



IPAC Cherry Point Quarterly Newsletter

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Excellence in Personnel Administration

Volume 2 Issue 4

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Separations OIC

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From the IPAC Director

Leaders of Marines,

Time is flying by quickly! We are already into the 2d quarter of the calendar year and we are fast approaching the summer PCS season. As it is our sole mission is to provide you and your Marines with the best possible administrative support while here in garrison and while forward deployed, if you or your Marines have any questions regarding PCS'ing this summer, please contact our Orders Branch. If you have Marines who have received WEBO's and

are currently forward deployed, they can still submit their PCS data sheets and not have to wait until they return. If any of your Marines come to the IPAC and their issue is not resolved or their questions have not been answered, please direct them to ask for a SNCO or an Officer. Please do not allow them to leave the IPAC dissatisfied. The IPAC SNCOIC, the IPAC Deputy and myself are here throughout the day to ensure that we are providing the best customer service possible to you and

your Marines. If they cannot find the SNCO or OIC of the particular Branch they are dealing with, they can come down to our office on the 1st deck of the IPAC. If you have any questions at all, please do not hesitate to contact the appropriate OIC, listed on the left of this newsletter or myself. We are more than happy to answer your questions.

Semper Fidelis,
CW04 Maria P. Pettus

Quality Control

We are committed to providing the best personnel administrative support to the commanders and Marines aboard MCAS Cherry Point. If you have a suggestion regarding how we may improve our business processes or would just like to compliment an IPAC Marine on a job well done, you can submit

your comments via the ICE system at https://ice.disa.mil/index.cfm?fa=site&site_id=419.

If you have any questions related to personnel administration, please submit your question to our Ask IPAC system at CHPT IPAC OMB. Your question will

be answered by a subject matter expert within 48 hours. Ask IPAC is for information purposes only.

Inbounds

Personnel checking in to the Inbound Branch should have the following in their possession: Web Orders, Port call and Area Clearance (if coming from overseas), Permanent Change of Station Orders, Reporting Endorsement from their respective IPAC/G-1.

As the summer months approach, the volume of customers will continue to increase. With that being said, we have implemented some changes to mitigate the processing wait times. If required/missing document are identified during the join process, please ensure the Marines are returning

promptly with these documents. Failure to return in a timely manner will delay the join process, increase wait times and potentially effect pay entitlements.

Temporary lodging for Cherry Point is the Devil Dog Inn, located at Bldg 3673 F Street, 466-3060. Devil Dog Inn is a 100% smoke free facility and does not accept pets.

If you recently completed a PFT, CFT, pistol or rifle range that does not reflect in MOL bring a certified true copy of the source document. If members acquire dependents en-route

(i.e. marriage, children) please bring in a copy of the dependent's social security card, birth certificate, and/or marriage license.

Any Marine that has been on station greater than 30 days and has not received a PCS travel claim settlement should contact us at 466-6911/8146. If a Marine has family members that travel on separate dates then please return to the Inbound Branch to complete a supplemental travel claim.

Customer Service

PASS THE WORD:

MI continues to update command profile. It provides instantaneous drill downs to better support your unit administratively. You may request access via the following link:

<https://www.manpower.usmc.mil/cp/marines>.

Please review the following recently updated references for changes applicable to you and feel free to call us or submit a PAR to update your record.

-MCO 1200.18 Military Occupational Specialties (MOS) Program

-NAVMC 1200.1 Military Occupational Specialties Manual (Located on TECOM website)

-MCO 1553.10 Marine Corps Training Information Management System (MCTIMS) Standing Operating Procedures (SOP)

-MCO 1610.7 Performance Evaluation System (PES)

PAY:

Flight and demo pay - Due by 3d day of each month. ***No by direction authorized***
Career Planners - Individually

Orders

PCS season is here, with that being said, we request that all CONUS PCS movers have the documents to IPAC no later than 30 days before your requested depart date and OCONUS movers no later than 90 days prior to your requested depart date. This will allow us plenty of time to process Advance Travel (10 days prior to detach) and Advance Pay (up to 90 days prior to detach). Note 1: It is taking about 20 to 25 days for an Area Clearance to be processed for Marines and their dependents who are PCSing to Iwakuni, Japan. Marines in receipt of Permanent Change of Assignment (PCA) will be contacted to determine the execution date of the orders. You will not need to physically show up until the day of execution. No later than 3 working days prior to the execution date of any orders you

notified of their re-certification requirement along with the Wing Career Planner.

Service Member Married to Service Member - Individually notified of their annual review period.

Triennial Audits and Dependents over 21 years of age - Individually notified of their review period.

LEGAL:

To expedite processing of the legal documents, please use the most current document as updated on the DoN Naval Forms Website. <http://www.dtic.mil/whs/directives/forms/index.htm>.

