewer miles, 1 day of travel is allowed. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed. The result determines the maximum number of authorized travel days.

5. Leave in conjunction with PCS. Members who elect to take leave in conjunction with PCS may elect to purchase their plane tickets to their leave site, and ending at their new PDS. Authorized reimbursement of transportation is not to exceed the cost of a government procured ticket. Example: A member receives orders to Camp Lejeune, but is taking leave in conjunction in Texas. The cost of a government procured ticket from 29 Palms to Camp Lejeune is \$550. The cost of a plane ticket from 29 Palms, to Texas, to North Carolina is \$750. The member would be authorized reimbursement up to \$550.

6. Air Mobility Command. All DOD Passengers executing orders to Japan must use Air Mobility Command (AMC) when it meets mission requirements and must use the AMC Patriot Express where

AMC flights are available for international movement. DOD Policy states that AMC Procured Channel Airlift, otherwise known as Patriot Express (AMC PE), must be utilized for OCONUS travel to Japan unless there is a documented negative critical mission impact. This applies to both PCS and TAD travel, whenever possible even if service can be provided at less cost by a commercial air carrier or if the commercial service is preferred by or is more convenient for the traveler. All travel request must be routed through the Distribution Management Office (DMO) prior to commercial carrier consideration to ensure AMC PE seats are fully utilized. The DMO must request AMC PE and a non-availability notice must be issued before commercial air may be used on international routes that AMC services. The reason for non-use of AMC must be documented and recorded in the airline commercial seating reservation system at the time the commercial travel is booked. If an AMC non-availability notice is not provided, that reason must be documented in the airline commercial seating reservation system. Non-use of available AMC because of negative, critical mission impact identified by the traveler must also be documented in the passenger record in the Airline commercial seating reservation system. This data will be reviewed by HQMC Policy entities for compliance. Mission route will originate in Seattle, Washington, flying to Yokota; Iwakuni; Kadena returning by way of Iwakuni; Yokota; Seattle. World Airlines has a weekly scheduled DC-10 aircraft with 314 seats flying every Thursday and Friday respectively.

DMO contact#: 760-830-6760/6453

DMO Website: <https://www.29palms.marines.mil/Staff/G4-Installations-and-Logistics/Distribution-Management-Office/>

AMC Passenger Travel: 618-229-4593

AMC Passenger Travel Website:  
<https://www.amc.af.mil/Home/AMC-Travel-Site/>

7. Circuitous Travel. Circuitous travel is defined as: "Travel by route other than one ordinarily prescribed by a Transportation Officer between the places listed in the travel orders." Circuitous Travel will only be authorized when no AMC flights are available. In accordance with fly America Act, Uniformed Service Members, DOD Civilians and their dependents are required to use an available U.S. Certified Carrier for all commercial air transportation involving official travel. It is mandatory that all tickets be obtained from the local Commercial Travel Office (CTO). Marines are not authorized to purchase airline tickets from any other source (i.e. cheaptickets.com, priceline.com, etc.). In accordance with MARADMIN 294-10, requests for authorization of Circuitous Travel will be submitted to HQMC MMIB-3 via AMHS message, local Commanders no

longer maintain that authority. Any member requesting Circuitous Travel, must report to IPAC Orders Section, for further information.

8. Pet transportation. Marines assigned to overseas accompanied tours are authorized pet transportation. Only cats and dogs are authorized by the Passenger Transportation Office (PTO). If transportation is required, the combined weight of the pet and cage may not exceed 100 pounds. Due to limited number of pet spaces, the PCS Worksheet must be submitted at least 120 days prior to detaching. Three or more pets will require a waiver from the PTO. Each pet must have proof of a recent vaccination and a copy of the Vaccination Certificate will be required upon arrival at the airport terminal. Cost associated with the transportation of pets will be determined by the PTO. If flying commercial, the price will be set by the commercial carrier based on the size and weight of the pet. Commercial fees are also required for all connecting flights. The cost for pet transportation and kennel fees are not reimbursable, but mandatory quarantine fees may be claimed upon arrival at the gaining command. Additional questions pertaining to pets should be directed to the local PTO.

5008. CHECK-OUT SHEETS. Marines will report to their S-1 at least two weeks prior to departure to receive a check-out sheet. Unit CO's are responsible for check out sheet completion. The check-out sheet documents completion of the physical check-out process from their parent unit and MAGTFTC, MCAGCC, Twentynine Palms. Commands should provide supervision to the Marine, as required, to ensure completion. Upon departure, each Marine will have a completed command check-out sheet.

5009. SEPARATIONS SECTION. Specific duties of the IPAC Separations Section are reflected within this chapter, and includes assisting with separations at the EAS/ECC, retirements, administrative separations, and those placed on the Temporary Disability Retired List (TDRL)/Permanent Disability Retired List (PDRL) for Marines permanently assigned to Twentynine Palms, CA.

5010. CHECK OUT PROCEDURES. Marines must coordinate with the IPAC Separations Section as soon as separation action is identified. Check out sheets will be provided and procedures will be maintained by the unit S-1.

