



IPAC CHERRY POINT QUARTERLY NEWSLETTER



Vol XIII

31 March 2012

MISSION :

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

DIRECTOR

CWO4 Walker 466-7255

DEPUTY DIRECTOR

Mr. Collins 466-2724

SNCOIC

MGySgt Richardson
466-5782

OPERATIONS OFFICER

Mr. Harrison 466-3285

CUSTOMER SERVICE OIC

CWO4 Newell 466-3403

COMMAND SUPPORT OIC

CWO2 Ferguson 466-3830

INBOUND OIC

CWO2 Beaty 466-5019

SEPARATIONS OIC

CWO3 Neal 466-2700

DEPLOYMENTS OIC

CWO2 Jones 466-6375

ORDERS OIC

WO Martin 466-8089

IPAC Cherry Point is located in Bldg 298 adjacent to the Chapel and the Devil Dog Gym.

FROM THE DIRECTOR:

As you can see administration has made some major changes. As the E-Record process continues and more personal information is added to your record, you can see everything in the OMPF that pertains to your career as it happens. Here at the IPAC, we will do our best to ensure that you have the most up to date information in your record. We are here to help and keep you informed on how to locate that information in the OMPF. As you read this month's newsletter, you will see just how much has changed. If you have any questions, please contact the IPAC and as always let us know how we are doing by making the ICE comments.

Interactive Customer Evaluation (ICE)

http://ice.disa.mil/index.cfm?fa=site&site_id=419

FROM THE SNCOIC:

Leaders, changes have been made in administration. The E-Record process is being used now. Marines will no longer have a Record Book. All information in the OQR/SRB, can be accessed by the Marine through MOL. Unit administrators can help your Marines access this information. Continue to let me know what I can do to help you solve your administrative questions. We are here to help each other and take care of Marines.

QUALITY CONTROL:

OIC Mr. Harrison 466-3285
SNCOIC Sgt Davis 466-7452

E-Records:

Over the last 6 months, traditional hard copy Service Record Books (SRBs) and Officer Qualification Records (OQRs) have transitioned into an Electronic Record (E-Record). Individual E-Records are located under the "Field" tab which is located

within the OMPF module in MOL. All Marines (not in the accession pipeline) have access to their own E-Record within MOL. Supported Commanders can access E-Records for Marines joined or attached to their Reporting Unit Code (RUC). Commanders can give permission to others in order for them to view the units E-Records.

Update Material:

All documents that would have traditionally been filed in the SRB/OQR will now be forwarded to HQMC, MMSB by the IPAC. A list of these forms can be found in the Individual Records Administration Manual (IRAM) MCO P1070.12K. The IPAC has established an E-Record scanning office that receives and forwards all documents updated and received by the IPAC. As an additional service, the E-Record scanning office will also forward documents to be included in the OMPF for all customers.

Timeframe:

Initial E-Record scanning takes approximately two days to be available for view after the record is scanned. Update material takes approximately 5 working days to be available for view in the OMPF after the material has been scanned.



CUSTOMER SERVICE:

OIC CWO4 Newell 466-3403
SNCOIC MSgt Brown 466-7324

IPAC has completed scanning and uploading all service records to the OMPF.

-The E-Records are visible in MOL to all Commanding Officers and those with permissions granted by their Commanding Officer.

-Additionally, Individual Marines can also view their E-Record in MOL by selecting the "Field" tab within their OMPF. The hard copy Record Books have been distributed to the unit S-1 for deliver to individual Marines. If you have not received your hardcopy Record Book, contact your S-1.

IPAC remains responsible for the maintenance of the E-Records therefore business as it pertains to the routing of UPBs, Pg 11s, etc., remains the same.

-Unit S-1s will continue to forward documents to the IPAC, IPAC will take action via unit diary as required, and ensure the documents are scanned and placed in the Marine's E-Record.

The E-Record initiative will:

-Eliminate the current paper service record and transition to an electronic record.