Promotion restriction for article 111 convictions for DUI/DWI cases was clarified via ask MCAAT #4-2015 to award a 12-month promotion restriction, effective the date of the NJP, if the Marine is found guilty of violating Article 111. Don't hesitate to contact us when drafting page 11 entries for guidance.

PROMOTION: Please continue to review your zeroed compo-

site scores and submit re-computation and remedial promotion requests to IPAC. In addition, to ensure Marines are paid in a timely fashion, please provide meritorious promotion quotas to IPAC no later than the 3rd of each month for processing.

PARS (Awards/Training)

-You may have noticed the new MOL EPAR module. Review and beta testing will continue to determine the most appropriate means to support the installation. In the interim, **please continue to submit your PARS to the Quality Control Branch with amplifying guidance and all source documents.** For example instead of "request IPAC run entries"; a comment such as "Request IPAC delete MARINET course titled XXXXX dated xxxx-xxxx and run Service School ABC dated xxxx-xxxx in place. The first course was improperly certified as a MARINET local school" Helps us understand and expedite your request.

The Marine's written justification must include a minimum of:

1. A list of actual and anticipated expenses.
2. An explanation of the circumstances, which cause the greater than normal expenses to be incurred, thus requiring advance pay of more than one month.
3. Marines who request a repayment schedule in excess of 12 months must provide specific justification, which indicates financial hardship, would be created in repaying the advance in the normal 12 month time period.



"Please continue to submit your PARs to the Quality Control Branch with amplifying guidance and all source documents."



Proudly serving the Marines aboard Marine Corps Air Station Cherry Point, North

Deployments

SERVICE STARS FOR THE GLOBAL WAR ON TERRORISM EXPEDITIONARY MEDAL:

There is a MARADMIN forthcoming with amplifying guidance. However, the Department of Defense has Authorized Service Stars on the Global War on Terrorism Expeditionary Medal (GWOT-EM) to represent deployments in support of approved GWOT operations.

Undersecretary of Defense for Personnel and Readiness Jessica Wright signed a memorandum authorizing the new policy change retroactive to Sept. 11, 2001.

Only one GWOT-EM is awarded for each approved operation. For example, a service member who was awarded the medal for an Operation Enduring Freedom deployment, and is subsequently authorized a second award for an Operation Inherent Resolve deployment would wear a single Service Star on the GWOT-EM to denote both awards.

The five GWOT-EM approved operations are:

ENDURING FREEDOM (OEF)

Sep 11, 2001 – TBD

IRAQI FREEDOM (OIF)

Mar 19, 2003 - Aug 31, 2010

NOMAD SHADOW (ONS)

Nov 5, 2007 – TBD

NEW DAWN (OND)

Sep 1, 2010 - Dec 31, 2011

INHERENT RESOLVE (OIR)

June 15, 2014 – TBD

REPORTING ENDORSEMENT:

Any Marine or Sailor going to TAD is required to obtain a Reporting Endorsement from their

S-1 upon reporting in to their TAD command or Terminating TAD back to their Parent Command.

UNIT DEPLOYMENT PROGRAM (UDP) DEPLOYED PER DIEM

This response has been coordinated through HQMC Programs & Resources (RFF) which controls and sets policy for Flat Rate Per Diem; IAW MCO 7220.39D. Be advised that RFF is in the process of rewriting the Flat Rate Per Diem order. HQMC Programs & Resources (RFF) Response:

“The intent of the Flat Rate Per Diem Order (MCO 7220.39D), which is owned by HQMC RFF, is that the main body receives flat rate per diem on a UDP for the site in which the unit is deployed to. When an individual (s) travels away from the main body then they are no longer entitled to flat rate per diem; they should be given unit funded TAD orders to the TAD site.

The UDP program is for a unit deployment to WESTPAC location(s); everything in the Western Pacific. This is inclusive of Japan, Korea, Guam, Philippines, China, Thailand, etc. The rate of entitlement shall be the same rate throughout the entire UDP unless the "main body" moves to another location that has a different prescribed rate or unless a member(s) conduct concurrent TAD which is unit funded. If the "main body" moves to another location with a designated rate then the new location rate is payable.

The codes:

I = Iwakuni Aviation
O = Okinawa Aviation
G = Ground Okinawa
A = Australia

Example 1: If a ground unit conducts UDP to Okinawa (G), then the unit continues to draw the same UDP code rate for the duration of the UDP unless the main body travels to Australia (A), which is where a different code rate is applicable. The unit would rate (A) when they arrive in Australia.

Example 2: If an aviation unit conducts UDP to Okinawa (O), then the unit continues to draw the same UDP code rate for the duration of the UDP unless the main body travels to Iwakuni (I) or Australia (A), which is where a different code rate is applicable. The applicable code should be utilized.