1. Requirements. Marines will visit the IPAC Separations Section 90 days prior to, but no later than 10 days from, their EAS date or planned departure on terminal leave, whichever is earlier. **Both the certified Outbound Interview and all required documents will be submitted to IPAC no later than 10 days from**

**the requested departure date to allow adequate time to process orders and DD-214s. Failing to produce the required documents, completing the Outbound Interview (to include approval of the OBI) or arriving in civilian attire will delay the separation process up to and including shifting the departure date.**

a. Upon the initial interview with the IPAC Separations Section, Marines will receive a short briefing on what requirements are needed for them to separate. During this brief, the Marine is given a Separations checklist that lists all documents required upon receipt of their DD214 and orders. The IPAC Separations Section will assist the Marine and create a working file. Once this working file is complete it will contain the Marines completed: DD Form 214, NAVMC 11060 (Administrative Separations only), Separations Orders (if applies), Separations checklist, and other separation documentation based on their circumstances (ie. "10 day" letter, RELM and CO's interview paperwork, final physical, TRS completion paperwork).

b. Marines will be counseled on keeping their direct deposit account open 90 days after they are discharged to allow for EFT of any final settlements to the Marine's pay account. Furthermore, Marines retiring or transferring to the FMCR must keep an open EFT account in order to receive retirement payments.

c. All departing Marines must turn in their Final Physical (must state the member is fit for separation or that the member may follow up with the Department of Veterans Affairs), Meal Card (if applicable), TRS completion paperwork, CO's interview to include RELM, and medical, dental records. Marines departing Twentynine Palms on either terminal leave (per MarAdmin 343/10) or their EAS will sign for and receive their DD Form 214 and orders prior to departing Twentynine Palms at the IPAC Outbound/Separations Branch during weekdays and at the Command Duty Office (Bldg. 1554) during weekends or holidays.

d. The outbound module (UDMIPS), DTMS, and Separations Section will report all UD entries relating to the release from Active Duty/TR FMCR/Retirement/TR TDRL/TR PDRL. The IPAC Separations Section will report UD entries that initiate a Marine's Leave While Awaiting Separation (LWAS/terminal leave) and DTMS/DD214 automatically reports TTC 378 (drop entry) on the effective date of separation, but in no case will the drop entry on a separating Marine be reported later than three working days after the effective date of separation.

5011. TERMINAL LEAVE. Terminal Leave is a privilege and not a right. All separation requirements must be met prior to the execution of terminal leave. Marines who desire to take terminal leave must contact the IPAC Separations Section at least 90 days prior to departure on terminal leave, to discuss administrative requirements and ensure they receive a Separations checklist of all required paperwork prior to their terminal leave start date.

1. Terminal Leave requests must be approved and submitted via the outbound interview no later than 10 days from requested departure date. Commanders can approve up to 90 days of Terminal Leave.

a. All leave in excess of 90 Days, must be approved by CMC, via Naval message which is submitted by the unit S-1.

b. Each Marine who intends to execute leave in conjunction with their EAS/Retirement, will receive their DD Form 214 and separation orders on the day the leave period commences.

c. DD214. Whether Marines are taking LWAS, PTAD, retiring, or EAS-ing, **all Marine's will receive originals 1 and 4 of the DD 214 on their planned departure date.** All other originals will be distributed the day after their EAS by the IPAC Separations Section as required. Copy 2 of DD Form 214 will be uploaded, via ODI by the Quality Assurance section, into the members OMPF/ESR. Marines are required to be present to sign for the release of the DD Form 214. Copies will not be mailed to members.

d. Identification Cards. To receive Reserve/Retired ID cards, Marines are responsible for taking source documents to any ID card issuing facility. All Active, National Guard, and Reserve activities with on-line access to DEERS may issue ID cards. Marines who do not have obligated time and take terminal leave are advised upon their EAS to also go to any ID card issuing facility to have their ID and their dependents ID (if applicable) destroyed. Marines who are administratively separated must surrender their ID card during the check-out process.

e. Leave While Awaiting Separation. The LWAS entry is reported via the UDMIPS Orders module once the Marine goes on terminal leave, allowing for proper BAS/BAH entitlements to be reported in the MCTFS.

5012. TRANSFER TO THE FLEET MARINE CORPS RESERVE (FMCR) AND RETIREMENTS

1. Retirement Checklist. Marines will complete a Retirement Pre-Application Checklist and submit it to the unit CO via their chain of command. The checklist will be obtained at the Marine's S-1/Admin Office. This document contains additional information necessary for UD reporting. The request will establish a FMCR/retirement date and planned departure date. The checklist will serve as the source document for the UD entry.

a. Request Timeline. Requests will be submitted via UD no earlier than 14 months and no later than four months prior to the requested date. Separation can be requested outside of these parameters via AA Form to CMC (MMSR) with justification.

(1) Requests for transfer to the FMCR apply to enlisted Marines who complete 20 or more years of active service. The requested date of transfer to the FMCR/retirement must be the last day of the month.

(2) Requests for retirement for enlisted Marines upon completion of 30 or more years of active service. The requested date of transfer is the first day of the month following desired month of retirement.

(3) Officers transfer to the retired list upon completion of 20 or more years of active service. The requested date of transfer is the first day of the month following the desired month of retirement.

(4) Receipt of retirement requests are acknowledged by HQMC by entering a "PENDING" status on the DFR. Separations will notify HQMC if this entry is not received on the DFR within 10 working days of reporting the request.

b. Approval. The IPAC Separations Section will verify that HQMC is pending the Marines approval for retirement or transfer to the FMCR.

c. Notification. Each unit will be notified of those Marines who fail to come in to the IPAC Separations Section in sufficient time to process required documentation. The Separations Section will maintain a log of all delinquencies.

d. Modification. Marines must keep the Separations Section informed of any modifications or changes to retirement.

