



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5000.1B  
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AIR STATION ORDER 5000.1B

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: INSTALLATION PERSONNEL ADMINISTRATION CENTER STANDING OPERATING  
PROCEDURES (SHORT TITLE: IPAC SOP)

Ref: (a) MCO 5000.14D  
(b) MCO P1020.34G

Encl: (1) Station IPAC Standing Operating Procedures

1. Situation. This Order provides administrative policies, procedures, responsibilities, and administrative relationships between units and personnel supported by the Installation Personnel Administration Center (IPAC), and is consistent with direction from higher headquarters. The references provide the basic guidelines for establishment of IPACs throughout the Marine Corps. This Order provides a framework and guidance needed to achieve quality, consistency, and uniformity throughout all levels of administrative and personnel support aboard Marine Corps Air Station (MCAS), Cherry Point.

2. Cancellation. ASO 5000.1A.

3. Mission. IPAC will provide personnel administration support to all tenant commands assigned to the Installation. This support is specifically limited to the content contained in this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Basic leadership encompasses taking care of your Marines and Sailors. An inherent part of leadership responsibilities include administrative actions and oversight tracking to ensure those actions are accomplished. Every Marine at every rank has the responsibility to ensure proper administrative procedures and actions are not just initiated, but also completed for their Marines. This, in no way, absolves the individual from their responsibilities, but should be a complementary process. The policies and procedures established in this Order are to be followed and adhered to.

(2) Concept of Operations

(a) This Order is designed as a supplement to current orders, regulations, directives, and instructions pertaining to Marine Corps administration. It is not intended to supersede references that provide guidance on various Marine Corps administrative matters. Authorization to deviate from this SOP may occur as the situation requires, under the provisions of the references and/or direction from higher headquarters.

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(b) All commanders and their appointed administrative personnel will ensure compliance with the procedures and policies outlined in appropriate regulations, and will be guided by this Order for IPAC support.

(c) The complex nature of pay entitlements and administrative procedures necessitates an ongoing technical professional military education program and constant communication between IPAC and each supported command. Cooperation and flexibility is essential to ensure administration is achieved in an accurate, timely, and proactive manner. IPAC will provide personnel administrative support to Marines and their families via personal contact, Electronic Personnel Action Requests, The Outbound Interview for separations and transfers, and reach-back support for deployed units.

(3) Guidance. Every Marine is responsible for ensuring their personnel and pay records are accurate. With the limitless amount of information on the internet, and the availability of Marine Online (MOL) and My Pay applications, there are tools available for Marines to use to verify the accuracy of their Official Military Personnel File (OMPF), Marine Corps Total Force System (MCTFS) records, and Leave and Earning Statements (LES). Marines must be mentored, educated, and directed to get involved in their own administration and pay.

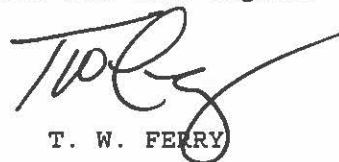
b. Subordinate Elements Mission. Commanders shall comply with the contents of this Order. The officers and enlisted personnel in their respective commands charged with providing administrative support to Marines shall have a thorough knowledge of the requirements and information contained in this Order.

5. Administration and Logistics. Questions pertaining to the contents of this Order should be directed to the Manpower Directorate, MCAS Cherry Point.

#### 6. Command and Signal

(a) Command. The Commanding General, 2d Marine Aircraft Wing and the Commanding Officers of the Center for Naval Aviation Technical Training (Marine Unit), Combat Logistics Company-21, and Fleet Readiness Center East (FRC-East) concur with the contents of this Order insofar as it pertains to members of their respective commands.

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

  
T. W. FERRY

DISTRIBUTION: A

LOCATOR SHEET

Subj: INSTALLATION PERSONNEL ADMINISTRATION CENTER STANDING OPERATING  
PROCEDURES (SHORT TITLE: IPAC SOP)

LOCATION: \_\_\_\_\_  
(Indicate the location(s) of the 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



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## Chapter 1

### General Information

#### 1. Goal of IPAC Administration

a. Support. The primary goal of Marine Corps Personnel Administration is to provide support and services to commanders, Marines, and their family members.

b. Communication. Maintaining a constant communication link between the IPAC and the supported unit(s) is essential to conducting proper personnel administration.

