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

IN REPLY REFER TO
DepO 5000.12C
IPAC
12 Jun 20

DEPOT ORDER 5000.12C

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC) MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION, PARRIS ISLAND (MCRD/ERR, PI)

Ref: (a) MCO 5000.14D
(b) ALMAR 58/05
(c) MARADMIN 535/08
(d) MCO 1050.3J
(e) MCO 1326.5E
(f) Joint Travel Regulations (JTR)
(g) MCTFS PRIUM
(h) DepO 7220.16E
(i) MCO 10110.47A
(j) PAAN 46-01
(k) MARADMIN 423/01
(l) MCO P1400.32D
(m) DepO 10110.33C
(n) MCO 7220.12R
(o) MCO 7220.21E
(p) MCO P5800.16A w/ch 1-7
(q) MCO 1640.3F
(r) MCO P1050.16A
(s) MCO P1900.16
(t) MARADMIN 029/11
(u) MCO P1070.12K w/ch 1
(v) MARADMIN 001/16
(w) HQMC-P&R (RFF) 7220.31R (APSM)
(x) MARADMIN 055/16
(y) MARADMIN 307/16

Encl: (1) SOP FOR THE IPAC MCRD/ERR, PI

1. Situation. To establish policies, procedures, and responsibilities to organizational commanders, permanent personnel and Recruit Processing pertaining to the personnel administrative reporting for the IPAC.

2. Cancellation. DepO P5000.12B

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

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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 staffs. 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. The end-state is to provide Commanders, Marines, Sailors, and their family members with effective administrative support.

(2) Concept of Operations. The complex nature of entitlements and administrative procedures necessitates an ongoing technical professional military education program. Therefore, this Order is a dynamic document, subject to periodic updates as higher headquarters publishes required changes. The uniqueness that is MCRD/ERR, PI requires flexibility and cooperation. In fact, it is essential to ensure administration is achieved in a timely and proactive manner.

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

b. Subordinate Element Missions

(1) Commanders. Unit commanders are ultimately responsible for the 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 all administration chiefs and or adjutants attend monthly IPAC administrative meetings to review and reconcile administrative issues.

(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 monthly 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), MCRD/ERR, PI (Attention: Director, IPAC), via the appropriate chain of command.

6. Command and Signal

a. Command. This Order applies to all personnel assigned to MCRD/ERR, PI.

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

C. G. WILLIAMS
Chief of Staff

DISTRIBUTION: A

Copy To: IPAC

LOCATOR SHEET

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC) MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION, PARRIS ISLAND (MCRD/ERR, PI)

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

RECORD OF CHANGES

Log completed change action as indicated.

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

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
CHAPTER 1	**POLICY AND STRUCTURE**	
1.	General	1-1
2.	Mission	1-1
3.	Hour of Operation	1-1
4.	IPAC Personnel Policies	1-1
5.	Check Ins	1-2
6.	Check Outs	1-2
7.	IPAC Administrative Responsibilities	1-2
8.	Unit Commander Responsibilities	1-3
	IPAC Organizational Structure	1-5
9.	Flow of Information	**1-6**
Figure 1-1	IPAC Organizational Chart	1-8
Figure 1-2	IPAC Phone Roster	1-9
CHAPTER 2	**INBOUND BRANCH**	
1.	General	2-1
2.	Mission	2-1
3.	Personnel Assignment	2-1
4.	Check In Sheet	2-1
5.	Audit Section Responsibilities	2-1
6.	First Stage Audit Procedures	2-2
7.	PCS Travel Section Responsibilities	2-3
8.	PCS Travel Section Procedures	2-3
9.	PCS Travel Claim Discrepancies	2-3
10.	Second Stage Audit Responsibilities	2-4
11.	Second Stage Audit Procedures	2-4
12.	Navy / Other Service Inbound Procedures	2-4
13.	Promotion Procedures for Inbounds	2-4
14.	Failure to Report Joins	2-4
15.	Meal Cards	2-4
CHAPTER 3	**CUSTOMER SERVICE BRANCH**	
1.	General	3-1
2.	Audits	3-1
3.	Audit Requirements	3-2
4.	My Pay	3-5
5.	Awards Section	3-6
6.	Promotions Section	3-7
CHAPTER 4	**OUTBOUND BRANCH**	
1.	General	4-1
2.	Permanent Change of Station	4-1
3.	PCS Interviews	4-2
4.	Travel / Per Diem / DLA Advances	4-2
5.	Advance Pay	4-3
6.	Temporary Additional Duty	4-3
7.	Legal	4-3
8.	Transfer to the Fleet Marine Corps (FMCR) and Retirement	4-6
9.	Medical Discharge Transfer to the Temporary Permanent Disability	4-7
10.	Requesting PTAD / Terminal Leave	4-7
11.	Orders	4-7

12.	Check out Procedures	4-7
13.	Reenlistments / Extensions	4-7

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
14.	Limited Duty	4-7
15.	Drill Instructor School	4-8
CHAPTER 5	RECRUIT ADMINISTRATION BRANCH	
CHAPTER 6	OUALITY ASSURANCE BRANCH	
1.	General	6-1
CHAPTER 7	IDENTIFICATION CARD/DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) BRANCH	
1.	General	7-1
2.	Procedures	7-1
3.	Responsibilities	7-1
4.	ID Card Issuing Agents	7-2

Chapter 1

Policy and Structure

1. General. The Installation Personnel Administration Center (IPAC) has cognizance over personnel administration for all serviced commands and recruits located aboard MCRD/ERR, PI. The IPAC is under the operational and administrative command and control of the CG, MCRD/EER, PI.

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 MCRD/ERR, PI 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) hours are dependent of the day of the week and the movement of recruits.

(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) orders on their date of transfer. Personnel picking up their PCS orders are authorized to do so in proper civilian attire.

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

c. Electronic Personnel Action Requests (E-PARs) are required for all Marines, and must be properly routed through their respective chain of command. All E-PARs will be worked within five working days after being received by the IPAC.

d. All issues/disagreements or customer service problems will be addressed to the respective 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/.

(NOTE: On the main page under the Marine Corps, click on the CONUS/MCRD/ ERR Parris Island/Administration/IPAC buttons and let us know what you think.

5. Check-Ins

(a) All Marines reporting in to MCRD/EER, PI for duty will check in with the Depot G-1 and their respective command S-1 before reporting to the IPAC. The IPAC is located in Building 923. All Marines are required to check-in to the IPAC upon the following occasions: Arrival for PCS, when directed to report due to a Permanent Change of Assignment (PCA), Reservist ordered to active duty upon assignment to Active Duty Operational Support (ADOS), to / from Temporary Additional Duty (TAD) in excess of 30 days, and the Fleet Assistance Program (FAP).

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

6. Check-Outs

(a) All Marines transferring, separating, and retiring are required to report to the IPAC Outbound Branch for administrative processing. Marines going TAD in excess of 30 days or FAP are required to report to the IPAC 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 PCS, PCA, EAS or retirement before Marines can pick-up their orders from the IPAC Outbound Branch.

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

(1) Provide monthly Administrative Discrepancy Notice (ADN) reports to all O5/O6 level commanders that lists information that was extracted from the Marine Corps Total Force System (MCTFS), and identifies upcoming, pending, late, or missing administrative action that affects the command's administrative readiness.

(2) Provide timely administrative support in response to EPARs from individual Marine(s) or command representatives.

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

(4) Prepare and distribute separation documents.

(5) This also includes processing requests for retirement and transfer to the Fleet Marine Corps Reserve (FMCR).

(6) Retain copies of completed check-out sheets.

(7) Issuing, recovery, and accounting of electronic meal cards.

(8) Report any changes in duty status and limitation codes.

(9) Provide personnel administrative support to unit commanders.

(10) Process all legal documentation received from the supported units.