(1) Marines will be counseled on issues relating to pay while in a FMCR or retired status. These issues include, but are not limited to: information relating to the retirement/retainer Pay (DD Form 2656), unauthorized allotments, and Survival Benefit Plan (SBP).

(2) The Marine will be required to complete an outbound interview, which is forwarded through their chain-of-command via the MOL OBI. Retirees are eligible to receive 20 days Transition PTAD once the retirement request is approved by HQMC.

e. Completion of Briefings. Upon completion of all required briefings, but not less than 60 working days from the Marine's projected transfer to the FMCR/retirement date or commencement of terminal leave, the Marine will set up an appointment and return to the IPAC Separations Section for review of the DD Form 2656 and other completed briefings.

(1) The SBP allows all Marines entitled to retired pay to leave an annuity to their designated survivors at a reasonable cost. Marines requesting retirement/transfer FMCR will be counseled by their command on SBP at least 60 days prior to the approved retirement date and will make an election on the DD Form 2656.

(2) A copy of the submitted SBP form must be turned in prior to receiving any orders for PTAD or terminal leave. Even if Marines declined election, documents must still be submitted to reflect declination. Married Marines must have the DD Form 2656 signed by their spouse sign and notarized if the Marine elects less than full coverage.

(3) In accordance with MARADMIN 478/11 and MCO 1741.11D all active duty and disability retiring Marines will complete the "SBP for Retirees" course via MarineNet prior to their date of retirement. Per CGIP separations checklist, Unit Commanders are responsible for ensuring completion of the training.

f. Non-submission of the DD Form 2656. If no election is made prior to the effective date of the retirement, DFAS (by law) will automatically deduct full SBP coverage at the full gross salary rate of 6.5% for the SBP premium. The Marine may contact HQMC, Separations and Retirement Branch (MMSR-6) within the first year of retirement for correction of any administrative SBP pay issues. MMSR-6 is the final determining agency in regards to this matter.

g. Stopping Allotments. It is the sole responsibility of the Marine to adjust or stop all allotments a minimum of 60 days

prior to retirement. Marines transferring to the FMCR are not allowed to continue savings bond allotments held in safekeeping. These allotments must be stopped and restarted with a mailing address. The Finance Officer will stop all charity allotments. Unless otherwise requested by the Marine, all other allotments will automatically continue after retirement.

h. PTAD in Conjunction with Retirement. Up to 20 days of Permissive TAD are authorized for Marines who request transfer to the FMCR/Retirement. If those 20 days are to be taken consecutively in conjunction with terminal leave, those 20 days are captured on the orders issued by IPAC. If those 20 days are taken prior to the commencement of terminal leave and/or are broken up into increments smaller than 20 days, then those days are to be submitted via MOL and approved by the Marines chain of command.

i. Completion of Separation Requirements. Upon completion of all separation requirements, the Marine **must turn in all required documentation to IPAC no later than 10 days from requested departure date in the Uniform of the Day. Failure to do so will result in delays.** The Marine will be issued appropriate separation/travel orders on the date of the requested date of departure (Terminal Leave, EAS, etc.).

5013. TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)/  
TRANSITION ASSISTANCE PROGRAM (TAP) / TRANSITION READINESS  
SEMINAR

1. Policy. The unit CO must ensure Marines separated from active duty are counseled by their Unit Transition Counselor (UTC) usually being the Career Planner. The UTC will have information concerning the TAMP and TAP conducted by the Department of the Labor, and any other relevant civil readjustment programs. These courses are valid for 14 months, therefore; Marines should be sent a year prior to their end of obligated service, when possible.

a. The Marine will be reminded of the requirement to attend the mandatory separation briefs and seminars provided by the Pre-Separation Coordinator, Career Resource Office. Each command UTC will ensure their Marines attend the brief. Documentation of the attendance from the TAMP/TAP classes will be forwarded to the IPAC Separations Section for inclusion into the Marines case file prior to the Marine's departure.

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

c. Attendance at the TRS briefs are mandated by the U.S. Congress. There are no waivers for this requirement.

2. Reporting requirements. Per MCO 1700.31 and MARADMIN 568/16, the IPAC will verify and ensure training event code "TZ" (Transition Readiness Seminar Capstone) and "TA" (Transition Readiness Seminar) are reported for all Marines prior to completing out-processing. The Outbound Branch will report these codes as part of the Marines' final separation audit if not already reported.

#### 5014. FINAL PHYSICALS

1. Policy. Physicals should be scheduled no more than 12 months, but no less than six months, prior to the effective date of separation to allow time for necessary medical treatment or disability processing. Blood laboratory work is good for 90 days and must be redone if the 90 day window has expired prior to the Marine's separation (every Marine being separated is required to submit to an HIV test prior to separating, but will not be held on active duty pending results of the HIV test).

a. Discharge Physicals. The unit CO must ensure discharge physicals are initiated within the required time allotted prior to the date of separation to ensure the separating Marine is physically qualified for separation. In addition, the discharge physicals must state that the Marine is "fit for separation" or that the Marine may follow up with the Department of Veterans Affairs.

b. Reenlistment physicals are not acceptable substitutions for separation physicals.

2. Marine's Responsibility. It is the responsibility of the Marine to schedule the physical and **provide a copy to the IPAC Separations Section no later than 10 days prior to the requested departure date.** Final physicals for Marines pending Administrative Separation (ADMINSEP) should be scheduled as soon as the ADMINSEP process is initiated.