Example 3: If a ground unit conducts UDP to Okinawa (G), then the unit continues to draw the same UDP code rate for the duration of the UDP. If the main body travels to Korea, where a flat rate code does not exist, then the unit will continue to receive the same UDP rate they were previously receiving.

Example 4: If an aviation unit conducts UDP to Okinawa (O) or Iwakuni (I), then the unit continues to draw the same UDP code rate for the duration of the UDP. If the main body travels to Korea, where a flat rate code does not exist, then the unit will continue to receive the same UDP rate they were previously receiving.

Example 5: If an aviation unit conducts UDP to Okinawa (O), then the unit continues to draw the same UDP code rate for the duration of the UDP while the main body is in Okinawa. If a detachment or individual travels to Guam or Australia, then the detachment must receive unit funded TAD orders to the alternate site for concurrent TAD until the detachment or individual returns to the main body.”

PRE-DEPLOYMENT AUDITS:

Prior to any unit deployment the Deployments Branch is available to provide a pre-deployment brief and audits to the supported commands no earlier than 90 days prior to your deployment.

Prior to the brief & audit, the unit S-1 will need to contact the Deployments Branch SNCOIC (466-4451) to schedule a time and location and provide a roster of those Marines that are scheduled to deploy. Each command will be required to ensure Members scheduled for deployment conduct an audit prior to departure.

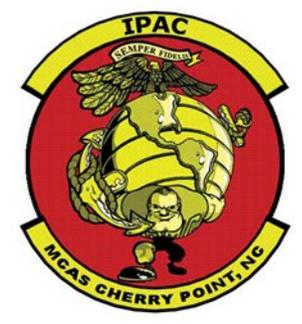
DTS ORDERS:

Commands are reminded that the utilization of DTS does not exempt them from sending **ALL** orders in excess of 30 days to the IPAC to be run on diary.

IPAC Cherry Point

Commanding Officer
Attn: Installation Personnel Administration
Center
PSC Box 8003
MCAS Cherry Point, NC 28533
Phone: 252-466-7062
Fax: 252-466-2463
E-mail: CHPT_IPAC_QC_OMB

Leading the PAC



The Mission of the Installation Personnel Administration Center (IPAC) is to provide quality personnel administrative support to all Commanders, Marines, and family members aboard MCAS Cherry Point.

Submit questions to AskIPAC
at CHPT IPAC OMB.

Separations

General Separations:

Per the IPAC SOP Marines are required to submit their Separations Datasheet to the IPAC no later than 30 days prior to their requested departure date. Please ensure that your Marines are reporting to the IPAC prior to the 30 day window with their Separations Datasheet.

Service Treatment Records:

The IPAC Separations Branch is required to submit medical and dental records to HQMC for processing to the VA. It is imperative that Marine report to the IPAC 30 days prior with their data sheet in order to receive their STR memorandum in order to notify medical of the day that they are departing. Marines will not be allowed to depart on PTAD or Terminal Leave without turning in their Medical and Dental Records to the Separations Branch.

Administrative Separations:

Please ensure that you are submitting the Administrative Separations package to the IPAC (to include the Acknowledgement of Rights, Notification of AdSep, and Promotion Restriction page 11 if required). If the package is submitted through MCEAS the hard package still needs to be submitted to the IPAC since the IPAC function in MCEAS does not allow us to view the package. Once the 10 day letter is signed, IPAC SEPS will confirm a detach date with the Units Admin chief or Legal Chief. Please ensure all checkout procedures are complete by the date set.

Leave Accrual:

Per MARADMIN 151/15 Signed: 3/24/2015: The temporary extension of the 75 day maximum annual leave accrual authorized by

the 2013 National Defense Authorization Act (NDAA) will expire on 30 Sep 2015. Effective 1 Oct 2015, all Marines with an Annual leave balance in excess of 60 days will lose those days, unless subject to SLA.

General (Under Honorable Conditions) Discharge at EAS Separation:

Per the Separations Manual and MARADMIN 364/12: If significant negative aspects of a Marine's conduct or performance outweigh positive aspects of the Marine's military record, a Commander may assign a General (Under Honorable Conditions) character of service, regardless of the Marine's rank.

(1) If the Marine is a Corporal or below and has an average Proficiency and Conduct marks below 3.0 and 4.0 respectively, the Com-

mander may assign a General (Under Honorable Conditions) discharge without additional counseling.

(2) In all other cases, the Marine must be notified in writing with a page 11 entry and be afforded the opportunity to submit matters for consideration. If the Commander then concludes that a General (Under Honorable Conditions) character of service is still warranted, the reason for that determination must be documented on the

Thank you