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

1. Submit required source documents to Marine's OMPF upon completion of MCTFS reported entries.

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. Commanders are responsible for ensuring both, personnel information and documents for unit diary reporting (e.g. TAD Orders; deployment rosters, Unit Punishment Book (UPB), etc.) are forwarded promptly and properly to IPAC (in most cases no later than five working days from the day an event occurs). For the IPAC to function effectively, a free and open exchange of information must exist between the supported commands and the IPAC.

Note: Action passed is not action completed. The need for supervisory oversight exists, and Commanders and their designated representatives remain responsible for tracking and ensuring information is entered properly into a Marine's record.

b. Unit Commanders retain responsibility for the following:

(1) Conduct Request Mast for service members of their command.

(2) Nonjudicial Punishment (NJP) on Marines of their command and provide completed UPB forms, to include required counseling entries, to the IPAC Legal Section not later than three working days from the date of the occurrence.

(3) Maintain and submit a weekly legal/DUI tracker to IPAC legal section.

(4) Distribute personal and official mail.

(5) Submit an accurate and timely morning report via MOL/USMR module.

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

(7) Approve all proficiency and conduct (pro/con) marks in MOL.

(8) Monitor eligibility and recommend Marines for awards or personal decorations to include the Good Conduct Medal (GCM) Certificates. Award and print the GCM certificate via MOL.

(9) Recommend/Non-recommend Marines for promotion and submit only the "Non-Rec" roster by the 15th day of every month, via MOL. If the 15th falls on a weekend or holiday, non-recommendations 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 with rosters to the IPAC Quality Assurance Branch. The responsibility of scanning the page 11 counseling's into the Marine's OMPF rests with the command. IPAC only requires a copy of the page 11 for internal accountability processes.

(10) Prepare all promotion warrants from MOL for delivery to Marines, and submit "will not promote" Page 11 entries to the IPAC with appropriate signatures from the Marine and Commanding Officer. Units are required to provide copies of all enlisted promotion warrants to the IPAC Quality Assurance Branch.

(11) 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 IAW reference (d).

(12) Ensure procedures are in place to retrieve and maintain positive control and accountability of meal cards while personnel are in a leave, hospital, or TAD status.

(13) Ensure separating Marines initiate contact with the IPAC Separations Section no later than 90 days prior to their planned terminal leave date in order to ensure pay, allotments, and separation documents are properly prepared and processed by the IPAC Separations Section.

(14) Counsel and authenticate mandated Page 11 (6105) entries as required (Note: Only the Commanding Officers can sign 6105 (derogatory) counseling entries).

(15) Prepare recommendations for administrative discharges, and immediately notify the IPAC Separations Section when any administrative separation is initiated and forwarded to the General Courts Martial Convening Authority. Units are required to provide a copy of all administrative separation documentation to the IPAC Separations Section. Units are responsible for insuring that Marines being processed for Administrative Separation complete all check out requirements prior to new EAS.

(16) Prepare, review, and submit training data into Marine Corps Training Information Management System (MCTIMS) such as college courses, lectures, briefs, etc. In addition, units are required to establish internal control procedures to ensure accurate and timely training data is processed in MCTIMS, (e.g., a Marine runs a partial PFT, report the actual score of the two events executed, not just medical).

(17) 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.

(18) When MOL cannot be used, provide rosters to the IPAC for reporting company and platoon code changes within the unit. All reportable information resident on a commands reporting endorsement will be reported by the IPAC. This is extremely important, as proper Marine Corps Total Forces System (MCTFS) codes aid units in creating company rosters, ensures proper unit MCTFS entries are made, and increases accountability.

(Note: Regardless of MOL, commands must submit all Regimental/Battalion Special Orders (RSO/BSO etc.,) to the IPAC for proper unit diary reporting.)

(19) Issue check-in and check-out sheets for all service-members of their command. All check-in/out sheets will be maintained at the command level and a copy of all check-out sheets will be retained at IPAC Outbound Branch.

(20) Establish procedures to identify and track the entitlement to Post-Deployment Mobilization Respite Absence (PDMRA) for personnel returning from a consecutive deployment.

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

(23) Prepare and release appropriate messages as required for the issuance/cancellation/modification of orders, refusal to extend/ reenlist, limited duty, and any required administrative action for service members of their command. Commanders must ensure the CG MCRD/ERR PI,SC is courtesy copied on the messages.

(24) 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.

(25) Prepare, review and submit NAVMC 11352, Certificate of Appreciation, for their first term Marines and junior officers following their active service obligation and transfer to the Individual Ready Reserve prior to the date of departure.

(26) Prepare, review and submit Letter of Appreciation signed by the Commandant of the Marine Corps (CMC) to all Marines, in the total force (regardless of rank, component code or length of service in Corps) released from active duty with a honorable characterization of service.

(27) 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.

(28) Manually recalculate Marines' Composite Score if training data was reported after MCTFS Promotion Cutoff, and if applicable, submit requests for remedial promotions to IPAC's Quality Assurance Branch for reporting in MCTFS.

(29) Submit validated Family Care Plan for MCTFS reporting.

(30) Ensure a copy of the PCR is sent to the Separations Section once it is also submitted to HQMC.

9. 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. The mission of the QA Branch is to provide oversight support to both IPAC and individual commands, in order to improve procedures and operations, to maintain the highest level of customer satisfaction, deployment, and administrative readiness.

c. Inbound Branch. The Inbound Branch is responsible for processing all personnel arriving by PCS or PCA to Parris Island. The Inbound Branch provides assistance and education in areas of pay entitlements and updating information in the Marines OMPF. Lastly, the Inbound Branch will conduct all initial join audits, second stage audit and a thorough audit of the members OMPF to ensure accuracy of the individual's service and pay records.

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 Branch is responsible for administrative service for pay related actions for marriages, divorces, basic allowance subsistence, member to member audits, dependency packages, allotment requests, pay and entitlements reporting, and triennial audits.

e. Outbound Branch. The Outbound Branch has overall cognizance of the Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA) orders, separation/retirement process, legal and administrative separation process and reporting, Temporary Additional Duty (TAD) in excess of 30 days, deployments, Personnel Tempo, and limited duty tracking and reporting.

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, unit diary entries, 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.

10. Flow of Information. In an effort to reduce the requirement for Marines to physically visit the IPAC for routine personnel actions, Marines and unit

S-1s are 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.

11. 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 MCRD/ERR PI. 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 MCRD Parris Island, and travel claims incident to PCS.

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

(c) Pay Section will handle all pay inquiries.

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

(e) The PCSO Section will prepare PCSOs, if applicable.

Installation Personnel Administration Center (IPAC)

