



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

5000.12D  
IPAC  
05 APR 2023

DEPOT ORDER 5000.12D

From: Commanding General  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR THE INSTALLATION PERSONNEL  
ADMINISTRATION CENTER MARINE CORPS RECRUIT DEPOT PARRIS  
ISLAND / EASTERN RECRUITING REGION

Ref: (a) MCTP 3-30G  
(b) MCO 5000.14D  
(c) DOD 7000.14 Vol 7A Ch 26  
(d) MCTFS PRIUM  
(e) DepO 11100.5C Ch1  
(f) MCO 10110.47A  
(g) MCO P1400.32D Ch 1-2  
(h) NAVMC 1700.2  
(i) MCO 7220.12R  
(j) MCO 7220.21F  
(k) MCO P5800.16A Ch 1-7  
(l) MCO 1640.3F  
(m) MCO P1050.16A  
(n) MCO P1900.16 Ch 2  
(o) MARADMIN 029/11  
(p) MCO P1070.12K Ch 1  
(q) MARADMIN 001/16  
(r) Finance Policy Manual (FPM)  
(s) MARADMIN 055/16  
(t) MARADMIN 307/16  
(u) MARADMIN 170/14  
(v) MCO 1700.31  
(w) DepO 1320.1G  
(x) MARADMIN 350/18  
(y) CG Ltr dtd 5 Aug 2015  
(z) DepO 1910.10L  
(aa) Depot Policy Letter 6-20  
(ab) MARADMIN 220/18  
(ac) SecNav M-1650.1  
(ad) SecNav M 5210.1 Ch 1  
(ae) MCO 1050.3J

Encl: (1) STANDARD OPERATING PROCEDURE FOR THE MCRDPI/ERR

1. Situation. To establish policies, procedures, and responsibilities to organizational commanders, permanent personnel and Recruit Processing as it pertains to the personnel administrative reporting for the Installation Personnel Administration Center (IPAC).

2. Cancellation. DepO P5000.12C

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### 3. Mission

a. This Order is not designed to replace directives or instructions published by higher headquarters. It is published to provide administrative policies, procedures, information, and responsibilities with units and personnel supported by the IPAC consistent with the directions provided from higher headquarters.

b. These procedures are necessary for consistency, quality, and timely processing of administrative requests from commanders and individual Marines.

### 4. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Review of this order is recommended for all Commanders and their staff. Per reference (a), the Director of the IPAC is responsible for the oversight and daily operations of the IPAC. Adherence to this order will assist commanders in focusing on the readiness of their unit while simultaneously maintaining personnel administrative readiness. Every Marine at every rank has the responsibility to ensure proper administrative procedures and actions are not just initiated, but also completed for their Marines. This, in no way, absolves the individual from their responsibilities, but it should be a complementary process. The policies and procedures established in this order are to be followed and adhered to. The end-state is to provide Commanders, Marines, and their family members with timely and effective administrative support.

(2) Concept of Operations. The complex nature of entitlements and administrative procedures necessitates an ongoing technical professional military education program. This Order is designed as a supplement to current orders, regulations, directives, and instructions pertaining to Marine Corps administration. It is not intended to supersede references that provide guidance on various Marine Corps administrative matters. Authorization to deviate from these standard operating procedures may occur as the situation requires, under the provision or the references and/or direction from higher headquarters. The uniqueness that is Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region MCRDPI/ERR requires flexibility and cooperation. In fact, it is essential to ensure administration is achieved in a timely and proactive manner. All commanders and their appointed administrative personnel will ensure compliance with the procedures and policies outlined in appropriate regulations and will be guided by this order for IPAC support.

(3) Guidance. In accordance with reference (b), consolidated personnel administration has been mandated. As a result, the individual Marine must take greater responsibility in the accuracy of their Official Military Personnel File (OMPF) and pay records. With the limitless amount of information on the internet and the availability of Marine On-Line (MOL) and MyPay applications, there are tools available for Marines to use to ensure the correctness of their OMPF and pay records. Marines must be mentored, educated and if necessary, directed to get involved in their own administration and pay.

#### b. Subordinate Element Missions

(1) Commanders. Unit commanders are ultimately responsible for the

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accuracy of their Marines' records and are expected to comply with this Order.

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

(b) Ensure at a minimum all Administrative Chiefs and Adjutants attend quarterly IPAC administrative meetings to review and reconcile administrative issues. Command leadership is highly encouraged to attend these meetings but is not required.

(2) Director, IPAC. Ensure compliance and provide assistance to individuals and commanders with the execution of responsibilities listed in this Order.

(a) Coordinate a schedule for quarterly administrative meetings with unit S-1s and IPAC sections.

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

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

5. Administration and Logistics. Recommendations concerning the contents of this order are invited. Such recommendations will be forwarded to the Commanding General (CG), MCRDPI/ERR (Attention: Director, IPAC), via the appropriate chain of command.

6. Command and Signal

a. Command. This Order applies to all personnel assigned to MCRDPI/ERR.

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

  
T. R. DREMAN  
Chief of Staff

DISTRIBUTION: A

Copy To:  
CO, RTR, WPNS BN, H&S BN

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LOCATOR SHEET

Subj: STANDARD OPERATING PROCEDURES FOR THE INSTALLATION PERSONNEL  
ADMINISTRATION CENTER MARINE CORPS RECRUIT DEPOT PARRIS ISLAND/EASTERN  
RECRUITING REGION PARRIS ISLAND

Location: \_\_\_\_\_  
(Indicate location(s) of copies) of this Order.)

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## RECORD OF CHANGES

Log completed change action as indicated.

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

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## Chapter 1

Policy and Structure

1. General. The IPAC has cognizance over personnel administration for all serviced commands and recruits located aboard MCRDPI/ERR. The IPAC is under the operational and administrative command and control of the CG, MCRDPI/ERR.

2. Mission. The mission of the IPAC is to provide personnel administrative support and services to Commanders, Marines, recruits, and family members assigned to or training aboard MCRDPI/ERR in order to ensure military personnel records and pay accounts are accurate and properly maintained making the individual member worldwide deployable.

3. Hours of Operation. The IPAC's normal hours of operation are Monday through Friday from 0830 to 1630. The Recruit Administration Branch (RAB) normal hours of operation are Monday through Friday 0830 to 1630. However, the RAB will have a flex schedule to accommodate recruit training administrative requirements.

(a) For emergency situations, contact the Director, Staff Noncommissioned Officer in Charge (SNCOIC) or the Officer in Charge (OIC) of the respective branch for assistance as listed in Figure 1-2.

(b) The IPAC is closed for routine business every Thursday at 1300 for internal Professional Military Education, with the exception of scheduled appointments, check-ins, check-outs, and Marines with bona-fide emergencies.

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

4. IPAC Personnel Policies

a. All military personnel conducting routine administrative business are required to be in the uniform of the day, with the exception of Criminal Investigation Department (CID) personnel and personnel picking up their Permanent Change of Station (PCS) or Separation orders on their date of transfer. Personnel picking up their PCS or Separation orders are authorized to do so in proper civilian attire.

b. All personnel are required to sign the logbook of the respective IPAC Branch prior to being assisted.

c. Electronic Personnel Action Requests (E-PARs) are the primary means for submitting personnel administration requests, however other avenues will be accepted on a case by case basis. E-PARs must be properly routed through their respective chain of command and will be worked within five working days after being received by the IPAC. However, for complex matters, accuracy and completeness should not be sacrificed to meet the 5-day goal.

d. All customer service problems will be addressed with the Branch OIC/SNCOIC, or the Director/SNCOIC of the IPAC. The IPAC staff will ensure that every complaint/concern/issue is thoroughly researched, and an explanation is provided to the Marine and/or command. We are very interested in what you think about the quality of our support. Visit the Interactive Customer Evaluation (ICE) Web Site and give us your comments at <http://ice.disa.mil/>.



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NOTE: Use the search option to look up "MCRD Parris Island." Select the "Administration" tab on the right side, then click "IPAC" to submit a comment.

#### 5. Check-In Process

a. All Marines reporting in to MCRDPI/ERR for duty will check in with their respective command S-1. The following Marines are required to check-in to the IPAC located in Building 923 upon the following occasions: Accession Pipeline Marines arriving to their first Permanent Duty Station (PDS), Temporary Duty Under Instruction (TEMINS) Marines executing orders, Reservists ordered to active duty upon assignment to Active Duty Operational Support (ADOS), and to/from Temporary Additional Duty (TAD) in excess of 30 days. All other Marines reporting to MCRD-PI for duty will have the join and travel claim processed in accordance with Chapter 2 of this order.

b. Accession, TEMINS and reserve personnel will report to the IPAC Inbound Branch prior to the no later than date annotated on their PCS/PCA orders (not their Basic Orders) or the first work day if arriving on a weekend, with the appropriate reporting endorsement from their new parent command.

#### 6. Check-Out Process

a. All Marines transferring, separating, and retiring are required to report to the Outbound Branch for administrative processing. Marines going TAD in excess of 30 days or Fleet Assistance Program (FAP) are required to report to the Outbound Branch for administrative processing prior to departing.

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

c. A completed check-out sheet is required for all Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), End of Active Service (EAS) or retirement before Marines can pick-up their orders from the Outbound Branch.

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

a. Provide bi-weekly Administrative Discrepancy Notice (ADN) reports to all 05/06 level commanders that lists information that was extracted from various applications, and identifies upcoming, pending, late, or missing administrative action that affects the command's administrative readiness.

b. Provide timely administrative support in response to E-PARs from individual Marine(s) or command representatives.

c. Ensure all reportable items are accurately processed in Marine Corps Total Force System (MCTFS) via unit diary within five working days of receipt of validated source documents, per reference (d). However, for complex matters, accuracy and completeness should not be sacrificed to meet the 5-day goal.