5015. SEPARATION TRACKING SYSTEM. It is the responsibility of individual commands to track Marines who are within 90 days of their EAS. Commands will generate EAS Rosters by utilizing MOL. Once the command has identified those Marines within 90 days of their EAS they must advise those Marines to see the IPAC Separations Section to initiate the separations process. Failure to advise Marines to see the IPAC Separations Section

within 90 days may lead to timeliness issues with the Marines final settlement.

#### 5016. ADMINISTRATIVE SEPARATIONS (ADMINSEP)

##### 1. Responsibilities of the Separations Section

a. Monitoring ADMINSEP. The IPAC Separations Section will monitor Marines pending ADMINSEP upon notification from the parent command using the Diary Feedback Report module. The unit must provide the IPAC Separations Section a copy of the signed notification letter, a signed acknowledgement of rights, and a promotion restriction pg. 11 upon the Marine's notification.

b. Processing ADMINSEP. Marines pending ADMINSEP must come into the IPAC Separations Section immediately after notification to receive a short briefing. The unit will assign an NCO or above to escort the Marine. The escort will be provided an ADMINSEP checklist by the IPAC Separations Section to help expedite the checkout process. As certain actions still require considerable time to complete (settlement of supply account, final physical, TRS, etc.), command supervision is required throughout the entire ADMINSEP process.

c. ADMINSEP Proceedings. Provided all actions are completed for discharge, i.e. final physical, TRS, Marines will be separated as follows:

(1) It is the responsibility of the command to provide the Separations Section a properly signed copy of the CG's discharge letter. Upon receipt of the CG's discharge letter a new EAS/ECC will be reported via Unit Diary based off the amount of working days listed (normally 5 working days) to separate that Marine. Separations will log the day the discharge letter was received and will have the amount of days listed on the document (5, 10, 20 working days) to process the Marine from the day we receive it. Once the new EAS/ECC is reflected in MCTFS, the Marine due for ADSEP may access their OBI. The OBI must be completed and approved by the Unit S-1 before the Separations section can take ownership of the interview. The new EAS/ECC must post to MCTFS before the Separations section can take action to separate the Marine. Then, and only then can the Marine due for ADMINSEP schedule/initiate their in-office interview. All required documents must be turned in no later than 5 days from the new EAS/ECC.

(2) Once the EAS has been established, only those reasons listed by the Separation Manual, Chap 1, para 1008.1 are

deemed appropriate for retaining the Marine past the newly established EAS.

d. Suspended ADMINSEP. When the ADMINSEP is approved but suspended, the unit CO must forward the documentation, to include appropriate pg 11 entries (non-recommendation for promotion), to the IPAC Separations Section. The IPAC Separations Section will adjust the Marines promotion restriction status, as required, and submit a NAVMC 11116 to the DO to restart the Marine's direct deposit.

5017. DISCHARGE FOR PHYSICAL DISABILITY. The IPAC Separations Section will process separations for physical disability when a CMC authorization for discharge for physical disability is received, to include TDRL/PDRL.

1. Processing Requirements. Marines who are being discharged for physical disability must report to the IPAC Separations Section within two working days of HQMC's notification to the unit to begin separating the Marine. Marines will receive a briefing, and unit commands will be notified of those Marines who fail to report. The TRS remains a requirement, as well as the Disability Transition Assistance Program (D-TAP) for those subject to a PEB.

a. Processing Dates. Separation dates are established for Marines separating due to disability findings by HQMC. These dates may only be modified by HQMC. Marines will be notified when they are to be separated. Those being discharged or retired for a physical disability can be granted 20 days of PTAD.

b. Disability in conjunction with ADMINSEP. Per MCO 1900.16 paragraph 1008, only the Secretary of the Navy or CMC may authorize deferral of ADMINSEP for medical reasons. When Marines in the disability process are pending ADMINSEP for misconduct or punitive discharge, units must notify the Physical Evaluation Board Liaison Officer (PEBLO) at the Robert E. Bush Naval Hospital (29 Palms), Balboa Naval Hospital (San Diego), and the IPAC Separations Section.

5018. HOME AWAITING ORDERS (HAO)

1. Requests. Requests for HAO will be submitted for approval/disapproval by the Marine to CMC (MMSR-4) via their respective chain of command. The request must demonstrate an unusual hardship for consideration.

2. Processing Requirements. If approved, the unit will direct the Marine to the IPAC Separations Section to obtain a Separations Worksheet. Marines coming to the IPAC Separations Section will receive a short briefing from the Separations Section personnel. During this brief each Marine will provide information necessary for completion of the DD Form 214, NAVMC 11060, and other separation documentation based on their respective circumstances.

3. DMO Requirements. The HAO will suffice for DMO purposes, due to the pending EAS/ECC for the Marine that hasn't been established by HQMC. For this reason a Separation Pay/Travel Certificate (NAVMC 11060) cannot be created. Once the Marine has been approved for HOA, they will be directed to submit their HOA approval to DMO in order to coordinate travel arrangements and transportation of Household Goods.

4. Accrued Leave. Marines ordered home agree to liquidate accrued leave while awaiting their EAS/ECC. Their unused leave balance will be reduced for time spent at home commencing the day after the date of actual arrival or constructive travel time via the shortest route. Marines are entitled to settlement, upon discharge, of any balance of unused leave. Payment of the remaining balance will be paid by EFT.