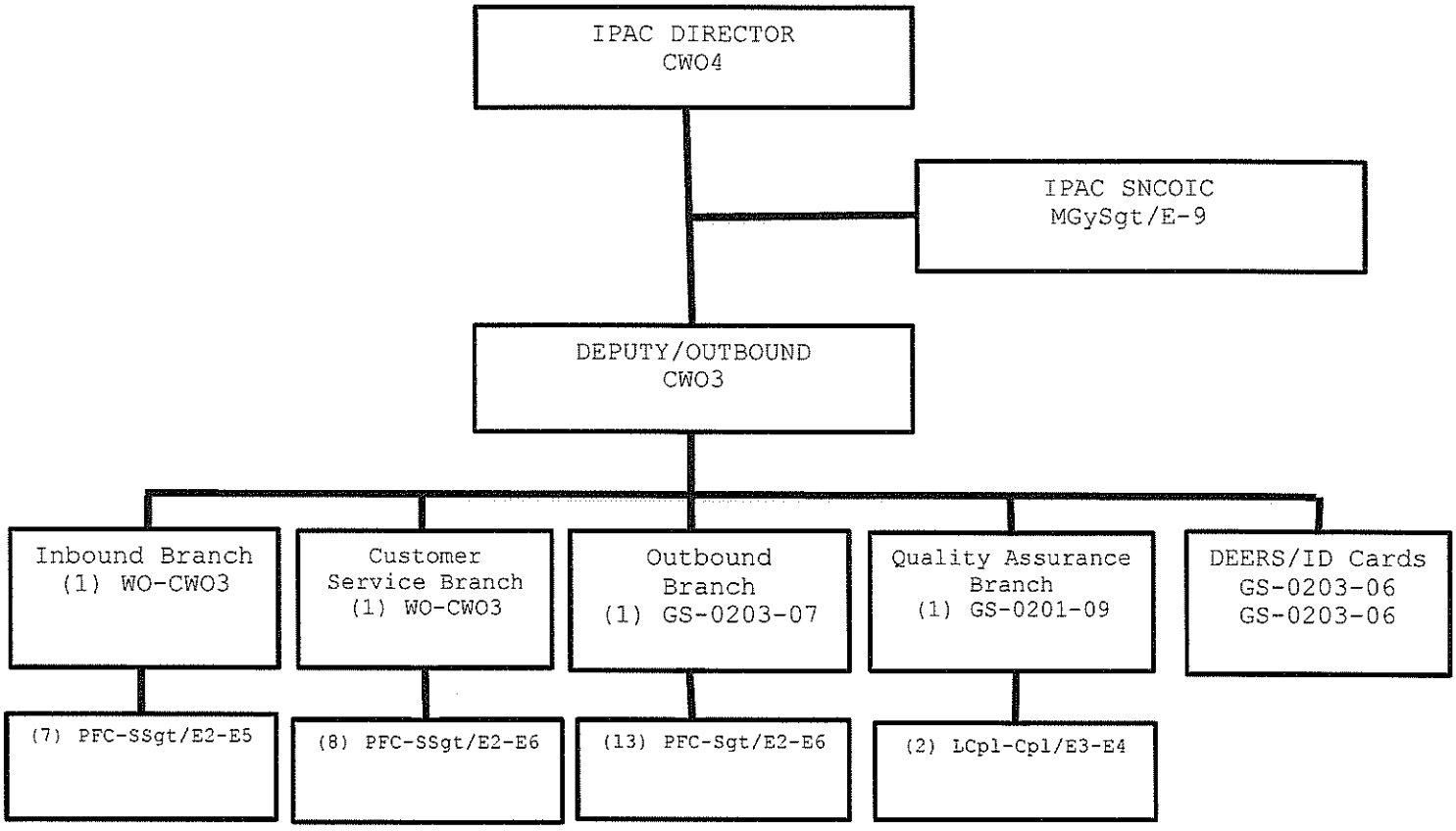


Figure 1-1

IPAC PHONE ROSTER

Headquarters

IPAC Director	228-2393
IPAC SNCOIC	228-3223

Inbound Branch

OIC	228-2515
SNCOIC	228-3992
CLERKS	228-2540/2307

Customer Service Branch

OIC	228-1014
SNCOIC	228-3956
CLERKS	228-2540/2307

Outbound Branch

OIC	228-2373
SNCOIC	228-2678
NCOIC/LIMDU	228-3789
SEPARATIONS	228-2589/4052
PCS	228-2406

Quality Assurance

OIC	228-1698
CLERKS	228-3553

Recruit Administration Branch

OIC	228-2898
ASST OIC	228-2978
SNCOIC	228-2722
Accessions	228-4426/2374
Discharge Processing Unit	228-3442/1456
Orders / Out-processing	228-2607
Recruit ID Cards	228-2457

DEERS / ID CARD CENTER

228-3396/4422

Figure 1-2

CHAPTER 2

Inbound Branch

1. General. This Branch serves as a single centralized inbound department for personnel permanently assigned Marines to MCRD/ERR, PI. All processing of inbound personnel will be accomplished at this location.

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

a. Conduct a thorough and detailed audit on all Marines that join MCRD/ERR, PI. Verifying both Marine Corps Total Force System (MCTFS) and the Marines Official Military Personnel File (OMPF).

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

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

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

3. PERSONNEL ASSIGNMENT

a. All Marines reporting aboard will have their original orders endorsed by the G-1 and Battalion S-1 indicating the date and time of reporting, their duty assignment, billet description, Billet Identification Code (BIC), company code, platoon code, and work section information. In addition, the reporting endorsements will contain the effective date for SDA pay to start and if the Marine is authorized commuted rations.

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 the G-1, AC/S M&HR at 0830 the first working day.

c. Once the reporting endorsement is authenticated, all personnel will proceed to the IPAC Inbound Branch for in-processing and completion of a travel claim during the designated times: 0945-1130 or 1300-1530.

d. Failure to complete an audit or 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 and causing the member severe pay checkages.

4. CHECK-IN SHEET. Each supported organization is responsible for issuing their respective units 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:

After one unsuccessful attempt to obtain missing information, the claim will be provided to the SNCOIC/OIC, Inbound Branch, for resolution. Travel claims returned by the Finance Office with a Discrepancy Notice will be handled in the same manner as discrepancies identified during the quality control process. All discrepancies identified on the travel claim will be expeditiously researched, resubmitted, and continue to be tracked until properly settled.

10. Second Stage Audit Responsibilities. No later than 5 days from the elapsed time posted date of join, or upon entitlements for the PCS posting in MCTFS the Inbound Branch will conduct the second stage of the New Join audit.

11. Second Stage Audit Procedures

a. This audit will be completed by the auditor through a comparison of the MCTFS record to include the settled travel claim, PCSOs, MCTFS, and join documents.

b. For joins where no travel entitlements exist (e.g. PCA, reassignments between reporting units) the second stage of the Join Audit will be conducted immediately after the join posts.

c. If the elapsed time is not reported within 30 days, an automatic DTMS advisory will be posted advising that a travel claim needs to be completed. The Inbound Branch will ensure that the Finance Office receives the DD 1351-2 and a copy of the PCSOs to process the correct elapsed time.

12. Navy/Other Service Inbound Procedures. Naval and other service personnel reporting for duty with supported organizations aboard MCRD/ERR PI 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. .

13. Promotion Procedures for Inbounds. Upon checking into the IPAC, the Inbound Branch will conduct a new join audit on all newly joined Marines and will be responsible for identifying those Marines who were promoted enroute or identifying those Marines who have a "SELECT GRADE".

a. If it has been discovered that a Marine has been erroneously promoted while enroute to the Beaufort area, a letter signed by the gaining Commanding Officer requesting the promotion be deleted as erroneous must be forwarded to the Inbound Branch immediately to avoid further delay and overpayments to the Marine.

b. If it has been discovered that a Marine has a select grade, the S1 will be receive a courtesy notification.

14. Failure to Report Joins

a. In accordance with reference (g), 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 actually transferred or if the Marine's orders were canceled or modified enroute. The gaining command will also be contacted to

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

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 and reported as having commenced a period of unauthorized absence.

15. Meal Cards

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

(1) Meal cards will be issued as follows:

(a) Upon joining MCRD Parris Island, the Inbound Branch will issue the meal card, regardless of command assigned.

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

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

(a) Upon transfer/separation by Outbound Branch.

(b) Personnel being reassigned to another monitored command code (MCC) aboard MCRD Parris Island will retain their meal card.

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

c. During routine personnel inspections, meal cards should be inspected to ensure serviceability and that only authorized personnel have meal cards. Any fraudulent use of meal cards will be reported immediately to the Customer Service.

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

Chapter 3

Customer Service Branch

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

2. Audits. The following audit occasions are established as the minimum occasions for auditing service and computer records.

a. Triennial Audits

(1) As required by reference (g), triennial audits will be conducted every three years.

(2) The triennial audit will be conducted by a personal interview with the member and comparison of data in MCTFS/OMPF.

(3) The BIR will be audited and corrective action taken. The audited BIR, complete with signatures and dependent certification, will be filed in electronic command files.

(4) The RED will be audited and corrective action reported on unit diary as necessary.

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

(6) Such audits must be completed within three years from the date of the last completed audit process or triennial audit. This audit must also include all required actions for the triennial audit.