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

e. Retain copies of completed check-out sheets.

f. Report any changes in duty status and limitation codes.

g. Provide personnel administrative support to unit commanders.

h. Process all legal documentation received from the supported units.

i. Provide administrative/backup support for Marine Online (MOL). This includes also providing any administrative assistance that may be needed by Commanders and Marines.

j. Submit required source documents to Marine's OMPF upon completion of MCTFS reportable entries.

k. Review the OMPF of all permanent personnel aboard the Depot upon join to ensure all documents required are present in the OMPF, per reference (d). Documents utilized as source documents for unit diary reporting will be consolidated and submitted per internal control procedures. Any documents not meeting the criteria above and do not require unit diary action will be forwarded by the S-1 or the member to Headquarters Records and Performance Branch via organizational mailbox (smb.manpower.mmrp-20@usmc.mil) for inclusion in the OMPF.

#### 8. Unit Commander Responsibilities

a. Though the creation of the IPAC has caused a reduction in the unit Commander's administrative responsibilities; they are not eliminated. The Unit Commander is responsible for ensuring that personnel information and supporting documents for MCTFS reporting are forwarded to the IPAC in a timely manner. Additionally, the need for supervisory oversight exists and the Unit Commanders and their designated representatives remain responsible for tracking and ensuring that information is entered properly in each Marine's record. For the IPAC to function effectively, a free and open exchange of information must exist between the supported commands and the IPAC.

b. Unit Commanders retain responsibility for the following:

(1) Ensures connectivity between the IPAC and the unit at all times. The ability for communication between the unit and the IPAC is critical to the smooth and seamless support of administrative functions.

(2) Ensures procedures are in place to inform the IPAC of any status which could affect entitlement to Basic Allowance for Housing (BAH), the full rate of Basic Allowance for Subsistence (BAS) or deduction of the Discounted Meal Rate (DMR) (e.g., hospitalized, confined, or TAD).

(3) Ensures members of the command/unit have established accounts and are able access MyPay, MOL, milConnect, and other local websites used to support administration within their command/unit.

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(4) Ensure members of the command report to the unit S-1 for required personnel administrative action. (e.g., New Join check in, departing to or from TAD, required audits, change in dependents, separation, and transfer.)

(5) Ensure all Marine Corps Training Information Management System (MCTIMS) transactions are reported in an accurate and timely manner. (e.g., Physical Fitness Test (PFT), Combat Fitness Test (CFT), Marine Corps Martial Arts Program (MCMAP), Body Composition Program (BCP), and Off Duty Education).

(6) Monitor and ensure all PCS/ PCA Inbound Interviews (IBI) and Travel Voucher Interviews (TVI) are reviewed, approved and settled via modules in MOL.

(7) If applicable, ensure all TVIs are submitted by the member via MOL to the Finance Office within five working days of report date.

(8) As required by reference (ab), ensure all Marines make an election in Servicemembers Group Life Insurance Online Enrollment System (SOES) upon joining the unit, review/update of the Record of Emergency Data (RED), reenlistment, at the request of the Marine, request for accelerated benefits, prior to deployment, upon activation/mobilization or permanent change of station and prior to appellate leave or separation.

(9) Identify Marines who were promoted enroute or identify Marines who have a "SELECT GRADE". If it's discovered that a Marine has been erroneously promoted while enroute to, a letter signed by the gaining Commanding Officer requesting the promotion be deleted as erroneous must be forwarded to the Inbound Branch immediately to avoid further delay and overpayments to the Marine.

(10) Ensure all required separation documents are provided to the IPAC no later than 30 days prior to a Marine's requested departure date.

(11) Ensure all PCS requirements are met, and appropriate source documents are provided to the IPAC no later than 45 days prior to a Marine's requested departure date (Continental United States to Continental United States) or 90 days (Continental United States to Outside the Continental United States).

(12) Ensure the Unit follows all established Marine Corps Recruiting Command, Eastern Recruiting Region, and IPAC administrative orders and directives.

(13) Ensure all Marines that are selected for promotion to the rank of Staff Sergeant through Master Gunnery Sergeant obtain required obligated service.

(14) Notify the IPAC if a joining Marine was meritoriously promoted or selected for promotion while enroute.

(15) Notify IPAC of Non-Judicial Punishment (NJP) on Marines of their command and provide completed Unit Punishment Book (UPB) NAVMC 10132, to include required counseling entries, to the IPAC Customer Service Branch not later than three working days from the date of the NJP.

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(16) Provide to the IPAC accurate and timely information for unit diary input with regards to TAD Orders, field rosters, deployment information, limited duty status, pay and entitlement changes, promotions, legal, and unit awards.

(17) Approve all Junior Enlisted Performance Evaluation System (JEPES) occasions in MOL within five working days of the occasion.

(18) Recommend/Non-recommend Marines for promotion and submit only the "Non-Rec" roster by the 15th day of every month, via MOL. If the 15th falls on a weekend or holiday, "Non-Rec's" must be submitted the last workday prior to the weekend or extended liberty period. Ensure all "Non-Rec" Page 11's with signatures, from the Marine and the Commanding Officer, are submitted to the member's OMPF. The responsibility of scanning the page 11 counseling's into the Marine's OMPF rests with the command.

(19) Prepare all promotion warrants from MOL for delivery to Marines, and submit "will not promote" via MOL before the first Update and Extraction takes place in MCTFS. The responsibility of scanning the "will not promote" page 11 counseling into the Marine's OMPF rests with the command.

(20) Prepare leave, special liberty, and permissive temporary additional duty (PTAD) requests utilizing MOL. Ensure daily reconciliation is complete to ensure proper posting of the periods via MOL. Strict adherence to the proper times members can depart and return must be followed in accordance with reference (ae). Only personnel authorized to grant leave may approve leave correction requests.

(21) Per reference (v), schedule, assist and ensure all Marines who are within 12 months of their EAS complete the Transition Readiness Program (TRP) even if the Marine plans to reenlist or extend, unless the Marine has an approved reenlistment or extension of EAS date that is updated within their record.

(22) Per reference (w), schedule, assist and ensure all Marines who are within 90 days of their Permanent Change of Station (PCS) orders departure date to attend "Smooth Move" provided by Marine Corps Community Service (MCCS).

(23) Per references (h) and (ae), ensure the proper use of Permissive Temporary Additional Duty (PTAD) regarding SkillBridge PTAD, Transition PTAD and Terminal Leave. Ensure SkillBridge PTAD is scheduled to start no early than 180 days prior to EAS and is approved as PTAD other within the Leave and Liberty module in Marine Online.

(24) Ensure separating Marines initiate contact and submit their Outbound Interview to the IPAC Separations Section no later than 90 days prior to their planned departure date in order to ensure pay, allotments, and separation documents are properly prepared and processed by the IPAC Separations Section. The Survivor Benefit Plan election form (DD form 2656) must be completed, notarized (if required) and submitted to IPAC, no later than 30 days prior to their planned departure date in order to ensure the proper enrollment status of the Survivor Benefit Plan.

(25) Ensure CONUS to CONUS PCSing Marines initiate contact and submit their Outbound Interview to the IPAC Outbound Section no later than 30 days prior to their planned departure date in order to ensure pay, travel plan,

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and Permanent Change of Station Orders (PCSO) are properly prepared and processed by the IPAC Outbound Section.

(26) Ensure unaccompanied OCONUS PCSing Marines initiate contact and submit their Outbound Interview to the IPAC Outbound Section no later than 90 days prior to their planned departure date in order to ensure pay, travel plan, and PCSO are properly prepared and processed by the IPAC Outbound Section.

(27) Ensure accompanied OCONUS PCSing Marines initiate contact and submit their Outbound Interview to the IPAC Outbound Section no later than 120 days prior to their planned departure date in order to ensure pay, travel plan, and PCSO are properly prepared and processed by the IPAC Outbound Section. Port call request will only be submitted upon receiving the completed medical screening, no fee passport and country clearance as applicable.

(28) Prepare recommendations for administrative separation, and immediately notify the IPAC Outbound Branch when any administrative separation is initiated and forwarded to the separation authority. Units are required to provide a copy of all administrative separation documentation to the IPAC Outbound Branch and ensure Marines being processed for administrative separation complete all check out requirements prior to final determination of separation. As soon as the Notification of Separation, Acknowledgement of Rights and/or promotion restriction are available, submit these documents to IPAC via EPAR.

(29) Per chapter 12 of reference (d), Marines executing TAD in excess of 30 days will be administratively attached and must conduct an audit five days prior to their departure and within five days upon returning from TAD. The parent command is responsible for ensuring the IPAC receives a copy of all supporting documents to make the required unit diary entries to reflect the Marine's status, pay entitlements (where applicable) and Personnel Tempo (PersTempo) tracking.

(30) Assign Billet Identification Codes (BIC) for all military and civilian personnel within their respective units. This is especially important for Marines filling billets that are authorized Special Duty Assignment Pay.

(31) Submit all command special orders such as Depot Special Orders (DSO), Regimental Special Orders (RSO) and Battalion Special Orders (BSO) to the IPAC via EPAR for timely reporting in MCTFS.

(32) Establish procedures to review and certify entitlements to Special Duty Assignment Pay (SDAP) annually, per reference (i).

(33) Establish procedures to identify and track Marines assigned to weight control and ensure assignment or extension paperwork is provided to IPAC for unit diary reporting.

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

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(35) Ensure the Outbound Branch is courtesy copied when a Personnel Casualty Report is submitted to Headquarters Marine Corps (HQMC) regarding a death or Very Serious Injured service-member.

(36) Establish new join procedures for Marines checking in to the unit using the Inbound Interview Module and Travel Voucher Interview via MOL.