#### 5019. MARINE RESERVISTS ON ACTIVE DUTY (AD)

##### 1. Categories of Reservist Separation

a. All Marine Reservists who are Active Duty on Orders (ADOS) attached to MAGTF/TC, MCAGCC Twentynine Palms, are required to check out with the IPAC Separations Section in order to be released from AD. Reservists who are ADOS will have to check out with their attached command prior to returning back to their Reserve parent command. Currently there are three categories in which the IPAC Separations Section is separating Reservists on AD as listed below:

(1) 89 days or less: The Reservist will not receive a DD214 for AD periods of 89 days or less. A check out sheet from the command they are attached to is required. The Reservist must come to the IPAC to receive a Separations Worksheet 20 days prior to their EAS. When the Reservist departs MCAGCC Twentynine Palms, the completed check out sheet is required prior to departure. A NAVMC 11060 will be created to provide the Reservist their final settlement with DMO.

(2) 90-179 days: The Reservist will receive a DD214. The Reservist must come to the IPAC to receive a Separations

Worksheet 20 days prior to their EAS. When the Reservist departs MCAGCC, Twentynine Palms the completed check out sheet is required prior to departure. A NAVMC 11060 will be created to provide the Reservist their final settlement with DMO.

(3) 180 days or more: The Reservist will have to attend TRS and get a final physical done prior to departure. The Reservist will receive a DD214. A check out sheet with their attached command is required. The Reservist must come to the IPAC Separations Section to receive a Separations Worksheet 20 days prior to their EAS. When the Reservist departs Twentynine Palms the completed check out sheet, TRS form and final physical are required prior to departure. An 11060 will be created to provide the Reservist their final settlement with DMO.

b. Reservists who extend on ADOS. Upon receiving ADOS orders to extend on AD the IPAC Separations Section will run their updated EAS/ECC. In the event that a reservist receives his extension after his EAS/ECC, a NAVMC 11116 will need to be submitted to disbursing with a copy of the approved extension in order to adjust the Marine's Pay Option Election (POE) code.

## 5020. SEPARATIONS SECTION RELATED MATTERS

### 1. Responsibilities

a. Reenlistments and Extensions. The Career Planner will provide the Separations Section a copy of all reenlistments and extensions for their unit. The IPAC Separations Section will report those entries within three working days of receipt. Once reported, reenlistment and extensions will be scanned into the Marine's OMPF/ESR via ODI by the Quality Assurance section.

b. Household Goods Shipments. A DMO letter containing the Marines separation information and Lines of Accounting will be completed no later than 3 working days after an approved OBI is submitted to the IPAC Separations Section. The Marine is responsible for taking a copy of the letter to DMO to arrange shipment of household goods. The DMO letter will also be provided to those Marines retiring and/or transferring to the FMCR, for household goods shipment.

c. Supply Accounts. Marines should inventory their equipment and settle discrepancies with supply accounts as early as possible due to the time required to rectify deficiencies. Individual Issue Facility (IIF) checkages, formally known as Separations Section checkages for missing gear must be routed

via the Marine's chain of command and delivered to the IPAC using NAVMC 6 or DD Form 362 signed by their unit's supply Officer for reporting on the UD. Marines will not be able to completely check out with IIF, bldg 1350 until they have validation that a checkage has been reported.

d. Awards

(1) End of Tour. The unit is responsible for completion of any awards, if applicable.

(2) Letter of Appreciation. Unit S-1's must prepare and issue a one-time Letter of Appreciation signed by the CMC to all Marines, officer and enlisted released from active duty with an honorable characterization of service. Each Marine will also receive a round display sticker with the Eagle, Globe, and Anchor in the middle encircled by the words "UNITED STATES MARINE CORPS" above and "I SERVED HONORABLY" below.

(3) Certificate of Appreciation (NAVMC 11352). Per MARADMIN 313/06, units must prepare in addition to the Letter of Appreciation, the Certificate of Appreciation, to be presented for their first term Marines and junior officers following their active service obligation and transfer to the Individual Ready Reserve (IRR) prior to the date of departure.

(4) Honorable Discharge Certificate (DD Form 256). Per MCO P1900.16, para. 1101.2b, regular and reserve Marines separated under honorable conditions will receive the appropriate discharge certificate. Marines separated under general (under honorable conditions), other than honorable, bad conduct, and dishonorable conditions will not be issued a discharge certificate. Every effort should be made to deliver Honorable Discharge certificates in person by an officer, preferably the unit CO. In those instances where personal delivery cannot be made, the unit CO will mail the discharge certificate to the person concerned using first class mail.

e. Service Treatment Records (STR). Upon EAS Marines will turn in both their Medical and Dental records to the Separations section at IPAC. Within 45 days of that Marine's EAS, the STR will be mailed off via Postal Mail to the STR section, Manpower Information Division (MI), Manpower-Reserve Affairs located at HQMC in Quantico, Virginia. Once received by HQMC, copies will be made and sent to the nearest Veterans Affairs office using the permanent mailing address that the Marine provides. The original records will be kept, stored and filed away by HQMC.

## Chapter 6

### MCCES CELL

#### 6001. GENERAL

1. The MCCES Branch shall perform most administrative duties for MCCES students. The MCCES Branch will coordinate with the Command Support Branch to ensure all legal and promotion duties are completed. All students reporting to MCCES are required to provide a reporting endorsement from their respective S-1. Students will complete the join process according to their training status (Temporary Duty Under Instruction (TEMINS), Duty Under Instruction (DUINS), TAD and Reserve PCS).