2. Command Relationships. Commanders must understand the consolidated administration concept. Most general, operational, and manpower management functions are retained at the unit level. Most personnel administrative functions are performed by the IPAC.

3. IPAC Staffing Policy. The IPAC Deputy Director and Staff Non Commissioned Officer In Charge (SNCOIC) will serve as the Occupational Field (OF) sponsors for IPAC 01XX personnel, and will coordinate with Commandant of the Marine Corps (CMC) (MI) to identify staffing goal requirements, and IPAC support structure. Additionally, they are authorized direct liaison with CMC (MMOA/MMEA) for issues regarding staffing goal shortfalls or personnel issues.

4. Administrative Training. The IPAC Director is responsible for establishing and maintaining a Professional Military Education program. This is to enhance the overall proficiency of the administrators as well as maintain operational readiness for the inspection processes.

5. Funding. The IPAC will identify funding requirements to include costs for training, equipment, supplies, Temporary Additional Duty (TAD), and civilian labor to the Director of Manpower.

#### 6. Information Technology

a. The MCAS Cherry Point Telecommunications Information Systems Directorate (TISD) will allocate the resources and expertise necessary to support the IPAC.

b. Information Technology (IT) requirements are tied to T/O&E billets. MCAS-TISD will work with the Manpower Directorate and the Station Comptroller to allocate necessary IT resources for the IPAC. The IPAC Operations Officer will identify any changing requirements and coordinate as necessary with TISD for assistance, and the IPAC Director will fully justify any request.

## Chapter 2

Individual Administration

1. Individual Administrative Responsibilities. Although the unit commander is ultimately responsible for ensuring personnel information and related documents for MCTFS reporting are provided to the IPAC, individuals carry a similar burden in administrative matters pertaining to themselves. For personnel administration to function efficiently, a free and open exchange of information must exist between individuals and the IPAC, with a concerted involvement of the unit commander. Individuals will sometimes have information that no one else possesses. When this occurs, it is imperative that Marines ensure the IPAC is informed in order for appropriate administrative actions to occur. Individuals are specifically responsible for the following:

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

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

c. Ensure Record of Emergency Data (RED), Service member's Group Life Insurance (SGLI), Basic Training Records (BTR), and Basic Individual Records (BIR) are accurate and that all changes are submitted.

d. Ensure entitlements relating to special qualifications (e.g., Flight Orders (Crewmember/Non-Crewmember) Explosive Ordnance Disposal (EOD), Career Planner, and Jump or Dive Qualified)) are reviewed on a monthly basis.

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

f. Ensure an OMPF self-audit is conducted and any material is submitted to the CMC (MMSB) for update.

g. Report to the IPAC as soon as possible upon notification of required administrative action.

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

i. Review monthly Leave and Earnings Statement via My Pay.

j. Monitor and ensure the accuracy of Performance Evaluation Records (Proficiency/Conduct Marks and Fitness Reports).

k. Ensure all Orders and related claims documentation TAD, Permanent Change of Station (PCS), or Permanent Change of Assignment (PCA)) are accurate and submitted for reporting.

1. Report any discrepancies in pay entitlements (e.g., Family Separation Allowance, assignment/termination of Privatized Housing, etc.). Report any other special pay such as Imminent Danger Pay, Combat Zone Tax Exclusion, Combat Leave, Reenlistment Bonus and field rations, (while in a deployed or TAD status) to the unit commander and the IPAC.

m. Ensure any changes to medical status are reported to the unit commander and the IPAC.

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

o. Ensure all personal data relating to the Thrift Savings Plan (TSP) is accurate.

p. Enroll/dis-enroll family members in the TRICARE Dental Plan (TDP) via [www.ucci.com](http://www.ucci.com).