9. Individual Administrative Responsibilities. Although the Unit Commander is ultimately responsible for ensuring personnel information and related documents for MCTFS reporting are provided to the IPAC, individuals carry a similar burden in administrative matters pertaining to themselves. Individuals will sometimes have information that no one else possesses. When this occurs, it is imperative that Marines ensure the IPAC is informed in order for appropriate administrative actions to occur. Individuals are specifically responsible for the following:

a. Ensure commanders, unit administrative personnel, and the IPAC are informed of personnel administrative requirements and needs.

b. Ensure documentation and personnel records are accurate and up to date (e.g., marriage documents, divorce documents, dependent changes, addresses, off-duty education, etc.).

c. Ensure RED, SOES, Basic Training Records (TBTR), and Basic Individual Records (TBIR) are accurate and that all changes are submitted.

d. Ensure entitlement relating to special qualifications (e.g., Special Duty Assignment (SDA) Pay, Career Planner, are reviewed on a monthly basis.

e. Ensure Personnel and Operational Tempo documentation is accurate and submitted.

f. Ensure an OMPF self-audit is conducted, and any material is submitted to the Commandant of the Marine Corps (CMC) Manpower Management Support Branch (MMSB) for the update.

g. Correspond with the unit S-1 and IPAC as soon as possible upon notification of required administrative action.

h. Ensure enrollment in, and registration with MOL, MilConnect, and Employee/Member Self Service (EMSS) (My Pay) located at the following links: <https://www.mol.usmc.mil/>, <https://milconnect.dmdc.osd.mil.milconnect/>, and <https://mypay.dfas.mil>.

i. Review monthly Leave and Earning Statements via My Pay.

j. Monitor and ensure the accuracy of Performance Evaluation Records (Junior Enlisted Performance Evaluation System and Fitness Reports).

k. Report any discrepancies in pay entitlement (e.g., Family Separation Allowance, assignment/termination of Privatized Housing, etc.). Report any other Special pay to unit and IPAC.

l. Ensure any change to medical status are reported to the Unit Commander and the IPAC.

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m. Ensure the accuracy of career service dates (e.g., retirement date, Armed Forces Active-Duty Base Date (AFADBD), and Date Entered Armed Forces (DEAF)).

n. Ensure all personal data relating to the Thrift Saving Plan (TSP) is accurate.

o. Enroll/dis-enroll family member in the TRICARE Dental Plan (TDP) via <https://milconnect-pki.dmdc.osd.mil/milconnect/>.

p. Ensure all information in the Defense Enrollment Eligibility Reporting System (DEERS) is accurate and up to date by either contacting their local Real-time Automated Personnel Identification System (RAPIDS)/military Identification card facility, or by calling (800) 538-9552.

10. Supported Unit S-1 Interaction. The Unit S-1 serves as the sole conduit for information between the Marines assigned to the unit and the IPAC. Their role is paramount for the efficient processing of a unit's personnel administration. In addition to serving as the conduit for information, S-1s also interact with the IPAC as follows:

a. Ensures all reportable documents and pay discrepancies are submitted within 24 hours of an event occurring unless specifically stated otherwise within this document.

b. If an issue requiring command attention arises, (e.g., unsatisfactory service, administrative errors), the IPAC Branch OICs should be contacted for resolution. If the issue remains unresolved, the IPAC Director must be contacted.

c. Reviewing all E-PARs for accuracy before submitting to IPAC for action.

11. IPAC Organizational Structure (See example in figure 1-1 of this chapter)

a. Headquarters Branch

(1) The Headquarters Branch consists of the Director and the IPAC SNCOIC, and exercises internal control of all IPAC. It also establishes and maintains command relationships with the supported units.

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

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

b. Quality Assurance (QA) Branch

(1) Mission. The QA branch is responsible for monitoring the accurate and timely reporting of personnel information and adherence to current regulations and procedures by the IPAC, as well as the supported units. QA provides mission and knowledge-based leadership, direction, support and assistance to the IPAC functional areas to enhance the Sections

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ability to conduct personnel administration resulting in customer satisfaction. QA optimizes operational effectiveness of business processes; and institutionalizes accountability for achieving management initiatives and is the primary liaison between the IPAC and supported units for these matters as well as specific content such as:

(a) Electronic Personnel Action Request (EPAR). Supported Units and Marines will submit requests for changes to personnel records or the Electronic Service Record (ESR) utilizing the EPAR.

(b) EPARs will be submitted to the IPAC utilizing The EPAR module in MOL. A separate EPAR must be completed for each Marine requiring action. EPARs will only be accepted by the IPAC if they have been routed through the Supported Unit Administration Chief or command leadership. EPARs must contain specific instructions which define the personnel action being requested as well as all source documentation needed to validate the requested action. EPARs will either be completed and closed or returned to the unit for further action within five working days after being received by the IPAC. However, for complex matters, accuracy and completeness should not be sacrificed to meet the 5-day goal per Chapter 2 of reference (d). The five working day period starts over each time an EPAR is resubmitted to the IPAC after further action has been accomplished by the unit.

c. Inbound Branch. The Inbound Branch is responsible for processing all accession pipeline personnel, TEMINS arriving by PCS and Reserve Marines ordered ADOS in excess of 30 days to Parris Island. Additionally, the Inbound Branch is responsible for completion of the travel claim process for these Marines. The Inbound Branch will conduct the initial join audit and a thorough audit of the members OMPF to ensure accuracy of the individual's service and pay records. Lastly, the Inbound Branch is responsible for conducting member to member audits upon the join, and on the anniversary of the join each year thereafter as well as audits for dependents 21 years of age and older.

d. Customer Service Branch. The Customer Service Branch is responsible for providing courteous, timely, and responsive administrative service to all Commanders, Marines and family members aboard Marine Corps Recruit Depot Parris Island. Customer Service safeguards Personally Identifiable Information and provides record maintenance to the Electronic Service Record (ESR) and provides customer service for members/family member's entitlements. Additionally, Customer Service will successfully resolve all concerns and continually strive to meet and/or exceed member/family member expectations through the best utilization of available resources.

e. Outbound Branch. The Outbound Branch has overall cognizance of the PCS/PCA orders, separation/retirement process, and administrative separation process. In addition to the aforementioned, the Outbound Branch is responsible for TAD in excess of 30 days, deployments, Personnel Tempo and all entitlements related to TAD.

f. Recruit Administration Branch (RAB). The mission of the RAB is to provide administrative support to all recruits aboard the Depot. This support includes accessions, post accession audit, dependent application, dependent entitlements, service record book creation and management, orders generation, and discharge processing for those that fail to complete recruit training. The administrative process starts immediately upon the recruit's arrival and continues until graduation or upon a recruit being discharged.



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12. Flow of Information. The appropriate administrative chain of command is from the individual via the Unit Commander to the IPAC. The Unit Commander may delegate authority to endorse all EPARS unless restricted by Marine Corps Directives. IPAC recommends the delegation not fall below the NON-COMMISSIONED OFFICER level and, in most cases, should be the unit administrative chief, or administrative clerk. To reduce the requirement for Marines to physically visit the IPAC for routine personnel actions, Marines and unit S-1s are required to use the EPARS system via MOL. Marines are also encouraged to utilize the MyPay website <https://mypay.dfas.mil> or the MOL website <https://tfas.mol.usmc.mil> to update their records.

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

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

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

c. Outbound Branch will handle all adjustments to EAS / End of Current Contract dates due to modification to ADOS/ROWS Orders, NAVMC 11060s, and preparation of DD 214 as well as prepare PCSOs, if applicable.

# Installation Personnel Administration Center (IPAC)

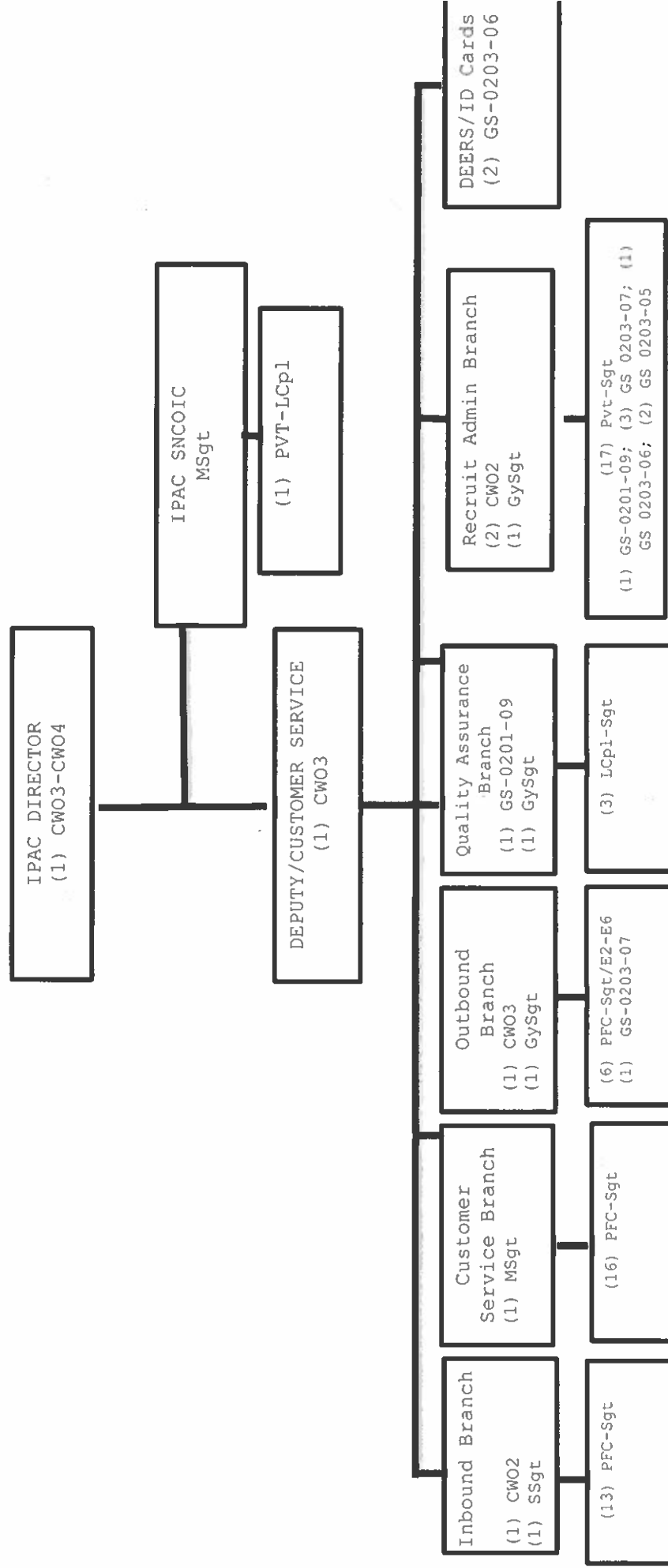


Figure 1-1

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**IPAC PHONE ROSTER****Headquarters**