2. Marines will be categorized into two separate categories; accession pipeline Marines and career progression. Accession pipeline Marines are considered throughout this chapter as entry level enlisted Marines. They arrive from the School of Infantry or from another entry level school, and are reclassified into an MOS that is taught by the MCCES schoolhouse. Career progression Marines are considered throughout this chapter as Marines attending a rank-specific school for advancement, or as entry level officer students.

a. Career progression Marines and officer students are responsible for reporting to the MCCES Cell Inbound Section within one business day to minimize pay discrepancies. New join audits and travel claims will be completed upon arrival. Career progression Marines are broken down into four main training types.

(1) TEMINS. TEMINS students are attending classes for less than 20 weeks, enroute to their next duty station. These students will only complete an initial and supplemental travel claim if they do not have a government travel charge card (GTCC).

(2) DUINS. DUINS students are students attending classes for more than 20 weeks. In these cases, MCCES 29 Palms is considered a Permanent Duty Station (PDS) and students will be issued follow-on orders upon graduation. DUINS students will complete a travel claim upon check-in. The travel claim will cover their entire accession process to the point in which they checked in to MCCES.

(3) TAD. TAD students are students attending class in a temporary additional duty status and will return to the same PDS they were ordered to training from. TAD Marines will be

attached to RUC (35102) temporarily for administrative purposes. All administrative measures will be the responsibility of the Marine's parent command.

(4) Reserve. Reserve students are ordered to MCCES for training and can be either TEMINS or DUINS via Marine Reserve Order Writing System (MROWS) orders. Upon completion of their MROWS orders, reserve students will return to their reserve station. Reserve students will also be issued a DD Form 214 for any training 90 days and over. All Reserve administrative processes will be coordinated through the Reserve Liaison and the MCCES permanent personnel staff to ensure appropriate action.

b. Accession pipeline Marines arriving to MCCES will be received by the Student Reception Center (SRC) and troop handlers assigned to SRC are responsible for providing reporting endorsements.

#### 6002. INBOUND PROCEDURES

1. The troop handlers from the SRC will provide a roster of Marines arriving as soon as possible to ensure timeliness of preparing audits. Accession pipeline students will have their audits conducted every Wednesday unless otherwise stated by the schoolhouse. Accession pipeline students attending MCCES in a DUINS status will provide their Service Record Book to be scanned into their Official Military Personnel File (OMPF).

2. Career progression students will report to their appropriate S-1. Upon checking into their respective S-1, students will report to building 1651 and provide a copy of their official orders and reporting endorsement in order to be officially joined to Monitored Command Code (MCC K9R, MCCES STUDENT PERSONNEL).

3. Upon reporting to MCCES, appropriate BAH entries will be reported. Students will certify their eligibility for BAH during their new join audit.

a. DUINS students will receive BAH and COLA at zip code 92278 unless the student possesses a BAH protection waiver approved by Headquarters Marine Corps, Manpower Management Integration Branch (MMIB). If a student has an approved waiver, their BAH and COLA will be reported for the approved location.

b. TEMINS students who are in receipt of BAH w/o dependents will receive BAH at their previous duty locations BAH rate. TEMINS students who are receipt of BAH w/ dependents will

receive BAH for their dependents location. TEMINS students who are in receipt of BAH partial will continue to receive BAH partial unless their claim to the BAH entitlement changes while attached to MCCES. COLA for TEMINS students will match the BAH location. If a TEMINS student acquires dependents living outside the United States, the student will have BAH and COLA for zip code 92278 unless a lease is provided for the dependent's living quarters. If a lease agreement is provided, the appropriate Overseas Housing Allowance (OHA) will be reported.

c. Reserve students on mobilization orders will receive BAH and COLA at the zip code indicated on their MROWS orders. Mobilized students will receive all pay and entitlements from the effective date of the orders, not the date the student arrives to MCCES.

(1) Reserve Marines with a component code "KM" who are in receipt of PCSO will have BAH and COLA reported for zip code 92278.

(2) Active Duty Operational Support (ADOS) Marines will only receive COLA if they are on orders for more than 30 days. ADOS Marines on orders for under 30 days will not receive COLA.

4. Per MARADMIN 109/19, the requirement to produce, issue, maintain and destroy meal cards (DD form 714) is rescinded.

5. Upon completion of all appropriate UD entries and verification of accurate entries through MCTFS, the MCCES Branch will scan all certified UDs to be saved electronically. The MCCES Branch will also scan the SRBs for all DUINS accession pipeline students for inclusion in their OMPF. Once all documents have been appropriately scanned, UD and SRBs will be provided to MCCES Branch Second Stage audit section. Upon completion of the second stage audit, SRBs will be provided to the individual student or responsible individual within the company leadership (i.e., Company 1stSgt, Student Operations, etc.).

#### 6003. TRAVEL CLAIMS

1. The Inbound section will conduct and submit a travel claim to the Disbursing Office within five working days of the student reporting to the IPAC MCCES Branch. To accurately complete the travel claim, students are required to maintain receipts and provide all supporting documentation for the completion of the travel claim.

a. Career progression TEMINS students will receive PCS entitlements as part of their initial travel claim. TEMINS students who do not have a GTCC are eligible to complete an initial and supplemental travel claim the first workday of each subsequent month the student is attending training at MCCES, 29 Palms.

b. Dislocation Allowance (DLA) is payable to DUINS students who have established a permanent residence and completed required documents. Students continuing to reside in temporary quarters are not eligible for DLA.

c. DUINS students are entitled to Temporary Lodging Expense (TLE) for a maximum of 10 days. Students requesting to claim TLE must provide a zero-balance, itemized receipt from the temporary lodging facility. All temporary lodging facilities must be within 50 miles. Temporary lodging facilities over 50 miles are not eligible for TLE purposes and will not be reimbursed.