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

2. Individual Interaction with the IPAC. The appropriate administrative chain of command is from the individual via the unit commander to the IPAC. The unit commander may delegate authority to endorse all EPARs unless restricted by Marine Corps Directives. This delegation will not fall below the SNCO level and in most cases should be the unit Administration Chief.

## Chapter 3

Unit Administration

1. IPAC Interaction. The unit S-1 serves as the sole conduit for information between the unit and the IPAC. As such, seamless coordination efforts between the S-1 and the IPAC are paramount for the efficient processing of a unit's personnel administration. Besides serving as the conduit for information, S-1s also interact with the IPAC as follows:

a. When a unit deploys, the S-1 ensures coordination between the deploying unit and the IPAC is initiated and maintained throughout the deployment duration.

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

c. If an issue requiring command attention arises, (e.g., unsatisfactory service, administrative errors), the IPAC Director should be contacted for resolution. In the event that the issue remains unresolved, the Deputy Director of Manpower must be contacted.

2. Commander's Administrative Responsibilities. The unit commander is responsible for ensuring that personnel information and supporting documents for MCTFS reporting (e.g., UPB and deployment rosters), are immediately forwarded to the IPAC. Additionally, the need for supervisory oversight exists and unit commanders and their designated representatives remain responsible for tracking and ensuring that information is entered properly in each Marine's record.

a. Ensures connectivity between the IPAC and the respective unit at all times. Whether in the field, aboard ship, or in garrison, the ability for communication between the unit and the IPAC is critical to the smooth and seamless support of administrative functions.

b. Ensures procedures are in place to inform the IPAC of any changes in status which could affect entitlement to the full rate of Basic Allowance for Subsistence (BAS) or deduction of the Discounted Meal Rate (DMR). (e.g., Deployed, Hospitalized, Confined, or TAD.)

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

d. Ensures documents relating to special qualifications (e.g., Flight Orders (Crewmember/Non-crewmember), EOD, and Jump or Dive Qualified)) are submitted on a monthly basis.

e. Ensures members of the command report to the IPAC for required personnel administrative action. (e.g., New join check in, departing to or from TAD, required audits, change in dependents, separation, and transfer.)

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

ASO 5000.1B



## Chapter 4

IPAC Administration

1. General. The IPAC is responsible for providing personnel administration support to all commands aboard MCAS Cherry Point.

2. Hours of Operation. The IPAC's hours of operation are from 0730 through 1130 and 1300 through 1630 Monday through Friday except for holidays. The IPAC closes at 1430 each Thursday afternoon for training and field day. The IPAC will extend their hours when needed for operational commitments and for emergencies as requested by supported unit commanders or their designated representatives.

3. Uniform Policy

a. All military customers will wear the uniform of the day when conducting business at the IPAC. Marines in a leave status (maternity, annual, leave while awaiting separations) may wear appropriate civilian attire. Grooming standards established in reference (b) will be enforced for all personnel regardless of duty status.

b. Personnel checking into commands aboard MCAS Cherry Point will be in the appropriate uniform of the day.

4. Roles and Responsibilities

a. Director. Serves the operational control of the Station Manpower Director. The Director provides policy and direction for the IPAC's operations, organization, and training.

b. Deputy Director. Assists the Director in command and control of IPAC. Specifically, the Deputy supervises and coordinates the efforts of IPAC and assumes the responsibilities of the Director in their absence.

c. IPAC SNCOIC. Serves as the senior enlisted advisor to the Director. The SNCOIC's duties are those specifically assigned by the Director, and generally pertain to the discipline, welfare, conduct, morale, and leadership of enlisted Marines at the IPAC.