IPAC Director	228-2393
IPAC SNCOIC	228-3223

**Inbound Branch**

OIC	228-2515
SNCOIC	228-3956
CLERKS	228-1864/3082

**Customer Service Branch**

OIC	228-1769
SNCOIC	228-3992
CLERKS	228-2540/2307

**Outbound Branch**

OIC	228-2373
SNCOIC	228-2678
NCOIC	228-2100
SEPARATIONS	228-3784
PCS	228-2589

**Quality Assurance**

OIC	228-1698
CLERKS	228-3553

**Recruit Administration Branch**

OIC	228-2978
ASST OIC	228-2722
SNCOIC	228-2810
Accessions	228-4426/2374
Discharge Processing Unit	228-3442/1456
Orders / Out-processing	228-2674
Recruit ID Cards	228-2457

**DEERS / ID CARD CENTER**

	228-3396/4422
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Figure 1-2

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## CHAPTER 2

Inbound Branch

1. General. This Branch serves as a single centralized inbound department for personnel permanently assigned Marines to MCRDPI/ERR. Inbound processing of accession, TEMINS, and reserve personnel will be accomplished at this location. All other personnel executing PCS/PCA will be joined through their respective Battalion S1's utilizing the IBI in MOL.

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

a. Conduct a thorough and detailed audit on all accession, TEMINS and Reserve Marines that join MCRD-PI. Verifying both MCTFS and the OMPF.

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

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

d. Ensure that any errors in entitlements are corrected immediately and that Marines are notified of the financial impacts.

3. Personnel Assignments

a. All Marines reporting aboard will have their original orders endorsed by their Battalion S-1 indicating the date and time of reporting, their duty assignment, billet description, BIC, company code, platoon code, and work section information and if the member rates commuted rations. In addition, accompanying the reporting endorsements will be a SDA Pay Authorization Letter if the member rates SDA Pay. The SDA Pay Authorization Letter will state the effective date and appropriate level of SDA pay to start. If authorized SDA pay, the letter must be signed by the Commanding Officer (Lieutenant Colonel or above) or Acting Commanding Officer. If signed by an "Acting Commanding Officer" the "Acting" letter must also accompany the SDA Pay letter. The SDA pay will not be started until the correct SDA Pay authorization letter is received by the Inbound Branch. Voluntary Supplemental Incentives (VSI) are paid to eligible SDA volunteers. VSI is in addition to SDAP and Assignment Incentive Pay (AIP). Marines must elect to receive the VSI in monthly payments or as a single lump sum. Commands must provide a signed NAVMC 118 (11) indicating the members election.

b. Marines reporting after normal working hours or on weekends/holidays will receive a reporting endorsement from the Officer of the Day and will report to their Battalion S-1 at 0830 the first working day.

c. Once the reporting endorsement is authenticated, all accession, TEMINS and reserve personnel will proceed to the IPAC Inbound Branch for in-processing and completion of a New Join Audit and travel claim during the designated times: Monday-Wednesday and Friday 0830-1600 or Thursday 0830-1300.

d. Failure to complete an audit and travel claim with the Inbound Branch will result in the loss of a members leave, the member continuing to receive improper pay entitlements and the members travel advances being checked, possibly resulting in pay checkages.

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4. Check In Sheet. Each supported organization is responsible for issuing their respective unit's check-in sheet and monitoring the check-in process for their Marines.

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

a. Conduct new join audits on all accession, TEMINS and Reserve personnel serviced by MCRDPI IPAC.

b. Report all unit diary join action within 5 business days.

c. Work Electronic Diary Feedback Reports and make all corrective action of entries reported by the section and advisory entries pertaining to the section within 5 business days.

6. First Stage Audit Procedures

a. Initial audits for accession, TEMINS, and reserve personnel are conducted in the presence of the Marine being joined. The audit will consist of TBIR, TBTR, Awards, Education, Career Sea, Record of Service, and Record of Emergency Data, OMPF screens, Leave and Earnings Statement, remarks summary and the service record [hard copy (SRB/OQR) or ESR], and Chronological Record. In addition to the audit, the auditor will also prepare a NAVMC 10522 (COMRATS Form) for Marines who are authorized to receive full BAS per reference (h), a NAVMC 10922 for any dependent gain/loss package, update any DD Form 2058-1, and conduct a page-by-page audit of the ESR/OMPF.

b. An initial pay entitlement audit is crucial to identify that entitlements received throughout the accession pipeline are accurate and to ensure that new station allowances are started as required.

c. IPAC Inbound Branch will report BAH via unit diary, based on assignment and termination of government quarters. Effective dates and location rates are available at [www.travel.dod.mil](http://www.travel.dod.mil). Additional guidance on BAH procedures can be found in paragraph 3(g) of Chapter 3 of this Order.

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

(2) BAH-Differential is continued for Marines who were in receipt of the entitlement prior to the date of join as long as they maintain single type government quarters.

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

(4) BAH Waivers for low-cost PCS/PCA Orders will be submitted to Headquarters United States Marine Corps (HQMC) (MMIB-3) for consideration.

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

(6) BAH (Transit or R/C) will be verified and reported as appropriate. Refer to Chapter 26 of reference (c) for entitlement.

(7) Staff Sergeants and above (who do not occupy government quarters) and married Marines accompanied by their family members are entitled to BAS. Additional guidance on BAS procedures can be found in paragraph 3 (f) of Chapter 3.

(8) Per reference (h), Marines who are filling a billet that is authorized to receive full BAS must fill out a NAVMC 10522 (Commuted Rations form) during the first stage audit. The unit S-1 shall submit an EPAR with the NAVMC 10522 to IPAC for Marines joined via Inbound Interview Module (IBI). Marines who do not fall under any of the authorized billets shall submit a request for BAS through their chain of command.

7. PCS Travel Section Responsibilities. IPAC is responsible for the timely submission and tracking of all accession and TEMINS PCS travel claims. PCS travel claims will be completed using DD Form 1351-2, travel voucher. Preparation will be in accordance with the Finance Policy Manual vol 2 and submitted electronically via Document Tracking and Management System (DTMS) within 5 business days of the Marine reporting. Marines joined via IBI will complete their PCS travel claims utilizing the TVI module in MOL.

8. PCS travel Section Procedures. All accession and TEMINS original travel claim will be prepared and given to the Marine. An electronic copy will be kept on file and submitted to the finance office via DTMS. A copy of the claim will be included with the join package.

a. Travel claims will be monitored daily until payment has processed and will be reviewed for accuracy upon final payment.

b. Any travel claim discrepancies will be annotated and corrective action will be taken immediately. Attempts to obtain any missing orders or endorsements will be closely monitored by the Travel Claim Section. Travel claims returned by the Finance Office with a discrepancy notice will be researched and resubmitted within 5 business days and will continue to be tracked until properly settled.

9. Navy/Other Service Inbound Procedures. Naval and other service personnel reporting for duty with supported organizations aboard MCRDPI/ERR should report to their respective individual commands in the appropriate uniform of the day to be joined via MOL. Entitlements for Navy personnel are handled by the Navy Administration at the Personnel Support Detachment Naval Hospital, Beaufort.

10. Failure to Report Joins

a. In accordance with reference (d), the Inbound Branch will immediately make every effort to determine the reason for the Marine's failure to report.

b. The Inbound Branch will contact the transferring command to determine if the Marine was transferred or if the Marine's orders were canceled or modified enroute. The gaining command will also be contacted to verify if

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the period of delay (leave) was extended or if the Marine is being placed in an Unauthorized Absence status.

c. After determination has been made that the Marine has in fact been transferred and has not reported to the joining or intermediate command by the hour and date specified, the Marine will be joined in accordance with this order.

#### 11. Drill Instructor School

a. Drill Instructor School IPAC In-Brief. Time and Date of Drill Instructor School in-brief is determined by the Director, Drill Instructor School. On the day of the in brief, IPAC will conduct an in-processing brief with the students. This brief will take place at DI School, where reporting endorsements, PCSO or Defense Travel System authorization, IPAC administrative data sheet, and any other pertinent administrative documents will be collected from the student in order to properly join or attach the student within 5 business days. A thorough review of pay entitlements will be conducted. Due to irregular working hours, all students will receive BAS. IPAC will ensure Family Separation Allowance-Temporary (FSA-T) is properly reported for students who rate this entitlement. Marines are not entitled and will not receive SDA pay until successful completion of training and subsequent assignment to a Drill Instructor billet aboard MCRDPI.

b. TAD Orders. Marines that report to Drill Instructor School (DISC) in a TAD status must provide the detaching endorsement from parent command, approved DTS authorization, and reporting endorsement to DISC in order to be attached appropriately. If a Marine has qualifying dependents while in a TAD status, on day 31, IPAC will review the Marines record for possible FSA-T entitlement. FSA-T will be terminated upon the date of graduation.

c. PCS/TEMINS Orders. Marines that report to Drill Instructor School with PCS/TEMINS Orders will provide all orders and endorsements in order to be joined appropriately. Single Marines residing in government quarters at no cost will be authorized to mess separately in accordance with reference (y). Single Marines authorized BAS will complete a NAVMC (10522), Commuted Rations form. Entitlement to BAS will be terminated when a member is dropped from school and/or upon the completion of school.