2. Students utilizing a Government Travel Charge Card (GTCC) will receive a split disbursement upon settling their claim. This amount will automatically be paid to the GTCC and any residual amounts owed to the student will be paid to their personal account.

3. Discrepancy Notice. If a travel claim is returned from the Disbursing Office (DO) with a Discrepancy Notice (DN), the Inbound Section will take immediate action to resolve the DN. IPAC personnel will also notify the student within 24 hours of the DN and inform them of the corrective action required. If the student is needed for any corrections, IPAC personnel will coordinate with the student to ensure the appropriate action is taken. IPAC personnel have five working days to complete and resubmit any claim returned with a DN.

4. Travel Settlements. Per Chapter 12 of the PRIUM, the Disbursing is responsible for audit of pay and allowances during the elapsed time. IPAC is not required to audit the travel settlement since DO/FO conducts an audit review after every settlement.

5. Supplemental Travel Vouchers. The Inbound Section will submit supplemental travel claims to correct travel pay discrepancies or adjustments deemed necessary that are found upon completion of an audit of the initial travel claim settlement. If a requirement for a supplemental travel claim is discovered during the audit of a previous claim, the Inbound Section will notify the student within 24 hours.

a. Once the initial travel claim has been settled by the DO, supplemental travel claims may be submitted for DLA, TLE, or other miscellaneous expenses that were not initially claimed. Prior to requesting any supplemental travel claim, students will have all previous claims settled to prevent potential overpayment. To accurately complete the supplemental travel claim, students must provide a zero balance, itemized receipt for their lodging. If a student is not residing in government facilities, a letter of non-availability from the temporary base lodging must also be submitted to ensure the lodging entitlement can be claimed in full.

b. A dependent spouse may conduct business in the absence of their sponsor, only with the presentation of a Special or General Power of Attorney.

#### 6004. SECOND STAGE PROCEDURES

1. The Second Stage Section will conduct the second stage of the New Join audit within 60 days of the student's join date. The second stage audit does not require the physical presence of the student. This stage will focus on all pay and allowances as a result of a student's transfer or subsequent join.

2. The second stage audit will be completed by the auditor through a comparison of the MCTFS record and join documents, which includes the travel voucher, DOV, LES, TRS remarks summary, PCSOs, MCAAT screens and join audit cover sheet from ODSE.

#### 6005. CUSTOMER SERVICE SECTION

1. The Customer Service Section of the MCCES Branch will handle most administrative duties for students assigned to MCCES for training.

2. The following administrative functions will be processed by the Command Support Branch of the main IPAC:

a. All limited duty assignments.

b. All legal, including: courts martial, confinement orders and non-judicial punishments. Students facing administrative separation and legal hold will still be processed by the MCCES Branch.

6006. OUTBOUND PROCEDURES

1. School Competition. Student Operations, Academics and course instructors are responsible for maintaining accurate course completion rosters. Utilizing the Marine Corps Training Information Management System (MCTIMS), Student Operations and Academics are responsible for reporting course completions, student drops, and reclassifications.

a. Any student that fails to complete a curriculum and must be reclassified to a new MOS, Student Operations and Academics will promptly submit the appropriate supporting documentation to the MCCES Branch Outbound Section. Upon receipt of the reclassification, the MCCES Branch will report the school incompleteness within five working days and will immediately begin the process of requesting transportation for the student to their next entry level training command. The Outbound Section will coordinate with the Company level Student Operations section for appropriate timelines for the student's departure from MCCES, 29 Palms.

b. If a student is unable to be reclassified after failing to complete a curriculum and must be dropped, Student Operations and Academics will provide the MCCES Branch all supporting documentation and any legal paperwork. The MCCES Branch will promptly begin the separation process.

6007. STUDENT BRIEFS. Students will receive a series of briefs while attending school at MCCES. Student Operations for both Air Control Training Squadron (ACTS) and Communications Training Battalion (CTB) are responsible for requesting orders from HQMC, Manpower Management Enlisted Assignments for all students attending classes at MCCES. Upon receipt of basic orders, the Operations Section will schedule the three subsequent briefs. It is the responsibility of the student to notify the Outbound Section of any changes to the student's initial travel plans, or any modifications to orders.

a. Initial Brief. The initial brief will be conducted within a week after receiving basic orders. The intent of this brief is to complete an Outbound Interview (OBI) and cover the frequently asked questions for executing orders. The Outbound Section will instruct students on entitlements associated with executing PCSO.

(1) Students not in receipt of basic orders will not be able to complete their OBI. If a student is unable to complete the OBI, the Outbound Section will coordinate with the class instructor for the student to complete it at a later time.

(2) During the initial brief, the Outbound Section representative will coordinate with the class instructor to determine: the number of students that will graduate the course, the number of students receiving orders to a follow-on course, and the number of students dropped from the course.