(7) Marines are required to inform the IPAC of any changes that may affect the status of pay and entitlements. Such changes include, but are not limited to: marriage/divorce, separation for the purpose of divorce, birth/death/ acquisition of a dependent, change in BAH status.

(8) At the beginning of each month, rosters are generated identifying Marines that are at their 34 month mark. Those Marines will be contacted to come in to conduct an audit. Once a member reaches over 36 months (3 years) they will be listed on the Admin Discrepancy Notice report (ADN). These rosters will also be distributed to the unit S-1s electronically to ensure their Marines are sent to IPAC to conduct the required audit.

b. Member Married to Member Audit

(1) As required by Chapter 12 of reference (g), Members Married to other service Member audits will be conducted annually. All documentation used in the audits will be electronically maintained in the official correspondence files.

(2) At the beginning of each month, a roster will be generated by the Customer Service Branch. The roster will be reviewed and information extracted from MCTFS to conduct the audit/review.

(3) The audits can be accomplished without the members present. The audit will consist of a comparison of each members entitlements. If it's determined that a discrepancy exists, the members will be notified and corrective action taken.

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

3. Audit Requirements

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

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

c. Thrift Savings Plan (TSP). Procedures for enrollment are outlined in references (j) and (k). Enrollment may be accomplished via the MyPay website https://mypay.dfas.mil/mypay.gov. Additional information on TSP may be found at the TSP website www.tsp.gov or call the thrift line at 1-TSP-YOU-FRST (877) 968.3778.

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

e. Direct Deposit Participation. Direct deposit participation is mandatory for all Marines who are in a good pay status and not pending separation. Per current regulations, direct deposit must be discontinued on all Marines pending separation (commands must notify the IPAC Separations

section once the unit commander with Special Courts-Martial Convening Authority (SPCMA) forwards the separation package to the separation authority).

f. Basic Allowance for Subsistence (BAS)

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

(2) Marital status alone does not entitle a member to BAS. Staff Sergeants/E-6 and below must be authorized to receive full BAS. Members may request full BAS to their unit Commanding Officer for medical, religious reasons, or due to irregular work hours. No member is authorized to receive full BAS while in possession of a meal card or while participating in field duty. At Commanders discretion, Marines receiving full BAS, who are placed on base restriction, are required to report to the IPAC Customer Service Branch for issuance of a meal card. Sergeants and below who permanently move into the barracks from an off base residence are also required to obtain a meal card from IPAC unless they are simultaneously approved by O5/O6 level commander, which must be presented at the time of the audit. Per reference (i), full BAS cannot be approved retroactively.

g. Basic Allowance for Housing (BAH)

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

(2) BAH "Own Right" (O/R) is not authorized for members in pay grade E-5 and below unless requested for and approved by the Commanding General, MCRD Parris Island and/or the designated official at the Depot G-4 per reference (h). If members report to MCRD Parris Island and within the first sixty days apply for and are authorized BAH O/R they must also return to the Inbound Branch to complete a supplemental travel claim for Dislocation Allowance (DLA) O/R. All requests must be submitted to the IPAC for proper reporting and retention. Marines must provide the Customer Service Branch a copy of the G-4 endorsement that approved the BAH O/R request 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 is placed into the members OMPF.

(3) 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 O/R. 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.

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

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

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

(2) The CONUS COLA entitlement for this area (zip code: 29905) is zero dollars.

j. Special Duty Assignment (SDA) Pay

(1) Certification of SDA pay is required annually per reference (n). The IPAC will conduct quarterly certifications to ensure the proper pay is reported. This also assists in over/underpayments of SDAP. Units will use one quarterly certification as their "annual certification" and will list as such on the subject line when submitting these to the Customer Service Branch. The annual certification will be submitted in the month of June, no later than the 15th of the month every year and will meet the requirement for the 3rd quarter certification. Units are responsible to maintain assignment letters and monthly logs for current year plus two years. Additionally, commanders are responsible to ensure personnel are assigned to the proper BIC for their entitlement(s). When rosters or manifests are forwarded they must include the following: Proficiency Pay level, Proficiency Pay amount, Present Unit Join Date (PUJD), Rank, Billet MOS, and EDIPI.

(2) SDA Pay 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. The annual certifications are due no later than the 31st day of January each calendar year. Example: Career Planner reports in July 2015, the SDA pay is started and the annual certification is required to be submitted to the IPAC Customer Service Branch in January 2016. The certification letters will then be required annually the following January. Failure to provide the annual certification will result in termination of SDA pay.

k. Electronic Leave and Earnings Statement (E-LES). Per current regulations, the individual Marine is responsible for auditing their E-LES for accuracy. At a minimum, the Marine must verify the pay grade, state code (where state taxes are being paid), number of federal and state exemptions, all entitlements, deductions, and remarks located at the bottom of the E-LES. Proper review of the E-LES can detect pay discrepancies before they become pay problems. If pay discrepancies are noted, immediately submit an EPAR to IPAC via the chain of command. E-LESs can only be viewed through Marine's MyPay accounts.

4. MyPay

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

b. MyPay allows members to conduct the following transactions:

c. Change federal tax exemptions and additional tax amounts.

d. Start, stop or change savings allotments.

e. Start or change direct deposit account number.

f. Change Correspondence address

g. Enroll in the Thrift Savings Plan.

h. View and print current and previous year W-2s.

i. View settled travel vouchers.

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

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

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

(3) Computers are located in Building 923 in the learning resource center that are available for Marines to request Personal Identification Numbers (PIN)/Access as needed. Marines who have forgotten or lost their PIN may also request one using the instructions contained at the website for MyPay at https://mypay.dfas.mil/mypay.aspx. Additionally, customer Support issues and any questions regarding a Marine's PIN may be addressed by contacting DFAS Cleveland at 1-800-390-2348 during the hours of 0700-1930 EST.

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

(1) DMR rations not being started upon return from TAD for Marines residing in the barracks.

(2) Hospital rations not being stopped upon discharge from the hospital for Marines residing in the barracks.

(3) Late notification of changes that affect entitlement to BAH, BAS, and/or Family Separation Allowance (FSA) (i.e. family status changes or family members location changes.)

(4) Recoupment of advance travel pay.

(5) Incorrect manifest rosters for dates and modes of travel causing erroneous entries of HDP, Combat Zone Tax Exclusion (CZTE), FSA, and BAS.

(6) Members closing/changing their bank accounts without initiating action to redirect their direct deposit payments.

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

(1) Monthly review of the E-LES.

(2) Timely review/audit of the pay roster.

(3) Notifying IPAC of any changes that effect pay.

(4) Small unit leadership supervision.

(5) Counsel Marines as to the importance of timely notification to the Unit and IPAC on family member status and/or location changes.

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

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

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

(3) Correcting Leave. When leave has been incorrectly reported via MOL, Units must submit a Leave Correction request signed by the Commander or their authorized representative to affect the correction to IPAC via EPAR.

(4) Combat Leave. All combat leave discrepancies are handled by the Customer Service Branch.

(5) Special Leave Accrual (SLA)/Restoration Procedures. The SLA module in MOL will be utilized by the Battalion Commanders to restore lost leave to Marines. Refer to the latest MarAdmin concerning SLA for updates on accrual increases and qualifying dates. Members may qualify for leave restoration if they meet certain qualifying criteria.

Chapter 4

Outbound Branch

1. General. The daily operations of this branch encompass, but are not limited to processing PCS, PCA, TAD, courts-martial, NJP, appellate leave, discharges, retirements, limited duty, reenlistments/extensions of enlistment, Depot Special Orders (DSO), Regiment Special Orders (RSO), Battalion Special Orders (BSO), Humanitarian Assistance program. Some of the responsibilities of the Branch include:

a. Provide a weekly PCS tracking document of personnel who are in receipt of PCS and PCA orders to Battalion Administrative Chiefs, in order to notify the Battalion Commander of pending administrative action for transferring personnel.

b. Provide legal assistance for the preparation of unit punishment books, and page 13 to unit S-1's when NJP or courts-martial have been conducted, and reporting results via unit diary.

c. Make liaison with the battalion S-1's to coordinate appellate leave processing.

d. Track and complete administrative separations, discharges, requests for retirement and transfer to the Fleet Marine Corps Reserve, Survivor Benefit Counseling entries, and submission of final discharge payments to the Finance Office.

e. Update the status of Marines on limited duty in accordance with documentation submitted by battalion Limited Duty Coordinators and/or Limited Duty liaison at Naval Hospital Beaufort, SC.

f. Report reenlistments and extensions of enlistment via unit diary.