12. Member Married to Member Audit. As required by Chapter 12 of reference (d), members married to other service members will conduct an audit annually. This audit is to be conducted on the anniversary date of the current tour began date or the date of marriage, whichever is later. All documentation used in the audits will be electronically maintained in the official correspondence files.

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## Chapter 3

Customer Service Branch

1. General. The Customer Service Branch mission is to provide courteous, timely, and responsive administrative service to Marines and family members. Responsibilities include but are not limited to dependency status updates, pay related matters, awards, promotions, legal, reenlistments/extension of reenlistments, and legal matters.

2. Dependent Add/Loss. Customer Service will conduct an audit upon the members request or when the Marine experiences a change in marital status or has a gain/loss of a family member. Marines requiring this type of administrative service can walk-in to the IPAC or submit source documents to the IPAC via the EPAR system in MOL, (i.e., marriage/birth certificates, divorce decrees, etc.). The Member will be contacted, and an appointment will be made. Additionally, Marines must also visit the ID Card Center to complete a dependent add/loss update.

a. Members are required to immediately notify their command and the IPAC Customer Service Branch of any changes that affect their entitlement to BAH. These changes may include any gains or losses of family members (i.e., marriage, birth, divorce, abandonment, or death of family members). If a Marine in the pay grade of E-5 and below gets divorced, that Marine is no longer entitled to BAH with dependents and must request for BAH Own Right (O/R) in accordance with reference (e). It is recommended that personnel who wish to retain their BAH at the O/R rate submit simultaneously for their BAH and have the approval on hand from the G-4 with an effective date listed in the approval letter. If a member does not have an approval letter at the time of the divorce audit and they are an E-5 or below, they will be given BAH at the Partial or Diff rate (if they are paying child support). Additionally, BAH is required to be certified by the member during every audit (join process, triennial, or post deployment/readiness audit) or as changes to the BAH entitlement occur.

b. Marines approved to reside off base must provide the Customer Service Branch a copy of the G-4 endorsement that approved the BAH O/R request as well as the Barracks Check-out Sheet or Non-Occupancy Letter (if applicable) in order to have their BAH O/R started. A complete copy of the request is not required. The Customer Service Branch will ensure a copy of the approval is placed into the members OMPF.

3. Pay. Customer Service is responsible for tracking and monitoring all entitlements, monetary incentives, and pay related issues. It is the responsibility of each individual Marine to ensure they are receipt of the correct pay entitlements and to notify the IPAC of any discrepancies or changes that may affect their pay. Marines and small unit leaders should review their LES/personal information monthly through MyPay, milConnect, EMSS, and MOL to ensure accuracy. A member's personal information will not be disclosed to a spouse or dependent unless a valid Power of Attorney is in effect that stipulates, they have permission to view the information.

a. A liquidation of indebtedness concerning a Marine's pay may be requested by the Marine when a pay checkage causes a severe financial hardship. IPAC will assist in the preparation of all documentation required for pay indebtedness liquidation (Notification/Request to Liquidate Letter) and will submit a request to the Finance Office. It is important to know that



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all pay checkages cannot be liquidated, (i.e., forfeitures and amounts less 15% of net disposable pay) and that a member's EAS/ECC is a factor when determining length and amount of liquidation.

b. The Unit S-1 and the individual Marine are responsible for providing a complete remission or waiver of indebtedness package to the IPAC Director for endorsement and forwarding to Finance. Application and processing procedures on all requests will be in strict accordance with the guidelines and standards contained in the reference (r). Failure to comply will result in the application being returned for correction and resubmission. Detailed information on the application and processing procedures for request of remission or waiver of indebtedness can be accessed via the Finance Policy Manual, and DoD Financial Management Regulations, Vol. 7A, (DoDFMR Vol. 7A).

c. Special Duty Assignment Pay (SDAP)

(1) Per reference (i), Commanders (O5 and above) are required to review and certify Marine's entitlement to SDAP annually. The IPAC will provide Commanders a list of Marines due for recertification at the beginning of each month. A written response is due to IPAC no later than the last business day of the respective month. Additionally, Commanders are responsible to ensure personnel are assigned to the proper BIC for their entitlement(s). When rosters are forwarded, they must include the following: Special Duty Assignment (SDA) Pay Code, SDA Pay amount, Current Tour Begin Date, Rank, Billet MOS Effective Date, and Electronic Data Interchange Personal Identifier (EDIPI).

(2) SDAP for Career Planners. A copy of assignment orders signed by the Commanding Officer is required to initiate the SDA pay. Commanding Officers are also required to complete an annual certification. Certification letters are due to IPAC no later than the last business day of the anniversary month. Failure to provide the annual certification will result in termination of SDA pay.

4. Awards

a. Customer Service is responsible for verification, and the subsequent reporting of personal and unit awards received via EPAR into MCTFS. This responsibility does not include awards that can be processed through the Improved Awards Processing System (iAPS), or awards received by Marines that are currently forward deployed. In accordance with reference (ac), Commanders shall prepare award recommendations using iAPS application.

b. Good Conduct Medals will be processed at the unit level through MOL. Personal awards are reported into MCTFS via the IAPS. If a personal award was prepared and presented to a Marine, and it was not prepared in iAPS due to the Marine belonging to another service component (i.e., Navy command), all supporting documentation to include a copy of the signed citation must be submitted to the HQMC Awards Branch, via the Marines chain of command, for unit diary reporting and inclusion in the Marine's OMPF. IPACs are no longer authorized to report personal awards (Navy and Marine Corps Achievement Medals and above).

c. Marines requesting to have an award reported on the unit diary, must provide appropriate source documents to the Customer Service Branch, via EPAR. Source documents include pertinent Service Record Book pages, certificates, PCS/TAD orders, MARADMIN messages, or fitness reports.

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5. Promotions. Customer Service will ensure timely reporting of all E2-E5 Meritorious Promotions. Remedial promotions requests must be submitted to the CMC (MMPR) by the Marine's S-1 via naval correspondence. Remedial promotion packages must include a letter of request recommending approval from the Commanding Officer, and manual composite score worksheets with any other documents pertaining to late training data. All SNCO and officer promotions will be reported by HQMC.

6. Legal

a. UPB. A UPB form (NAVMC 10132) will be used to record the imposition of NJP for enlisted personnel.

(1) When a violation of the Uniform Code of Military Justice occurs, and NJP is contemplated, the procedures as listed in reference (k), the Legal Admin Manual, and the Manual for Courts Martial, will be followed. Preparation, maintenance, and submission of the UPB is the responsibility of the Battalion/Company. Units will use the EPAR system via MOL to submit UPBs for unit diary action. Communication procedures will be established and maintained between the battalions and the IPAC Customer Service Branch to ensure timely processing of UPBs and unit diary reporting. UPBs will be reported within five business days of receipt (if completed correctly).

(2) A completed copy of the UPB, magistrate letter for Driving Under the Influence (DUI)/Driving While Intoxicated (DWI) conviction (12 months promotion restriction reporting), naval message for drug abuse (18 months promotion restriction reporting), and any subsequent Page 11 entries must be submitted to the Customer Service Branch for unit diary reporting within 5 days of the date the NJP/punishment was imposed. These documents are time sensitive and may affect pay and promotion. The Battalion and Company S-1's are required to maintain the original UPB package in accordance with reference (ad).

(a) If the punishment awarded includes a reduction and the reduction is not suspended for Corporals and below the Battalion Commander shall input the reduction JEPES marks via MOL.

(b) If the accused elects to appeal, ensure that a copy of the UPB and any punishment that was set aside is expeditiously submitted to the Customer Service Branch for unit diary reporting. The IPAC will maintain a copy for reporting purposes and unit diary reporting.

(c) IPAC will scan the UPB into the Marine's OMPF once block 17 has been initialed by the Commanding Officer, Officer in Charge, or by an officer designated to sign "By direction" of the Commander. However, the unit commander is responsible for ensuring every member's service record is up to date.

b. Unauthorized Absence (UA)

(1) Only UA periods of 24 hours or more will be submitted to the IPAC for reporting utilizing Standard Naval Letters or Page 11 counseling.