-Make the Marine's OMPF available to Commanders; however, access to fitness reports, master brief sheets, reporting senior and reviewing officer profiles are only accessible to the individual Marines in the OMPF.

-Provide Commanders the ability to view the record of an assigned Marine, and then further delegate permissions to control access to the E-Record, commanders will be required to quarterly verify E-Record access permissions. Additional information can be found in MARADMIN 680/11.

COMMAND SUPPORT:

OIC CWO2 Ferguson 466-3830
SNCOIC SSgt Whiten 466-5470

Promotions

Cpl Junay 466-7066

We will continue to track and process pg 11 entries concerning promotions (i.e. non-recs, will not promote). Once received, all pg 11's regarding a Marine's promotion status will be submitted to the Marine's E-Record.

Legal

Mr. Franks 466-7886

All Unit Punishment Books (UPBs), Pg 11s, and record of trial by Court Martial (Pg 13) will be processed and sent to the Marine's E-Record.

Training

Cpl Ruano 466-5467

All Pg 11's for assignment to BCP, failed PFT/CFT or Survivor Benefit Plan (SBP) counseling will be processed and forwarded for inclusion in the Marines E-Record by the IPAC once it has been received from the supported unit.

Special Pay

Cpl Junay 466-7066

Career Status Bonus (CSB): DD Form 2839, will be submitted to IPAC to be reported via unit diary and submitted to the E-Record. If the member is electing (CSB) it's required that the Marines Sergeant Major, Executive Officer or Commanding Officer be the witness per MARADMIN 427/11.

Career Planner Special Duty Assignment (SDA) pay

Marines assigned as the unit Career Planner will have a signed Pg 11, as well as, a letter from the Commanding Officer stating the Marine's assignment date as the Career Planner of the unit. Per MCO 7220.12P, the Commanding Officer is required to complete an annual recertification page 11 for all Career Planners. The Pg 11 entries will then be forwarded to the Marines E-Record.

INBOUNDS:

OIC CWO2 Beaty 466-5019
SNCOIC GySgt Pedrick 466-8146

E-Record (OMPF)

The Marine Corps has instituted the paperless SRB/OQR (except for Marines in the accession pipeline). Documents are verified by the 1st Stage clerks via the OMPF for all Marines that report to the Inbound Branch whose SRB/OQR have previously been scanned/saved to the OMPF prior to conducting the New Join Audit. Any reportable changes are forwarded to the OMPF.

SEPARATIONS:

OIC: CWO3 Neal 466-2700
SNCOIC: SSgt Kelly 466-4451

Due to the E-Records initiative, SRB's/OQR's will no longer be available to make copies of the record prior to separation. Service Records are available through MOL under MY OMPF. MY OMPF will allow you to save or print any or all of your Service Records.

The Separation Section will run the following on unit diary and submit to the Quality Control Section of IPAC for scanning into your OMPF: audits, extensions, reenlistments, Post 9/11 TEB SOU's, DD 214's, DD 215's and Separation Pg 11's. These documents will be available for view in MOL under the My OMPF Tab.

DEPLOYMENTS:

OIC CWO2 Jones 466-6375
SNCOIC SSgt Sepeda 466-7736

Deployed E-Record

If you are required to have your SRB/OQR for deployment or when going TAD (i.e. formal schools, etc.) you may go into MOL and print off the required documents from your E-Record by clicking on the "My OMPF" tab in MOL. If further assistance is required, contact your unit S-1.

ORDERS:

OIC: WO Martin: 466-8089
SNCOIC: SSgt Cano: 466-4451

In regards to the E-Record initiative, upon a Permanent Change of Station you will no longer receive a hard copy of your SRB. You will only receive your orders

and any other documentation you may require to transfer. Due to the SRB going digital, it is important that you maintain all documents with you throughout your travel to ensure your Travel Claim is paid correctly and in a timely manner upon arrival at your new duty station.