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

h. Extract and work the No Pay Due roster the day after each Update and Extract date of the MCTFS cycle. Coordinate with other Branches of the IPAC to determine which members require a NAVMC 11116 sent to the Finance Office requesting payday payment. Submit the NAVMC 11116 to the Finance Office.

2. Permanent Change of Station (PCS)/Assignment Orders (PCA). The PCS/PCA orders processing section will serve as the quality control point for the completion of detaching endorsements. Responsibilities include:

a. Provide weekly notification to the Battalion Administrative Chiefs of Marines who are in receipt of orders utilizing the section's PCS tracking document.

b. Print, and endorse Web-based orders via MOL per reference (e).

c. Provide assistance and submitting requests for approved advance pay in conjunction with transfers.

d. Prepare and submit requests for area clearance, port calls, and "No-

Fee" passport applications for overseas duty assignments.

e. Complete appropriate Web Order endorsements to finalize the transfer/reassignment in accordance with member's request, and as approved by the Battalion Commander.

f. 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.

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

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

i. It is the command's responsibilities to ensure Transfer (TR) proficiency and conduct marks are approved by the Battalion Commander, for all E-4's and below, in MOL.

3. PCS Interviews

a. IPAC will notify the battalion S-1s, and the Marine, of pending PCS orders via e-mail, on a weekly basis. Per reference (y), battalion Administrative Chiefs will ensure Marines immediately initiate Outbound Interview process in MOL for all PCS moves, as well as sign up that Marine for the next available Smooth Move class at the Education Center. Marines are to report to the Outbound Branch immediately when in receipt of PCSO to an overseas duty station. The purpose of the initial interview is to provide assistance to the Marine to ensure that there is a thorough understanding of the orders issued, the required information, and the completion of required checklists/screenings. On-base residents occupying assigned quarters must provide a 30 day notice of intent to vacate quarters to the Depot Housing Office, and will be required to check-out with the Depot Housing Office as well.

b. Marines should have all information submitted, checklists, area clearances, port calls, passports and orders completed no later than 20 days prior to the requested transfer date.

c. Marines WILL NOT detach until all established requirements have been met.

4. Travel/Per Diem/DLA Advances. In accordance with reference (v), Marines performing PCS travel, to include concurrently traveling dependents, will use the GTCC in lieu of a traditional travel advance. Immediately upon receipt of orders, if not already a cardholder, the Marine must apply for a GTCC. Commanding officers will ensure the Marine applies for and receives a GTCC prior to the IPAC or local administrative center certification of the MOL/WEB UD-MIPS outbound interview. Proper use of the GTCC consists of the following: Temporary Lodging Expense (TLE) at the old or new Permanent Duty Station (PDS); Fuel for Privately Owned Vehicles (POV), but only if POV is the authorized mode of transportation for the PCS travel; Lodging and meals enroute; Airfare for the Marine and concurrently traveling dependents, and only if it is the authorized mode of transportation for the PCS travel; Dislocation Allowance (DLA), although, if entitled, the GTCC may be used for expenses related to DLA such as carpet cleaning, purchase of blinds and other

household items, utility deposits, etc; Automated Teller Machine (ATM) fees are covered under the miscellaneous expense portion of the per diem and are not reimbursable as a separate expense. Upon check-out, APCs must counsel cardholders concerning proper use of the GTCC and who they should contact if issues arise.

5. Advance Pay. Marines may request advance pay only if they meet the criteria reference (o). Normally, one month's base pay may be authorized for Corporals and above, less tax deduction, with a 12 month repayment schedule. Funds will be deposited in the Marine's pay account approximately 10 days prior to date of detachment. All Marines who request advance pay outside the normal parameters (see reference (o) for outside normal parameters and requirements) must submit the request via their Battalion Commander for approval, and return it to the orders processing section.

6. Temporary Additional Duty (TAD)

a. Temporary additional duty is any duty performed at a location away from the permanent duty station. Command funded orders, and TAD for less than 30 days, must be routed via the Defense Travel System (DTS) office from the Battalion Authorizing Officials. If the period of TAD exceeds 31 days, the Marine is required to report to the IPAC Outbound Branch, TAD section, in order to conduct an audit, in which the Record of Emergency Data and Servicemen Group Life Insurance will be audited. This audit needs to be conducted no later than five working days prior to the commencement of TAD. When Marines return from TAD, they will report to IPAC with their return endorsement and travel voucher in order to conduct a From TAD audit, no later than 2 working days from the return date. Commands are advised not to allow the Marine to depart on leave or any other liberty period until the From TAD audit has been conducted.

b. Unit Diary Action. Periods of TAD will require verification of Family Separation Allowance, formal school completion, personnel tempo (PERSTEMPO) credit, and any other audit corrections. Weekly, the TAD clerk will pull voucher-created report from DTS for reporting of PERSTEMPO for all periods of non-excess TAD.

c. Humanitarian Transfer

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

(2) The IPAC will pull a monthly 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 member's command's responsibility to request to MMEA-86 for the Draw Case code to be removed from MCTFS. This transaction cannot be reported at the IPAC, only by HQMC.

7. Legal

a. Unit Punishment Book (UPB)

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

(2) When a violation of the UCMJ occurs, and NJP is contemplated, the procedures as listed in reference (p), the Legal Admin Manual, and the Manual for Courts Martial, will be followed. Preparation and maintenance of the UPB is the responsibility of the Battalion/Company S-1. The IPAC legal clerk is assigned to perform legal responsibilities, and to assist S-1 clerks in proper preparation of documents. Viable communication procedures will be established and maintained between the battalions and the IPAC legal section to ensure timely processing of UPBs and unit diary reporting.

(3) A completed copy of the UPB, a copy of the CO's office hours guide, magistrate letter for DUI/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 IPAC's Legal Section for unit diary reporting within 3 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 their files for the current year plus 2 additional years. Additionally, the below actions may be required:

(a) If the punishment awarded includes a reduction for Corporals and below, and the reduction is not suspended, the Battalion Commander will input the reduction proficiency and conduct 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 IPAC legal clerk for unit diary reporting. The IPAC legal section will maintain a copy for reporting purposes and unit diary reporting.

(c) It is the IPAC's responsibility to scan the UPB into the Marine's OMPF once all unit diary transactions have been completed. It is the commands responsibility to maintain the original UPB in the command files.

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) Notification letters. After 10 days of a Marine being UA, the Battalion Commander prepares a letter notifying the Marine's Next of Kin that the Marine has been in an unauthorized absence status. A copy of the letter will be forwarded to IPAC for inclusion in the OMPF.

c. 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 personnel declared to be in a desertion status, and forward a copy to the IPAC legal section. The IPAC clerk 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.

d. Summary Courts-Martial. The battalion S-1 will prepare and send a copy of the page 13 immediately upon receipt of completed CA's action, signed record of trial, and charge sheet, along with any confinement orders to the IPAC legal section for appropriate unit diary reporting.

e. 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.

f. Confinements. When confinement has been adjudged at court-martial, the battalion S-1 must provide the IPAC legal section 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 (q), 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.

g. 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 (r). 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).