5. Quality Control

a. Mission. The Quality Control Branch (QC) is responsible for monitoring the accurate and timely reporting of personnel information and adherence to current regulations and procedures by IPAC personnel, as well as supported units. QC provides mission and knowledge-based leadership, direction, support and assistance to the IPAC's functional area managers to enhance the IPAC's ability to conduct personnel administration resulting in customer satisfaction. QC optimizes operational effectiveness of business processes; and institutionalizes accountability for achieving management initiatives and is the primary liaison between the IPAC and supported units for these matters as well as specific content such as:

(1) Electronic Personnel Action Request. Supported unit commanders and Marines will submit requests for changes to personnel records or the Electronic Service Record (ESR) utilizing the EPAR. Requests submitted via EPAR must not

require the Marine's presence at the IPAC in order to complete the requested action. Examples of actions requiring the Marine's presence are changes in dependents (marriage/births/divorce), Audits (Triennial/New Join/Deployment), To and From TAD/Fleet Assistance Program (FAP), and checking out (PCS/End of Active Service (EAS)/Retirement).

(a) EPARs will be submitted to the IPAC utilizing the EPAR module in MOL. A separate EPAR must be completed for each Marine requiring action. EPARs will only be accepted by the IPAC if they have been routed through the Unit's Admin Chief or Admin Officer. EPARs must contain specific instructions which define the personnel action being requested as well as all source documentation needed to validate the requested action. EPARs will either be completed and closed or returned to the unit for further action within five working days after being received by the IPAC. The five working day period starts over each time an EPAR is resubmitted to the IPAC after further action has been accomplished by the unit.

(2) Electronic Service Record Scanning. All documents listed in the Personnel Reporting Instruction User's Manual, Chapter 13, Section 1, Appendix C, which indicate the supporting personnel administrative center as the activity responsible for placing the document in the OMPF will be forwarded by the ESR Scan Center. Documents utilized as source documents for unit diary reporting will be consolidated and submitted per IPAC internal control procedures. Any documents meeting the criteria above that do not require unit diary action will be forwarded to the IPAC via EPAR for inclusion in the OMPF.

b. Inspections. Commanders may request courtesy inspections at any time. Upon request, the Quality Control Branch will plan and conduct a pre Marine Corps Administrative Analysis Team (MCAAT) inspection. All functional areas will be inspected and recommendations will be made to resolve identified deficiencies, and a written report of these discrepancies will be provided to the Commander. Corrective action taken for all discrepancies must be forwarded to the Quality Control Branch within 30 days.

c. Technical Training and Assistance. The QC Branch will provide technical training and assistance to any administrator (01XX) aboard MCAS Cherry Point, and is available for any facet of Marine Corps personnel administration, as well as the MCTFS Family of Systems. Training will be conducted on an as-available basis.

d. Supported Unit Points of Contact. In order to keep commanders abreast of relevant changes in IPAC Policy, units should notify the Quality Control branch regarding changes in personnel occupying billets as Commanding Officer (CO), Executive Officer (XO), Adjutant, Sergeant Major, Administration Chief, Career Planner, and Training Chief.

## 6. Customer Service Branch

a. Mission. The mission of the Customer Service Branch is to provide courteous, timely, and responsive administrative service to Marines and their families reporting, assigned, or attached aboard MCAS Cherry Point. The Customer Service Branch will conduct a thorough and detailed audit of all personnel records and will process a travel claim for Marines as appropriate upon reporting. The Customer Service Branch safeguards Personally Identifiable Information (PII) and provides record maintenance to the Electronic Service Records and provides customer service for member/family member entitlements.

The Customer Service Branch will successfully resolve all concerns and continually strive to meet and/or exceed member/family member expectations through the best utilization of available resources.

b. Reporting Process

(1) Marines reporting to any unit aboard MCAS Cherry Point will check-in with the Customer Service Branch where they will receive an endorsement on their original orders. Marines who report after normal working hours will check-in with the Station Command Duty Officer to receive a reporting endorsement. No later than the 0800 the following business day, the Marines must check-in with the Customer Service Branch. It is both the individual and command's responsibility to ensure that all Marines ordered to report to MCAS Cherry Point physically check in with the Customer Service Branch no later than the date and time specified on their PCS orders. It is the Marine's responsibility to ensure that the first stage audit clerk receives all original PCS orders, endorsements, and travel receipts to conduct a proper audit. Travel claims cannot be submitted until a first stage audit is complete.