(2) DD Forms 553/616. After 31 days of UA, the Battalion S-1 will prepare and publish DD Form 553 (Absentee Wanted by the Armed Forces) for all

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personnel declared to be in a desertion status and forward a copy to the Customer Service Branch. The IPAC will forward the DD 553 to CMC (PSL) and drop the Marine to desertion on unit diary. All pay and allowances will terminate while a Marine is in a desertion status. A DD Form 616 (Report of Return of Absentee Wanted by the Armed Forces) will be prepared by the battalion S-1 upon the Marine's return to military control. A copy of this document will be used to return the Marine to military control and join the Marine for legal processing. Both forms will be scanned to the Marine's OMPF by IPAC personnel.

c. Summary Courts-Martial. The battalion S-1 will prepare and send a copy of the page 13 immediately upon receipt of completed Convening Authority's (CA) action, signed record of trial, and charge sheet, along with any confinement orders to the Customer Service Branch for appropriate unit diary reporting.

d. Special and General Courts-Martial. The battalion S-1 will prepare and send a copy of the page 13 immediately upon receipt of completed CA's action, as well as ensure a copy of the record of trial, charge sheet, any requests for deferments, pretrial agreements, and approved requests for appellate leave are forwarded to IPAC. When action by the Convening Authority is complete, the battalion S-1 will forward these documents to IPAC along with a copy of the page 13. All documents pertaining to courts-martial will be maintained at the battalion S-1. All page 13's will be scanned to the OMPF by IPAC.

e. Confinements. When confinement has been adjudged at court-martial, the battalion S-1 must provide the Customer Service Branch a copy of the completed confinement order for appropriate unit diary reporting. Upon completion of confinement, the command must also provide a copy of the Marine's release from confinement order. Per reference (1), prisoners who have been adjudged a punitive discharge and have at least 90 days remaining on their sentence to confinement after completion of Convening Authority action, may be transferred by service record. The command will make the request to CMC (PSL) via naval message to have the Marine transferred by service record. The request will include the following:

- (1) Name, grade, last four social security number and gender.
- (2) Date sentence adjudged, and sentence awarded, and any pretrial agreement.
- (3) Charges and specifications convicted of with description of each.
- (4) Date of Convening Authority acted, and sentence approved.
- (5) Minimum release date.
- (6) Prisoner's home of record.

f. Appellate Leave. The removal of those Marines awaiting a punitive discharge, dismissal, and involuntary administrative separation for cause from the presence of the active force promotes readiness by maintaining the highest standards of conduct and performance throughout the Marine Corps. Marines awaiting appellate review of a punitive discharge or dismissal may be permitted voluntary leave awaiting appellate review or be required to take involuntary leave awaiting appellate review in accordance with reference (m).

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Approved requests for voluntary appellate leave will be forwarded to IPAC. Approximately 10 days prior to Marine being released from the brig, the battalion S-1 will forward a request for appropriation data (for Marines with dependents authorized a household goods move) to CMC (MI). When the Marine is released from confinement, and executes appellate leave, the Marine will be carried on the rolls of the command until he/she is joined by the appellate review authority (NAMALA).

7. Reenlistments/Extensions/Will Reenter. The Career Retention Specialist will forward enlistment contracts, extensions of enlistment, and requests for Will Reenter via EPAR to the Customer Service Branch for unit diary reporting and scanning to the OMPF.

8. Limited Duty. Before IPAC can update a member's limited duty status, a completed NavMed Form 6100/5 or 6100/6 from Medical is required. All Officer assignments to limited duty, and third periods of limited duty for enlisted, approved will be reported in MCTFS by HQMC (MMSR-4). Frequent communication between the unit limited duty coordinator and IPAC representatives are essential for an effective limited duty program.

9. Pregnancy Notification, Convalescent Leave and Removal Procedures. Once a Marine has received notification of pregnancy, the Battalion Limited Duty Coordinator is responsible for submitting the notification to IPAC via EPAR for reporting duty limitation (N) to update the member's record. Upon discharge from the hospital, it is the unit's responsibility to report members To Sick/From Sick maternity leave, effective the day after discharge in MOL, which will automatically change the member's duty limitation to (6). Upon the approval of the Primary Care Manager (PCM) and Commanding Officer. The Limited Duty Coordinator is responsible for submitting an endorsement signed the Commanding Officer or Acting authority to the IPAC via EPAR to return member to Full duty with a duty limitation of (0).

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## Chapter 4

Outbound Branch

1. General. The daily operations of this branch encompass, but are not limited to processing PCS, PCA, TAD, discharges, retirements, DSO, RSO, BSO, Humanitarian Assistance program. Some of the responsibilities of the Branch include:

a. Provide weekly notifications to the individual and command to identify administrative requirements needed in order to execute a PCS, separation or retirement in a timely manner.

b. Review and track TAD personnel for all administrative reporting to include but not limited to PersTempo, FSA, DMR, ect.

c. Provide assistance and supervision on the proper execution of SkillBridge usage in accordance with references (x) and (ae).

d. Ensure applicable documents are submitted to the Quality Assurance Branch for inclusion into the Official Military Personnel File (OMPF).

2. PCS/PCA. The PCS/PCA orders processing section will serve as the quality control point for the completion of detaching endorsements. Responsibilities include:

a. Print, and endorse basic orders via MOL Outbound Module.

b. Prepare and/or submit requests for area clearance, and "No-Fee" passport applications for overseas duty assignments. Only after those above items have been submitted (as needed), would then the Port Call be submitted for travel arrangement.

c. Complete appropriate Basic Order endorsements to finalize the transfer/reassignment in accordance with member's request, and as approved by the Battalion Commander or appropriate authority. If all PCS requirements are met, IPAC will make every effort to ensure all orders are certified at least five working days prior to a Marines departure date.

e. Ensure depot check-out sheet is completed prior to transfer. Depot check-out sheet will be issued to the Marine by his/her respective S-1 section, according to the command's Standing Operating Procedures.

f. Report all unit diary action and maintain official file copy within the IPAC's Official Correspondence Files.

g. Submission of naval messages requesting modification or cancellation of orders is the responsibility of battalion S-1s.

3. Outbound Interview (OBI). The OBI is a standardized data collection system that stores and routes the interview data through the chain of command and ultimately to the servicing IPAC. The interview aids the Marine by ensuring there is a thorough understanding of the orders issued, the required information, and the completion of required checklists/screenings. Per reference (t), the unit S-1 will ensure Marines immediately initiate the OBI process in MOL for all separating, retiring and/or transferring personnel.

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#### 4. PCS/PCA Requirements

(1) Permanent Change of Assignment, Permanent Change of Station Low-Cost Orders, and Intra-District Permanent Change of Assignment Orders. Per MARADMIN 275/12, the Marine Corps judiciously uses low-cost PCS and no cost PCA Orders to effectively control PCS costs. Per MCO 1300.8, reassignment between old and new duty locations that are a short distance from each other or in proximity (for the purpose of this policy - 50 miles or less apart from each other) are issued as low-cost PCS orders or no cost PCA orders (whichever is applicable). These orders are no cost to the government, do not authorize proceed, delay, travel, or household goods (HHG) shipments at the government's expense. Detachment from former command and joining to gaining command will occur on the same day for PCA, and Permanent Change of Station (PCS) Low-cost orders. The orders will be effective at 0800 with a check in of no later than 2359 on the same day.

(2) Permanent Change of Station Orders. All PCS orders are issued by CMC via Basic Orders and endorsements are issued by the Orders Section. PCS orders of 51 miles and greater are issued as fully funded PCS orders. Personnel in receipt of PCS orders will submit their Outbound Interview (OBI) within MOL to the IPAC via their S-1.

(a) Continental United States (CONUS) Assignments. Upon receipt of the notification of PCS orders, Marines are required to submit all required documents to the IPAC via their S-1 no later than 30 days prior to their requested detach date.

(b) Outside Continental United States (OCONUS) Assignment. Marines transferring overseas will execute either an accompanied or unaccompanied tour and will schedule an appointment through a military treatment facility for themselves and all family members traveling overseas to complete a Report of Suitability for Overseas Assignments. This report and the Marines OBI must be submitted to the IPAC at least 60 days prior to detachment.

1. Area Clearance. An Area Clearance is an approval of dependents to enter a country. Once Marine and dependents are found suitable for overseas assignment, the Area Clearance request is sent by the IPAC at least 30 days prior to detach date to the gaining command approval. Marines cannot detach until the Area Clearance is approved. Marines traveling outside of Marine Corps Installations (Bahrain, Germany, Korea, Spain, etc.) will be required to have a completed and approved Aircraft and Personnel Automated Clearance System (APACS) by designated region authority. Detailed information and registration can be located at [HTTPS://WWW.FCG.PENTAGON.MIL](https://www.fcg.pentagon.mil)

2. Port Calls. A Port Call is a request for air transportation to the overseas destination. All PCS orders to OCONUS and Hawaii require a Port Call. Port call request will be submitted to the Distribution Management Office (DMO) by IPAC. Modifications/Cancellation request is generated by the IPAC, which is submitted to DMO for processing. A Port Call request cannot be submitted by the IPAC until all other PCS requirements have been met.

3. Vehicle Processing Center. Upon receipt of authorized Vehicle Processing Letter (VPC) letter generated by DMO, Marines must provide

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a copy to the IPAC. Location of VPC and additional travel days will be included in the PCS orders.

(3) Special Duty Assignment. Upon notification of orders to a SDA, the Marine must contact the Outbound Section. The Outbound Section will determine whether the Marine executes either TAD or Temporary Duty Under Instruction (TEMINS) Orders to attend an SDA school per MARADMIN 029/11.

(a) If the Marine is found unqualified for SDA, the Battalion Commander must request Orders be modified or canceled via naval message, as appropriate.

(b) It is imperative that the checklist is recertified by the CO at least 30 days prior to a Marine detaching for special duty, to ensure that the Marine is still qualified for that assignment. A copy of the recertified checklist must be provided to the Orders Branch for inclusion in the PCS package.

(4) Humanitarian Transfer/Transfers via Service Record. Humanitarian (HUMS) this action is for the personal convenience of the Marine and is designed to provide the Marine time to solve short-term issues at a location other than the current PDS. The Marine begins the process by going on leave to the site of the issue. While on leave, the Marine reports to a local Marine Corps activity and submits a request for HUMS. The local command will attach the Marine as TAD, and that Marines has a maximum of 14 calendar days to assemble documentation to support their request for a HUMS. The reference for HUMS orders is MCO 1000.6.

5. Travel/Per-diem/Dislocation Allowance (DLA) Advances. In accordance with reference (r), Marines performing PCS travel, to include concurrently traveling dependents, will use the GTCC in lieu of a traditional travel advance. If not already a cardholder, the Marine must apply for a GTCC, if in receipt of orders. Commanding officers will ensure Marines apply for and receive a GTCC prior to certification of the MOL/WEB UD-MIPS outbound interview. Proper use of the GTCC can be found in reference (q).