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

i. Physicals. Separation physicals are valid for six months. However, blood work is only valid for 90 days, and must be redone if the 90 day window expires prior to the Marine's separation date. Accordingly, Battalion Commanders must ensure discharge physicals are initiated no later than 45 days prior to the date of separation to ensure the separating Marine is physically qualified for discharge/separation.

j. Transition Readiness Program (TRP). Enlisted Marines anticipating separation from active duty will see the Career Retention Specialist to get scheduled for the TRP and any other relevant civil readjustment programs. A copy of the Transition Counseling Acknowledgment Form (DD2648), verifying the Marine's attendance at the workshop is submitted to the IPAC by TRP representative at building 923, for reporting of the training code of "TA" via UDMIPS, and scanning the form to the Marine's OMPF. The original form will also be delivered by the Marine to IPAC Separations Section. Officers will schedule their TRP class prior to separation.

k. Separation at Expiration of Active Service (EAS). The IPAC Separations Section will provide a monthly roster to the battalion S-1's with a list of Marines whose Expiration Of Active Service is expiring within 120 days. Battalion 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 60 days prior to executing terminal leave, or EAS if no leave will be taken. These Marines will be processed per reference (s), Marine Corps Separations Manual, and other applicable directives.

l. Administrative/Legal Separation. Involuntary Administrative Separations are initiated by the battalion. The Marine is 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 Separations Section for immediate unit diary reporting. The command must then ensure the Marine attends the TRP and completes a final physical as soon as possible. Battalion Commanders must ensure Marines contact the IPAC Separations Section to initiate the required separation documents. Once administrative separation is approved by the separation authority, a copy of the separation approval will be forwarded to IPAC Separations Section for unit diary reporting. The Separations Section will update the new EAS/ECC per the Battalion Commander's request, but no later than the separation authority's approval which is normally 10 working days from receipt.

8. Transfer to the Fleet Marine Corps Reserve (FMCR) and Retirement

a. Marines requesting transfer to the FMCR, or retirement, will fill out Appendix J of reference (s) 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).

b. 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 FMCR 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.

c. All Marines retiring or transferring to the FMCR must complete a final physical examination no more than six months prior to separation.

9. 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 begin out processing. Marines will report to the Separations Section with the HQMC (MMSR-4)'s approval for home awaiting orders and complete discharge paperwork prior to being sent home awaiting orders of the PEB. 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 MCO P1900.16.

10. Requesting PTAD/Terminal Leave. Commanders, upon request, 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 allowed to take terminal leave are carried on the command's rolls in a chargeable status, and normally replacements will not be provided during the leave period. All Marines requesting incremental PTAD 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 Interview Module. Marines who are in receipt of Special Duty Assignment pay should be given consideration in that this entitlement stops when the Marine is no longer performing the duties and responsibilities associated with the billet, the day prior commencement of PTAD/Terminal Leave.

11. Orders. The Separations Section will prepare all orders for separating personnel per reference (s). Only periods of approved, concurrent PTAD will be added to the Terminal Leave orders as approved by the respective Battalion Commander, or authorized representative. Incremental PTAD is to be requested via the chain of command via MOL.

12. Check-out Procedures. A depot check-out sheet will be issued by S-1 sections in accordance with internal control procedures. Fully completed check-out sheet will be returned to IPAC. Marines who elect to transfer on a weekend or holiday **will not** be authorized to pick up their orders early. Marines will be counseled by Separations Section personnel on procedures to pick up their orders from the Headquarters and Service Battalion OOD, after normal duty hours.

13. Reenlistments/Extensions. The Career Retention Specialist will forward enlistment contracts, and extensions of enlistment, to the Separations Section via EPAR for unit diary reporting, and scanning to the OMPF.

14. Limited Duty

a. The IPAC Limited Duty Section will submit to units a monthly roster identifying all Marines that are in a limited duty status. The IPAC Limited Duty Section requires the NavMed Form 6100/5 or 6100/6 from the Medical Board be turned in to the section to update the Marine's limited duty status. The IPAC Limited Duty Section also receives weekly messages and documentation from the Naval Hospital assigning or removing a Marine from limited duty. These messages are used as source documentation for unit diary entries. Officers assigned to limited duty must be approved by CMC; although the Naval Hospital normally transmits this message to CMC, the commander retains responsibility for such actions and must provide verification to the IPAC. All Officer assignments to limited duty, and third periods of limited duty for enlisted, approved from HQMC (MMSR-4) will be reported in MCTFS by HQMC (MMSR-4. Frequent communication between the unit limited duty coordinator, IPAC representative and medical personnel is essential for an effective limited duty program.

b. Pay and Allowance Continuation (PAC) Pay Procedures. Once the Command responsible to the Marine releases the PCR via DCIPS, they will submit the PCR to IPAC. Upon receipt of PCR, IPAC will report the appropriate "TO SIK WIA HOSP HOSTILE" or "TO SIK WIA HOSP NON-HOSTILE" entry which will update the duty limitation code to "K". Upon receipt of any documents that identify the Marine as being in a medically restricted status (i.e. Hospital admission and release documents, Convalescent Leave, light duty, etc.) the IPAC will report the appropriate PAC Pay entries. S-1 must ensure that once the Marine is discharged from the hospital, a copy of the discharge documents are submitted to the servicing IPAC for reporting the TTC 105 000 FR SK entry.

15. Drill Instructor School

a. Overview of Procedures. Per reference (t) Drill Instructor students execute one of the following types of orders when reporting to MCRD Parris Island, SC:

(1) Temporary Additional Duty (TAD) Orders. Marines with dependents residing in same geographic location at the Marines Permanent Duty Station (PDS), single Marines with majority physical custody of dependent children, and single Marines who are currently receiving Basic Allowance for Housing (BAH) Own Right at their PDS, will receive TAD orders to attend DI school. Individuals in this category will receive travel and per diem while TAD, and will pay for billeting and messing. Upon completion of training, they will return to their parent command and receive Permanent Change of Station (PCS) orders to MCRD Parris Island, SC.

(2) Permanent Change of Station/Temporary Duty Under Instruction (PCS/TEMINS) Orders. Single Marines without custody of dependent children, Marines not in receipt of BAH O/R, and Marines whose dependents do not reside at the Marines duty station will receive PCS/TEMINS orders to school. These individuals will also receive travel and per diem and will pay for billeting. If an individual is commuting daily from his/her residence, the individual is not entitled to reimbursement for billeting, even if the old PDS is located greater than 50 miles from MCRD.

(3) Permanent Change of Assignment (PCA) Orders. Marines from MCAS Beaufort, or MCRD Parris Island, SC will be issued Permanent Change of

Assignment (PCA) orders to DI School given SDA school is within 50 miles of current PDS.

b. Director, Installation Personnel Administration Center

(1) The day after the effective day of reporting, TAD Section clerks will conduct an in-processing brief with the students. This brief will take place at DI School grounds, where reporting orders and endorsement, 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.

(2) Conduct a review of pay entitlements. Due to irregular working hours, all students will receive BAS. Meal cards will not be issued in accordance with Enclosure (1). Verify entitlement to BAH and report the proper entitlement. Ensure 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 at MCRD Parris Island.

(3) Marines who are dropped from training will be returned to their parent command, if they were attached TAD, or transferred to another duty station, if they were joined TEMINS. Web Orders will be issued by SDA monitor.

(4) Upon graduation, IPAC will prepare endorsements to all orders as required. IPAC will report the school complete/incomplete entry, and transfer or terminate the attachment as appropriate.

Chapter 5

Recruit Administration Branch

1. The mission of the Recruit Administration Branch (RAB) is to provide administrative support to all recruits aboard the depot. This support includes, but is not limited to, accessions, unit diary, 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 Marine Corps Training Information Management System (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. This allows the RAB to continue to build a complete official military record for each recruit via both MCTIMS and MCTFS.

(2) Each recruit also arrives with basic files which include the recruit's military contract, medical documents, a record of emergency data, and other administrative documents. The Accessions Section will sort through the documents to create a SRB and distribute the remainder of the documents accordingly.

b. Service Record Books, Unit Diary, and Orders (SUDO) Section

(1) Military records continue to update, change, or be modified during recruit training. The SUDO section is responsible to ensure each record is accurate and up-to-date. Some of the areas of responsibility include dependent information, 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 much more.