(2) Other service personnel (e.g, Navy, Civilian) reporting to any unit aboard MCAS Cherry Point will not be required to report to the IPAC. Their respective unit will join them into MCTFS via Marine Online.

(3) The Customer Service Branch will process requests for advance pay, Basic Allowance for Housing (BAH) own right (Staff Sergeants only), and BAH rates at locations other than PDS for qualifying newly joined personnel.

(a) BAH Own Right. Refer to paragraph c(1)(d)1 of this chapter.

(b) BAH at Location Other than PDS. In cases which a Marine is stationed at a PDS with a higher BAH rate and receives PCS low cost orders to a PDS with a lower BAH rate, when shipment of Household goods (HHG) at government expense is not authorized, a waiver may be submitted to retain the higher rate. Refer to MCO 7220.56 for policy guidance for submission of waiver requests to receive BAH at a location other than the Permanent Duty Station (PDS). Manpower Management Integration Branch (MMIB-3).

(4) DMR will start upon join for Marines who are not authorized to mess separately as indicated by ASO 10110.2L. Marines who are authorized per ASO 10110.2L will receive a NAVMC 10522.

(5) Notify the gaining command if a joining Marine was meritoriously promoted or selected for promotion while en route.

(6) Travel claims will be reviewed to verify completion within five working days of submission. Upon completion, Marines will be provided instructions on how to view their settled claims, and are responsible for ensuring the accuracy of their settlement. Marines are responsible for ensuring that government travel charge card balances are paid.

(7) Supplemental claims will be processed as needed for dislocation allowance, temporary lodging expenses, dependent travel, and miscellaneous unclaimed expenses. Marines will be required to sign a statement of understanding when a supplemental claim is required.

(8) When a Marine's estimated date of arrival expires, the Customer Service Branch will immediately contact both the gaining and transferring commands for the last known whereabouts of the Marine. If a Marine cannot be located, a "failure to report" join entry will be reported to the MCC/RUC on the Marine's Basic Orders.

c. Additional Services

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

(a) Allotments. The primary method of starting or stopping a personal allotment will be via the My Pay website at <https://mypay.dfas.mil/mypay.aspx>. Marines requiring assistance with starting/stopping an allotment should contact Customer Service for assistance. Charity allotments (CFC/NMCRS) that cannot be completed via MOL will be submitted to the IPAC via the member's unit for appropriate action.

(b) Liquidation of Indebtedness. A liquidation of indebtedness concerning a Marine's pay may be requested by the Marine when a pay checkage causes a severe financial hardship. The Customer Service Branch will assist in the preparation of all documentation required for pay indebtedness liquidation (Notification/Request to Liquidate Letter), and will submit a request to the Disbursing office via the Document Tracking Management System (DTMS). It is important to know that all pay checkages cannot be liquidated, (i.e., forfeitures and amounts less 15% of net disposable pay) and that a member's EAS/ECC is a factor when determining length and amount of liquidation.

(c) Remission and Waiver of Indebtedness. The Unit S-1 and the individual Marine are responsible for providing a complete remission or waiver of indebtedness package to the IPAC for endorsement and forwarding to Disbursing. Application and processing procedures on all requests will be in strict accordance with the guidelines and standards contained in the references identified below. Waiver of Indebtedness packages must include the following: DD Form 2789 (Waiver/Remission of Indebtedness Application), CO's endorsement, copies of Leave and Earning Statements showing when the debt was incurred, NAVMC 11082 (Financial Statement Remission of Indebtedness), statement from member describing the situation, the hardships caused, and any other associated material concerning the debt. Failure to comply will result in the application being returned for correction and resubmission. Upon Disbursing's endorsement, if requested, the liquidation of indebtedness will be placed in a suspended status until a final determination is made by DFAS or RFF. Detailed information on the application and processing procedures for request of remission or waiver of indebtedness can be accessed via the Automated Pay Systems Manual (APSM) (DFAS-KC 7220.31R) Chapter 10, and the DoD Financial Management Regulations, Vol. 7A, (DoDFMR Vol. 7A).