6. Advance Pay. Marines may request advance pay only if they meet the criteria in reference (j). Normally, one month's base pay may be authorized for Corporals and above, less tax deduction, with a 12-month repayment schedule. All Marines who request advance pay outside the normal parameters (see reference (j) for outside normal parameters and requirements) must submit the request via their Battalion Commander for approval and return it to the orders processing section.

#### 7. TAD

a. The unit will ensure members in receipt of TAD orders in excess of 30 days including those processed via DTS complete an audit no later than five working days prior to the commencement of a TAD period and within five working days upon return.

b. Travelers must provide IPAC with appropriate source documents (i.e. TAD Orders, reporting/detaching endorsements and completed vouchers) in order to make required unit diary entries to reflect the Marines status, pay entitlements and Pers Tempo tracking.

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c. Humanitarian Transfer

(1) Upon identifying a Marine is requesting Humanitarian Transfer, it is the parent command's responsibility to submit copies of leave papers, HUMS TAD attachment endorsement from the unit attached to, and Draw Case Code assignment page 11 to IPAC.

(2) The IPAC will pull a weekly report to identify those members assigned a draw case code of AH. This draw case code can only be assigned by HQMC (MMEA-86). The IPAC will maintain a case file on all members assigned to a HUMS status within the IPAC's official correspondence files, and verify pay entitlements are correctly reported, when applicable.

(3) Upon direction from HQMC (MMEA-86), the IPAC will report a Transfer by Service Record. Otherwise, the member will return to his parent command once the HUMS period expires.

(4) It is the Commander's responsibility to submit a request to MMEA-86 for the Draw Case code to be removed from MCTFS. This transaction cannot be reported at the IPAC.

8. Discharge Processing and Separations. The Outbound Branch is responsible for the preparation of documents required for the discharge/release from active duty, and retirement of permanent personnel. A case file and checklist will be completed for each Marine being separated.

a. Transition Readiness Seminar (TRS). Per reference (v), TRS is mandatory and shall be completed 12-14 months prior to the EAS, or 12-24 months prior to retirement, but NLT 180 days prior to separation, demobilization, deactivation or retirement. Enlisted Marines anticipating separation from active duty shall contact the Unit Transition Coordinator for scheduling of TRP and any other relevant civil readjustment programs. A copy of the Transition Counseling Acknowledgment Form (DD 2648), verifying the Marine's attendance at the workshop is submitted to the for reporting of the training code of "TA" via UDMIPS. Commanders are responsible for scanning the form to the Marine's OMPF. All members regardless of reason of separation are required to complete TRS prior to separation.

b. Separation at Expiration of Active Service (EAS). The IPAC Separations Section will provide a monthly roster to the battalion S-1s with a list of Marines with an expiration of active service within 90 days. Commanders must ensure that Marines being released from active duty, or discharged upon EAS, report to the IPAC Separations Section for administrative processing at least 30 days prior to executing terminal leave, or EAS if no leave will be taken. These Marines will be processed per reference (n) and other applicable directives. The biweekly ADN will be forwarded to unit S-1 identifying all OBIs that have not been completed by the member or S-1.

c. Administrative Separation. Involuntary Administrative Separations are initiated by the Commander. Marines are required to sign the Acknowledgment of Rights when administrative separation is initiated. The command will ensure a copy of the Acknowledgment of Rights, Notification of Separation Proceedings, and the corresponding Page 11 entry is submitted to the IPAC Outbound Branch for immediate unit diary reporting. The command must then ensure the Marine attends the TRP and complete a final physical



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prior to separation. Commanders must ensure Marines contact the IPAC Separations Section to initiate the administrative requirements for the separation process. Once administrative separation is approved by the separation authority, a copy of the separation approval will be forwarded to the Outbound Branch for unit diary reporting. Within 5 working days of receipt of all separation documents, the IPAC will adjust the EAS/ECC.

d. Transfer to the Fleet Marine Corps Reserve (FMCRR) and Retirement

(1) Marines requesting transfer to the FMCRR, or retirement, will fill out Appendix J of reference (n) and provide their request for retirement to IPAC, via EPAR, no earlier than 14 months and no later than 4 months prior to their desired transfer/retirement date. The Separations Section will ensure that the request is reported on the unit diary within five working days. Requests outside this period may be submitted via AA form to CMC (MMSR).

(2) Upon receiving approval from CMC, the Separations Section will notify the Marine; however, the Marine will also receive a notification via MOL. Battalion Commanders must ensure that Marines retiring or transferring to the FMCRR report to the Separations Section for administrative processing at least 90 days prior to their approved retirement date, PTAD, or commencement of terminal leave, etc.

(3) All Marines retiring or transferring to the FMCRR must complete a final physical examination no more than six months prior to separation.

e. Medical Discharge, Transfer to the Temporary/Permanent Disability Retirement List (TDRL) (PDRL). Upon new EAS/ECC posting, IPAC will notify S-1 and the Marine of the requirement to report to IPAC to complete discharge paperwork as required. If a Marine is found to be medically unqualified for duty, the separations section will process the Marine per CMC direction as reported via unit diary notification from the diary feedback report, and per reference (n).

f. Requesting PTAD/Terminal Leave. Upon request, Commanders may grant terminal leave up to the extent of accrued leave. Authorized separation leave shall run continuously, to include normally authorized liberty periods, such as weekends and holidays. Leave in excess of 90 days may not be granted without prior authorization from CMC (MMEA or MMOA). Marines authorized terminal leave are carried on the command's rolls in a chargeable status, and replacements will not normally be provided during the leave period. All Marines requesting incremental PTAD (20 days in total) must do so via MOL and the chain of command. During incremental PTAD period, Marines are not authorized to leave the area of the PDS. Concurrent PTAD will be requested via the MOL Outbound Interview Module.

g. SkillBridge. Per references (h) and (ae) SkillBridge is not classified as a transitional PTAD and the Commander shall ensure SkillBridge is processed and reported per applicable references. SkillBridge is authorized no earlier than 180 days from an established EAS. Commanders are encouraged to seek programs that are conducted in the vicinity of the installation to minimize the financial and logistical impacts. Upon completion of SkillBridge, member must provide proof of training completion for appropriate training event codes to be reported in MCTFS. Marines who are serving under obligation for a Special or Incentive pay (e.g., Special Duty Assignment Pay, Assignment Incentive Pay, Special Duty Incentive Pay, and

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Selective Reenlistment Bonus), are subject to the guidance in the applicable pay instruction regarding pay, eligibility, and recoupment. It is the responsibility of the Commanding Officer to consider the impact of such pay when approving Marines Corps SkillBridge requests.

h. Orders and DD 214. The Separations Section will prepare all orders for separating personnel per reference (n). Only periods of approved, concurrent transition PTAD will be added to the separation orders as approved by the Battalion Commander or authorized representative. Incremental PTAD is to be requested via the chain of command via MOL. Orders and DD 214 will only be available for pick up on the last business day prior to start of terminal leave, PTAD, or Skillbridge period.

i. Check-out Procedures. A unit check-out sheet will be issued by S-1 sections in accordance with internal control procedures. Fully completed check-out sheets will be provided to the Outbound Branch before they will receive PCS or separation documents.

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## Chapter 5

Recruit Administration Branch

1. The mission of the RAB is to provide administrative support to all recruits aboard the depot. This support includes, but is not limited to, accessions, post-accession audit, pay and entitlements, service record book (SRB) management, promotion, orders generation, Common Access Cards (CAC), and all types of discharge processing. The administrative process begins immediately upon the recruit arriving to Parris Island and continues until the recruit is either transferred or discharged.

2. The RAB is divided into four sections. Below is a general description of each section and its scope of responsibilities.

a. Accessions Section

(1) Each recruit has a record created in MCTIMS by his/her recruiter. This record has basic information about the recruit. The Accessions Section establishes an electronic military record in MCTFS for each recruit within one week of arrival. This allows the RAB to continue to build a complete official military record for each recruit via MCTIMS and MCTFS.

(2) Upon recruit arrival, the Accessions Section will collect and verify required documents, such as military contract, medical documents, record of emergency data, and other administrative documents to create a SRB.

(3) Provide recruits with assistance in completing SGLI elections and collecting Record of Emergency Data.

b. SRB's, Unit Diary, and Orders (SUDO) Section

(1) Military records continue to update, change, or be modified during recruit training. The SUDO section is responsible for ensuring all recruit records are accurate and up to date. Some of the areas of responsibility include post accession audit of record, dependent add, identification/allergy tags (2 each), MGIB/Post 9-11 election, recording of blood types, TSP election, initial page 11, contract and meritorious promotions, recording when recruits are admitted to the hospital, and other miscellaneous administrative requirements as needed.

(2) Upon completion of recruit training each recruit will be transferred to the School of Infantry East or West. The SUDO Section conducts a transfer out brief for each recruit, ensuring his/her Recruit Transfer Orders and other administrative documents are up-to-date and accurate. The SUDO Section ensures there is constant communication between the RAB and each Recruit Training Company (RTC) to verify the location and duty status of each recruit (i.e., if a recruit is dropped to another company/platoon, is on medical hold after graduation, or in the hospital, etc.). Weekly recruit verification is conducted by the SRB Section utilizing the daily report submitted by Recruit Training Regiment (RTR) S-1.

(3) Per reference (z), all final training events for graduation shall be submitted via MCTIMS for certification no later than M-4.

(4) JEPES will be utilized by each RTC to record Transfer JEPES markings for each recruit prior to (T-66).