(2) Upon completion of recruit training each recruit will be transferred to either 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, is in the hospital, etc.).

(3) Each RTC is responsible to document all recruit training events via MCTIMS in accordance with the Recruit Training Order (RTO). The SUDO section will coordinate with each company/battalion to have missing training data recorded; no recruit will transfer with missing training data.

(4) Marine Online will be utilized by each RTC to record Transfer Proficiency and Conduct markings for each recruit prior to the Monday prior to graduation (T-66).

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.

(1) There are several scenarios in which a recruit can be administratively separated such as fraudulent enlistment, positive urinalysis test, failure to adapt, medical conditions that are not disabilities, and many more. DPU will separate each recruit once the Regimental Commander has found a discharge necessary and approved the discharge.

(2) At times recruits will get injured during recruit training and require a Physical Evaluation Board (PEB). DPU is responsible to separate these recruits once the PEB board has approved a discharge and the recruit accepts the findings.

d. Identification (ID) Card Section. During receiving week every recruit will be processed for a Common Access Card (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).

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 Electronic Personnel Action Request (EPAR) accountability, Promotions Functional Area, monthly Administrative Discrepancy Notice (ADN), Access forms/permissions accountability. The Quality Assurance 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. Manage the EDFR to ensure all cycles are processed, extracted, assigned to IPAC sections, worked, monitored, and certified, in accordance with MCO. The QA Section distributes a Daily DFR Report internally within the IPAC to ensure administrative personnel understand when DFR cycles are due, as well as statistical data.

c. EPAR. Units are responsible for granting Marine on Line (MOL) permissions to designated personnel to forward and track EPARs to the IPAC for corrective action. The Quality Assurance Branch assigns EPARS to the respective Branches within the IPAC. In addition, each respective Branch will then reply to the EPAR with an answer, or direction, notifying the Marine what he/she needs to do. The goal is to have EPARS completed within five working days.

d. Promotions Functional Area. Responsible for the management of the Promotions Functional Area, in accordance with MCAAT and Commanding General Inspection Program checklists.

e. 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%.

f. Update Electronic Service Record (ESR). Responsible for obtaining all required documents from the Branches and scanning them into the member's OMPF. As well as the creation of the ESR, 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 during the monthly Administrative Chiefs meeting at the IPAC.

g. 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.

h. Responsible for special queries utilizing MOL ReportsNet/Studio; and conduct administrative visits to the supported commands upon request. The QA section reports all findings and discrepancies immediately to the Director and IPAC SNCOIC, for training and process improvements.

i. 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. Section OIC's are responsible for managing DTMS "Reviewer" and "Preparer" permissions for their personnel, which include deleting privileges for departing personnel. Also, the QA Section provides oversight over DTMS, to ensure all documents are submitted to disbursing timely and accurately. Additionally, Discrepancy Notices (DNs) are monitored to ensure prompt corrective action is taken, and the Disbursing Office is notified within 5 working days, per reference (w).

j. Internal Controls/Desktop Procedures. Review and monitor written internal control and desktop procedures for each functional area within the IPAC, as outlined in the Marine Corps Administrative Analysis Team (MCAAT) and Inspector General (IG) checklists. Additionally, QA is responsible for the review, monitor, and conduct of random audits within the IPAC, identifying internal control problems and trend discrepancies in pay.

k. Administrative Discrepancy Notice. On a monthly 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.

l. Internal Inspections. Plan, coordinate, and conduct MCAAT and IG inspections on all IPAC functional areas. Provide administrative oversight on pay entitlements and general administration, recommend corrective actions, provide instruction and/or training, and brief the IPAC Director of significant findings, discrepancies, and negative trends.

m. Administrative Messages/Notices. Ensure that MARADMINs, PAAN's, and other administrative references are implemented into the IPAC SOP or operations, accordingly.

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

o. Provide Software Release Support.

p. Maintain current By direction letters, DD Form 577s, SAAR forms, and all general correspondence.

2. Awards Section

a. 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.

b. Good Conduct Medals will be processed at the unit level through MOL. Personal awards are reported into MCTFS via the Improved Award Processing System (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.

c. Marines requesting to have an award reported on the unit diary, except personal awards, must provide appropriate source documents to the Quality Assurance Branch, via EPAR. They must provide all necessary source documents to substantiate they rate the award. This includes pertinent Service Record Book pages, certificates, PCS/TAD orders, MARADMIN messages, or fitness reports.

3. Promotions Section

a. The Promotions Section is responsible for identifying late training data reported in order to advise the commands of a potential need to recompute the Marine's composite score, and/or begin remedial promotion process. Promotion warrants for Sergeants and below and "select grade rosters" will be processed via MOL by the unit. Proficiency and conduct marks for Marines promoted to Corporal or Sergeant will be processed via MOL by the unit. Additionally, this Section provides commanders with a monthly roster of Marines with expired Body Composition Program (BCP) assignments, and missing Pro/Con marks for all occasions.

b. Recommended/Non-Recommended for Promotion

(1) Recommended/not recommended entries for promotion are required to be processed via MOL by the 15th of each month. Failure to do so would result in the next promotion eligible Marine in the MOS to not be selected, and a subsequent "will not promote" entry will be required. On those occasions where MOL cannot be used, Commanders will sign a cover letter directing IPAC to report "NOT REC FOR PROM" for all Marines enclosed in roster. This letter must be forwarded to the IPAC by the 13th of each month to allow IPAC enough time to report the non-recommendation on the unit diary on/or before the 15th day of the month. If the recommendation roster is not received prior to the 15th cut-off date, Marines who are annotated as "not recommended" for promotion by their command may generate a "select grade" to the next higher grade in MCTFS.

(2) Non-Recommendation Page 11 Entries. In accordance with reference (x), Commanding Officers are authorized to not-recommend a Marine for promotion for the entire promotion quarter, vice on a monthly basis. Therefore, Marines not recommended for promotion must sign a Page 11 counseling, encompassing the entire promotion quarter, acknowledging they were informed of such non-recommendation. For each Marine not recommended, each unit must forward a scanned copy of the Page 11 to IPAC, where it will be scanned into the Marine's ESR. If not recommended due to restrictions listed in paragraphs 1204.4f through 1204.4n of reference (l), a unit diary entry must be reported and an initial Page 11 service record entry covering the specific period of the promotion restriction should be prepared by the unit, and submitted to the IPAC within 3 working days. Reasons for promotion restriction can be found in paragraph 1204 of reference (l).

c. Select Grade/Will Not Promote. In MOL, the Select Grade listing will be produced at the end of each month for the next promotion period. The report will have a list of all Marines who have been selected to the next higher grade. Units will print their own promotion warrants via MOL. If a Marine appears on the select grade roster but was not-recommended for promotion, the unit must notify the IPAC immediately. Unit commanders will submit the warrant to IPAC with the words "WILL NOT PROMOTE" written across

the warrant and the Commanding Officer's signature below this (but not on the signature line), the reason why, and the page 11 counseling attached along with the commander's signature. This is IPAC's notification that the command will not promote the Marine.

d. Proficiency/ Conduct Markings. Promotions to the grade of Corporal or Sergeant require "Promotion" proficiency and conduct marks. Commands must generate the promotion occasion in MOL for these markings.

e. Zeroed Composite Scores. Quarterly, a roster will be generated from the IPAC Promotions Section and submitted to all units of any Marines who have a "0000" composite score. The unit will verify the Marines training information (MCI's, rifle, PFT, BST, etc.), and submit any missing data via MCTIMS/MOL. Then the unit will request, via EPAR, for IPAC to recompute the member's composite score.

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

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

(2) Manually computed composite score worksheet.