(d) Basic Allowance for Housing. Basic Allowance for Housing is based on the member's PDS, pay grade, and dependency status. The intent of BAH

is to provide housing compensation based on housing costs in local civilian housing markets. Complete regulations pertaining to BAH entitlements are in the Joint Travel Regulations Volume 1, Chapter 10, which may be accessed at the following secure address:

[https://secureapp2.hqda.pentagon.mil/perdiem/jtr\(ch1-ch10\).pdf](https://secureapp2.hqda.pentagon.mil/perdiem/jtr(ch1-ch10).pdf). MCO P1751.3F and MCO 11000.22 provide additional guidance and amplifying instructions on BAH.

1. BAH Own Right. Per MCO 11000.22, Staff Sergeants are authorized to elect to reside on the economy and receive Basic Allowance for Housing Own Right (BAH/O). This election will be made by the Marines without request to the Installation Commander. For all E5 and below desiring BAH/O, a request must be submitted to the Installation Commander. The individual Marine and the Unit S-1 are responsible for completing and routing all requests through the chain of command. All approved requests must be brought to the IPAC for the appropriate entitlements to be started and for the approval to be scanned into the OMPF. All approved requests, endorsements, and barracks vacancy letters must be submitted to the IPAC for the appropriate entitlements to be started. All disapproved applications may be used to request authorization for storage of household goods through the Distribution Management Office (DMO).

2. Advanced BAH. Advance BAH is authorized to a Marine (entitled to BAH) when the Marine moves to a new residence from Government type quarters. Advance BAH is designed to cover the cost of the first month's rent, security deposit, and fees associated with moving in. A request for Advance BAH may be made at any time during a member's tour. The member must request the advance payment within 30 days after incurring the expense(s). An advance BAH request letter (available at the IPAC) must be signed by the member's CO and submitted to the IPAC to be forwarded to disbursing via NAVMC 11116. Housing expenses must be documented to include copies of the lease, utility company statement, and any other pertinent documentation available.

(e) Basic Allowance for Subsistence. Basic Allowance for Subsistence (BAS) An entitlement paid to all Marines for subsistence purposes.

1. Married Marines. Married Marines residing on the economy with their dependents have the authority to subsist separately and receive the full standard rate of BAS. All married Marines not accompanied by their dependents are required to subsist in the mess hall and have the DMR deducted from their BAS. Married personnel residing on the economy without their dependents must obtain authority from their unit Commanding Officer in order to subsist separately. This authority will be in the form of a NAVMC 10522 (Commuted Rations Action Form). Once the IPAC receives the signed NAVMC 10522, the DMR deduction will be stopped.

2. Barracks Occupants. All single Marines residing in the barracks are required to subsist in the mess hall and have the DMR deducted from their BAS. All personnel residing in the barracks who have a justifiable need to subsist separately can submit a request to the Station Commander, via their chain of command. Marines without a DMR deduction who are placed on restriction in the barracks will have the DMR deduction started upon receipt of the restriction papers from the Unit's S-1. Sergeants and below who permanently move into the barracks are required to report to the Customer Service Branch in order to update their record and have the DMR deduction started. Refer to ASO 10110.2M for exceptions to this policy.



(f) Special Duty Assignment Pay. The Customer Service Branch will track and report Special Duty Assignment (SDA) pay for all Marines filling SDA billets aboard MCAS Cherry Point. The number of Marines receiving SDA pay must not exceed the number of billets authorized by each unit's Table of Organization. All Marines filling an SDA billet are required to recertify their entitlement on the first day of March every year. If recertification is not received by the third day of March the SDA pay will terminate.

1. Career Planners. The unit will ensure all Career Planners rating SDA-1 pay have attended the Career Planner Course and are appointed in writing as the unit's Career Planner. Appointment letters must be dated the date the Marine reports to the new unit as a Career Planner. Once the appointment letter is received by the Customer Service Branch, the SDA pay will be started.