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c. Discharge Processing Unit (DPU) Section. Discharging a recruit requires coordination between the RTC and/or battalion, the recruit, military travel (SATO), Disbursing, DPU, and at times Headquarters Marine Corps and the Naval Medical Clinic/Hospital. There are two types of discharges a recruit may receive during recruit training: administrative and medical. All recruit separations will be processed IAW ref (z).

d. ID Card Section. During receiving week every recruit will be processed for a CAC, which is submitted electronically through Defense Management Data Center (DMDC). Due to the volume of recruits and the length of time to print a CAC for each recruit, a CAC will not be printed and issued during this time. The CACs are printed by the Central Issuing Facility at DMDC and mailed to the RAB. Each recruit will sign for and receive his/her CAC during outpost on the Monday prior to graduation (T-66).

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## Chapter 6

Quality Assurance Branch

1. General. The operations of this Branch encompass, but are not limited to processing Unit Diaries, accountability of all certified Unit Diaries of the IPAC, Electronic Diary Feedback Report (DFR) and EPAR accountability, bi-weekly ADN, Access forms/permissions accountability. The QA Branch is responsible for the following tasks, amongst others:

a. Unit Diary. Provide oversight on the functioning of UD/MIPS, and when necessary, communicate and track system-related deficiencies to the Manpower Information Service Support Office-02 (MISSO-02). This is especially important during semi-annual software releases, and when other system problems are experienced with UD/MIPS.

b. DFR. The DFR will be viewed on the date the cycle becomes available, except for cycles becoming available over a weekend or during a holiday. In these cases, the DFR will be viewed on the first working day after the weekend or holiday. Each MCTFS cycle will be accounted for. All DFRs, to include DFRs comprised of inconsistent conditions, will be certified by the individual designated by the commanding officer serving in the capacity as the as the certifying officer, within 10 calendar days.

c. EPAR. Units are responsible for granting MOL permissions to designated personnel to forward and track EPARS to the IPAC for corrective action. The Quality Assurance Branch assigns EPARS to the respective Branches within the IPAC, if unassigned. Each respective Branch will reply to the EPAR with an answer, or direction, notifying the Marine what action has been or any action required by the member. The goal is to have EPARS completed within five working days, however more complex requests may require additional time to resolve.

d. Timeliness Management Report (TMR). The IPAC uses the monthly TMR as a management tool in evaluating the organization's unit diary reporting performance. Monitoring reporting performance is essential for IPAC for maintaining a monthly timeliness and accuracy rating goal of 98%.

e. Electronic Service Record (ESR). Responsible for obtaining SRB's and OQR's from the inbound section and scanning them into the member's OMPF and reporting of the appropriate MCTFS code. Upon creation of the ESR, all SRB/OQR's will be returned to the respective unit's Administration Chief for delivery to the respective member.

f. Correspondence Files. Responsible for the management of the IPAC's official correspondence files, to include updating of files outline, creation, and disposition of file folders upon destruction date.

g. Reports. Responsible for special queries utilizing MOL ReportsNet/Studio; and conduct administrative visits to the supported commands upon request.

h. Document Tracking Management System (DTMS). The QA Officer, as well as each section OIC, is assigned as "Role Control Agent". This permission is assigned by the IPAC Director. Branch OIC's are responsible for managing DTMS "Reviewer" and "Preparer" permissions for their personnel, which include deleting privileges for departing personnel.

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i. Administrative Discrepancy Notice. On a bi-weekly basis, pull and distribute inconsistency reports, known as the Administrative Discrepancy Notice, to assist IPAC personnel, and supported battalions, in correcting pay and personnel inconsistencies.

j. Administrative Messages/Notices. Ensure that MARADMINs, PAAN's, and other administrative references are implemented into the IPAC standard operating procedure (SOP) or operations, accordingly.

k. Assign Permissions. Assign IPAC personnel permissions in MOL, and all new Branch Heads/SNCO's Certifier permissions in UD/MIPS.

l. Authorization(s)/Certifying Officers Legislation. Prepare and maintain current By direction letters, DD Form 577s, System Authorization Access Request (SAAR) forms, and all general correspondence. Ensures Certifying Officers Legislation is completed by all certifiers and filed with DD Form 577. Reports training event codes ZL (initial) and ZM (refresher) once the certifiers training is completed.

m. Training. All training will be submitted through MCTIMS. In those circumstances when a unit is unable to report training entries via MCTIMS, proper training documentation, along with a letter from the S-3 explaining the circumstances, and the Feedback Report advisory from MCTIMS, must be submitted to the Quality Assurance Branch for Unit Diary reporting. All units that enter late training info via MCTIMS will need to also submit that data to the Promotions Section with the intent of having the Marine's composite score recomputed via unit diary.

n. Inspections. Commanders may request courtesy inspections at any time. Upon request, the QA Branch will plan and coordinate a pre-Marine Corps Administrative Analysis Team (MCAAT) inspection, or Commanding General's Readiness Inspection. All functional areas will be reviewed, and recommendations will be made to resolve identified deficiencies, and a written report of these discrepancies will be provided to the Commander. Corrective action taken for all discrepancies must be forwarded to the QA Branch within 30 days.

o. Technical Training and Assistance. The QA Branch will provide technical training and assistance to any administrator (01XX) within the Marine Corps Recruit Depot and is available for any facet of Marine Corps personnel administration, as well as MCTFS Family of Systems. Training will be conducted on an as-available basis.

p. Supported Unit Points of Contact. In order to keep commanders abreast of relevant changes in policy, units should notify the QA Branch regarding changes in personnel occupying billets as CO, Executive Officer (XO), Adjutant, Sergeant Major, Administration Chief, Career Planner, and Training Chief.

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## CHAPTER 7

IDENTIFICATION CARDS/DEFENSE ENROLLMENT ELIGIBILITY  
REPORTING SYSTEM (DEERS) BRANCH

1. General. The Director, IPAC is responsible for the issuance of all identification cards to active duty, reserve, retired personnel, dependents, non-appropriated/appropriated fund employees, base operating support contract employees and vendors, and for maintenance of DEERS database information on all active duty, reserve, retired personnel and dependents. The Recruit Administration Branch is designated as a Card Issuing Activity and will issue recruit ID cards only.

2. Procedures. The following procedures will be followed concerning civilian employee identification cards:

a. Civilian Employee ID Cards

(1) Contractors and employees of the contractor for base operations support will have a background investigation completed before a CAC ID card is issued. This action will be used as their employment verification.

(2) Newly hired non-appropriated fund employees information will be imputed into DEERS by Human Resource Office (HRO) before a CAC card will be issued. The new employee will provide two forms of identification, (driver's license, military ID card, or other form of picture ID) will be presented to the DEERS office for issuance of a CAC card (NAVMC 10629).

b. Loss of ID Cards. In the event an ID card is lost, the employee concerned will report such loss to their respective employer stating the circumstances surrounding the loss and will report to the DEERS office to have a new CAC issued. The employee will need a lost ID card statement on command or company letterhead.

c. Termination of Employment

(1) The Civilian Personnel Office will issue a check out sheet and direct appropriated fund employees, whose employment has been terminated, to the DEERS office to surrender their CAC card.

(2) The base contracting employer is responsible for recovering CAC cards of employees whose service has been terminated and return those cards to the DEERS office.

(3) Display of Identification Cards. ID cards will be presented for identification purposes when requested by authorized personnel.

3. Responsibilities

a. The Director, IPAC is responsible for:

(1) The control, accountability, and issue of ID cards. This includes:

(a) Approving requisitions.

(b) Verifying serial numbers and total number of ID cards

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received with the ID card-issuing officer/agent.

(2) The completion of the Application for Uniformed Services Identification Cards DEERS Enrollment (DD Form 1172) for active-duty personnel assigned to the Depot, Marine Corps Reserve personnel, and retired personnel of the Armed Forces requesting renewal of cards or replacement of lost/stolen ID cards.

(3) The preparation of DD Form 1172 for dependents of active-duty personnel assigned to the Depot, and for dependents of retired and deceased personnel of the Armed Forces.

(4) The recovery of expired ID cards at the time of their renewal.

(5) The destruction of ID cards recovered from discharged personnel and their dependents.

(6) That, upon notification of a Marine pending an administrative/punitive discharge, the Marine's active-duty ID card is confiscated and a new active-duty ID card is issued for a 30 day period.

(7) Ensuring that all permanent personnel who are retiring, and their eligible dependents report to the DEERS office on the last working day prior to their release date or beginning of terminal leave for issuance of retired ID cards (if 90 days or less prior to EAS).

(8) Ensuring that all ID cards of Marines being discharged, and the identification cards held by their dependents are recovered by the IPAC separations section for destruction, with annotation as to the reason for recovery/destruction.

(9) Ensuring that personnel checkout and process through the DEERS office prior to detachment.

b. Commanding Officers are responsible for:

(1) Ensuring that all personnel whose dependents require issuance of an ID card report to the DEERS to sign the DD Form 1172.

(2) Ensuring that all permanent personnel are in the appropriate uniform for the ID card picture.

(3) Ensuring that all permanent personnel being discharged and eligible for TAMP or an inactive reserve ID card report to the DEERS office on the next working day after their expiration of current contract.

(4) Ensuring all Sergeants and below who lose, or have their ID card stolen, obtain a written statement from their S-1, and/or minor offense chit from the Provost Marshal's Office. The statement must address the circumstances surrounding the loss/theft of the ID card and include "If the ID card is recovered, it will be immediately returned to the DEERS office."

4. ID Card Issuing Agents. Personnel in the following billets are authorized to sign ID cards, enter the appropriate information into the DEERS database prior to issuance of dependent ID cards, enter any appropriate changes, additions, deletions, or terminations into the DEERS database when requested by sponsors and supported by appropriate documentation, and certify



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related forms:

- a. Director, IPAC.
- b. Human Resource personnel and Marines assigned to the DEERS office.