(3) Prior to completing the initial orders brief, the instructor will be informed of the date of the confirmation brief.

b. Confirmation Brief. A confirmation brief will be conducted approximately one week prior to graduation. The purpose of this brief is to provide the student a copy of their original orders. Students will review their original orders for accuracy and annotate any corrections that may be required.

c. Detachment Brief. The detachment brief is intended for the instructor and the Outbound Section. At this brief, the class instructor will sign for their class' orders, DD Form 214s, NAVMC 11060 and airline tickets, as applicable. Since students will detach the day after graduation, the detachment brief will be scheduled the same day as the graduation day to ensure timely dismissal of students traveling to their next duty station. Instructors are responsible for providing their student's check-out sheet and meal card, if applicable.

3. For career progression students, it is the student's sole responsibility to complete the outbound interview in MOL as early as possible, including medical screening for members executing overseas assignments. It is highly recommended that the medical screening be completed at least 90 days prior to the desired detach date to avoid any delay. Any change to the initial plan provided in the outbound interview must be coordinated with IPAC Orders Section via the member's chain of command. It is the member's responsibility to request a modification, or cancelation of orders to the Commandant of the Marine Corps (CMC) MMEA/OA, via their chain of command.

4. Use of the GTCC. In accordance with MARADMIN 100/18, a GTCC is mandatory for all Marines executing PCSO. Students in the accession pipeline may request a GTCC from their unit S-1 but are exempt from mandatory use. If an accession pipeline student requests a GTCC, it is the responsibility of the unit APC, to process the application and issuance of the GTCC for the requesting student. Travel advances are no longer authorized for students who possess a GTCC.

6008. TYPES OF ORDERS. For types of orders please review Chapter 5, section 5004 of this SOP.

6009. PCS ALLOWANCES. For PCS allowances incident to a PCS please review Chapter 5, section 5005 of this SOP.

6010. SEPARATIONS

1. The Outbound Section will process all separations for students, regardless of training status. The specific duties of the Outbound Section are reflected within this chapter which includes assisting with administrative separations, medical separations, and those placed on the Temporary Disability Retired List (TDRL)/Permanent Disability Retired List (PDRL). Students separating are required by U.S.C. to complete a Transitional Readiness Seminar (TRS) and scheduling should be initiated as soon as a student is notified of separation proceedings.

a. Administrative Separation (ADMINSEP). For ADMINSEP's please review Chapter 5, section 5017 of this SOP.

b. Medical Separations and retirements. Upon notification that the student will separate due to medical conditions, students are required to notify the Outbound Section. During the initial interview with the Outbound Section, students will receive a short briefing on what requirements are needed for them to separate. During this brief, the student is given a separations checklist that lists all documents required upon receipt of their DD214 and orders.

(1) Students will be counseled on keeping their direct deposit account open 90 days after they are discharged to allow for EFT of any final settlements to the student's pay account. Students medically retiring are informed to keep an open EFT account in order to receive retirement payments. Any changes made to the pay account must be made utilizing the MyPay account.

(2) Students being discharged for physical disability must report to the MCCES Branch within two working days of HQMC's notification in order to begin the separations process. The TRS remains a requirement, as well as the Disability Transition Assistance Program (D-TAP) for those subject to a PEB.

c. All departing students must turn in their Final Physical, TRS completion paperwork, medical and dental records. Students departing MCAGCC on either terminal leave (in accordance with MarAdmin 343/10) or their EAS will sign for and receive their DD Form 214 and orders prior to departing.

d. The Outbound Section will report all UD entries relating to the release from Active Duty, TDRL and PDRL utilizing the UDMIPS outbound module and DTMS. The IPAC Outbound Section will also report UD entries that initiate a student's Leave While Awaiting Separation (LWAS/terminal leave). Upon electronic certification of the DD-214, the DTMS module will automatically process the TTC 378 (drop entry) on the effective date of separation, but in no case will the drop entry on a separating student be reported later than three working days after the effective date of separation.

(1) Leave Awaiting Separations. Students executing LWAS in conjunction with their eligible separation, will receive their DD Form 214 and separation orders prior to commencing the leave period.

(2) DD Form 214. All separating students will receive originals of page 1 and page 4 of the DD Form 214 on the planned departure date. All other original pages will be scanned for inclusion in the Marines OMPF/ESR.

e. Identification (ID) Cards. Students eligible to receive a reserve or retired ID card are responsible for providing appropriate source documents to an official ID card facility.

f. Unit Diary. The LWAS entry is reported via UDMIPS once the student executes LWAS orders, allowing for proper BAH and BAS entitlements to be reported in the MCTFS.

2. Final Physicals. Physicals should be scheduled no more than 12 months, but no less than six months, prior to the effective date of separation to allow time for necessary medical treatment or disability processing. Blood laboratory work is good for 90 days and must be redone if the 90 day window has expired prior to the student's separation (every student being separated is required to submit to an HIV test prior to separating, but will not be held on active duty pending results of the HIV test).

a. Discharge Physicals. The unit CO must ensure discharge physicals are initiated within the required time allotted prior to the date of separation to ensure the separating Marine is physically qualified for separation.

b. Reenlistment physicals are not acceptable substitutions for separation physicals.

c. It is the responsibility of the student to schedule the physical and provide a copy to the Outbound Section prior to the planned departure date.

d. Processing Dates. Separation dates are established by HQMC for students Marines who are to be separated due to disabilities. HQMC maintains the authority to modify any separation date. Any request to modify a separation date must be made by the student's chain of command. Students receiving a medical discharge or retirement are eligible for 20 days of PTAD.