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

g. Meritorious Promotions. A copy of all meritorious promotion warrants must be provided to the IPAC within three working days. The copy serves as a source document to run the meritorious promotion into the MCTFS. It is the unit's responsibility to ensure promotion proficiency and conduct marks are submitted in MOL.

h. Submission and Data Input of all Training Information. All commands are required to submit all MCTFS reportable training data via MCTIMS. The same reporting applies to reporting Marines assigned to BCP. This will automatically restrict promotion but still requires an initial 6105 page 11 counseling entry, which the command is responsible for scanning and sending to the member's OMPF. If the unit does not have MOL access for some reason, arrangements can be made with the Promotions Section to turn in documentation requiring entry, along with a letter from the S-3 explaining the reason.

i. Staff Noncommissioned Officer (SNCO) Promotions. The unit S-1 will prepare SNCO warrants for Marines scheduled for promotion based upon the monthly SNCO promotion message/MARADMIN. The select grade, rank, seniority number and board year will be listed on the "GRAD" Screen in MCTFS (3270). Additionally, the following must be considered:

(1) Obligated Service. It is the commander's responsibility to ensure Marines being promoted to Gunnery Sergeant and above, with at least 18

years but less than 30 years of active military service, agree to extend or reenlist to meet a minimum two year service obligation upon promotion.

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

j. Nonpunitive/Administrative Reductions/Competency Review Board. An administrative reduction is effected by the CMC or Commanders who have been delegated such authority to administratively reduce personnel by grade for incompetence.

(1) Reduction Authority. Reduction authority for SSgts and above are officers exercising General Court-Martial Convening Authority. Reduction authority for Sgts and below are Commanders, as defined in paragraph 1200.3b, of reference (l).

(2) Notice of Intent to Reduce. Utilize letter format contained in the Enlisted Promotion Manual Chapter 6 (Figure 6-1). If a Competency Review Board (CRB) is held by the Commander the notice should contain: the identity of the officer authorized to effect the reduction, specific reason why the CRB is being convened, date, time, and place the CRB will be held, and right to consult with a qualified counsel. If a CRB is convened with multiple members, then the additional rights should be contained in the notice; the identity of the members appointed to the CRB, right to challenge members of the CRB for cause, right to waive any of the rights challenging the members of the CRB for cause. Members are directed to respond normally within 20 calendar days from receipt for SMCR and IRR Marines and 5 working days for Active Duty and AR Marines.

(3) Competency Review Board. Cpls and above are entitled to a CRB. LCpls AND PFCs may appear before a CRB consisting of only one member, the Commander. The Board must forward the report to the Commander with Reduction Authority and notify the Marine of the CRB's recommendation. Once notified of the CRB's recommendation, the Marine may submit a statement in rebuttal to the CRB's recommendation to the reduction authority via the convening authority. The statement must be submitted within 5 working days (20 calendar days for Marines in the SMCR and IRR) or the right to rebut the CRB's recommendation is considered to have been waived. Upon completion of the CRB, and receipt of the CO's authority letter and page 11 for promotion restriction from the BN, the IPAC will report the administrative reduction of rank for the original promotion date of the previous rank held. The promotion restriction will be determined and reported based on the rank to which member was reduced. Proficiency and Conduct marks of (RD) must be reported via MOL, by the unit, with an effective date prior to the effective date of reduction.

(4) Final Disposition of CRB report. If, after all appropriate reviews and any appeals, a Marine is determined to be competent technically and/or professionally, by the final officer taking action on the CRB, or the CMC (MMPR-2), the CRB report will be returned to the originating unit for disposition. If a Marine is found to be incompetent, technically and/or professionally, and accordingly reduced, the report of the CRB, all endorsements therein, and a report of the final action taken on any appeals will be forwarded to the CMC (MMRP) to be made part of the Marine's Official Military Personnel File (OMPF) by the IPAC Quality Assurance Branch. If a Marine is found incompetent, technically or professionally, and the reduction

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, 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 identification (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 Common Access Identification (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 Identification 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 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.

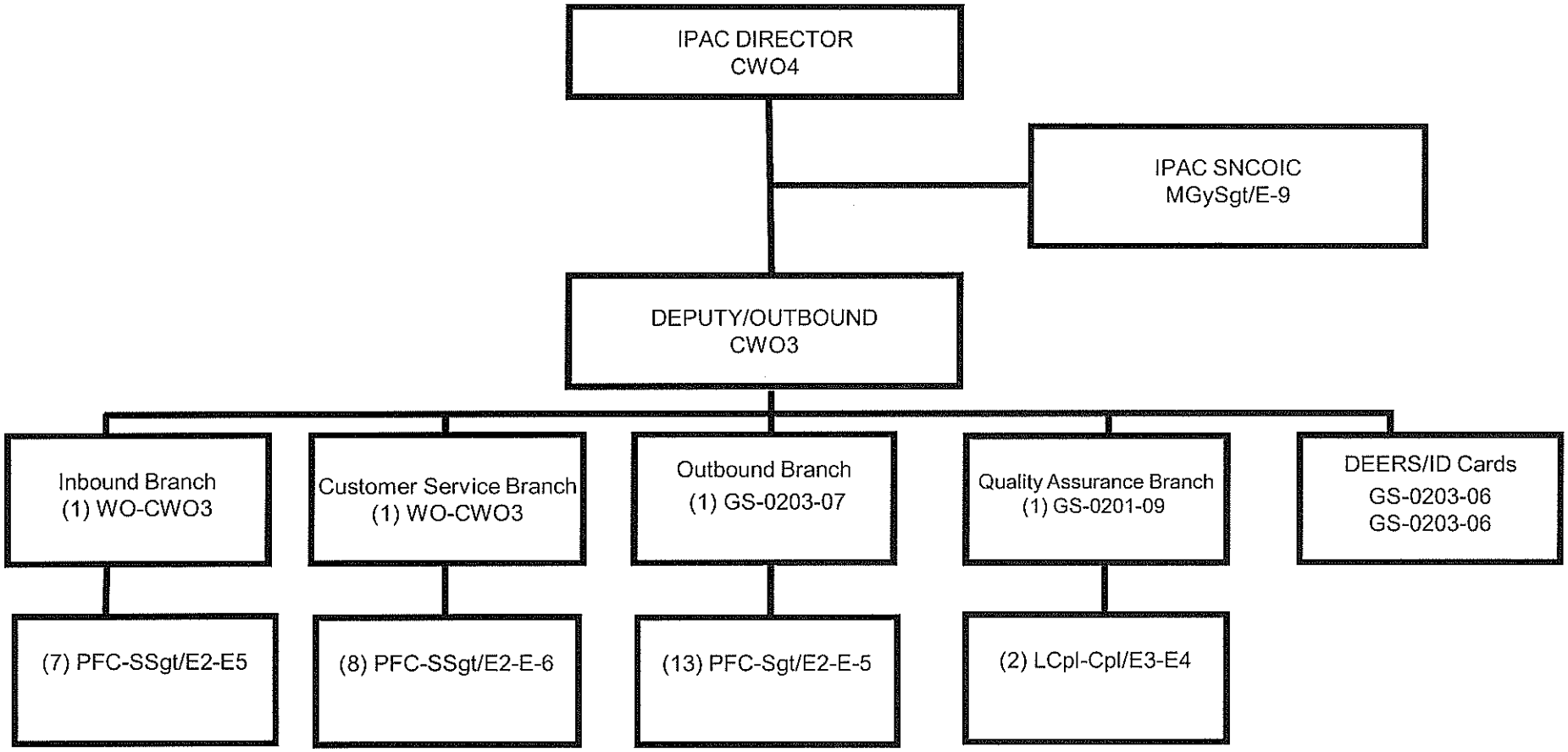
(3) Ensuring that all permanent personnel being discharged and eligible for TAMP or an inactive reserve ID card report to the DEERS office on the next working day after their expiration of current contract.

(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 related forms:

a. Director, IPAC.

b. Human Resource personnel and Marines assigned to the DEERS office.

Installation Personnel Administration Center (IPAC)