2. 2nd Marine Aircraft Wing Sergeant Major. MARADMIN 504/13 authorizes the payment of SDA-3 to the 2nd Marine Aircraft Wing Sergeant Major.

(g) Flight Duty Pay. Awarded to personnel under competent orders to participate in regular and frequent aerial flights as crew and non-crewmembers. The Customer Service Branch and the unit's operations section are required to maintain a copy of each individual's issued orders for tracking purposes. Each unit issuing flight orders is required to submit a monthly "flight audit board" report to the Customer Service Branch no later than the third working day of each month. If these flight rosters are not submitted on time, the Customer Service Branch will not credit flight duty pay. The report must reflect every Marine that the unit has issued flight orders to. Each report submitted must identify Marine's flight hours flown for the past six months. This is used to track the Marine's banked hours to ensure the Marine is meeting their flight requirements, are credited/debited as necessary, and to eliminate erroneous payment or checkage.

(h) Demolition Pay. Demolition Pay is awarded to EOD personnel under competent orders to participate in regular and monthly demolition performances. The Customer Service Branch Section requires the Unit S-1 to provide individual orders for each member who is entitled demolition pay. Updated rosters are due on the third business day of the month. If not received by the third business day the Customer Service Branch will not credit the entitlement. Members must be assigned the 2305/2336 MOS and currently serving in an EOD billet to rate demolition pay. Members must also maintain their demolition duty monthly requirement during annual leave/TAD, etc.

(2) Audits. The Customer Service Branch is responsible for coordinating the personal contact of all members requiring an audit within the past three years, or as needed.

(a) Triennial Audits

1. Triennial audits will be conducted every three years, during a personal interview with the member through comparison of data in MCTFS with documents in E-Records.

2. The BIR will be audited and corrective action taken. The third page of the BIR, containing a completed BAH certification, will be filed locally at IPAC.



3. The RED will be audited and corrective action reported in MCTFS.

4. The Record of Service, Personnel Tempo, TMOS, Awards, Career Sea, Overseas Control date, Remarks Summary, Basic Training Record, and Education Screens in MCTFS will be audited, and corrective action taken as required, and these documents will be returned to the Marine. Note that "source documentation" verifying proposed updates will be required.

5. In an effort to reduce the number of times a Marine is required to visit IPAC, Marines may declare any visit for routine service as their triennial audit.

(b) Member to Member (To Include other Services)

1. Members married to other service members are considered single Marines for BAH purposes, provided neither has dependents. If the Marine's active duty spouse does not reside within the same geographical area which prohibits them from establishing a joint household, Sergeants and below will not receive BAH/O unless approval is granted for BAH/O by the Installation Commander.

2. IPAC will review pay entitlements for both members annually from the date of marriage or date joined present unit, to ensure duplicate payments have not occurred. If determined that a discrepancy exists, the member will be notified and corrective action taken.

(3) Personal Record Management

(a) Dependency/Status Change. Marines are required to immediately inform IPAC when changes occur that may affect the status of pay entitlements. Such changes include: marriage/divorce, separation for the purpose of or intent to divorce, birth/death/acquisition of a dependent, change in BAH status, change in residence on or off-base, and changes in location of dependents. Marines requiring this type of administrative service must report to the Customer Service Branch with all applicable supporting documents (i.e., marriage/birth certificate, NAVMC 11346 (Dependency Determination Affidavit), court order, DD Form 137 as applicable, divorce decree, barracks checkout sheet, etc.).

(b) Family Member's Dental Insurance. United Concordia (UCCI) is the Contract Administrator for the TRICARE Dental Program. The Marine is responsible for contacting the TRICARE contractor on all questions concerning this allotment. TRICARE can be contacted via website at <http://www.tricare.mil/tdp> or via the customer service section toll-free at: (855) 638-8371.

(c) Discounted Meal Rate . DMR will start on all single and unaccompanied Staff Sergeants and below that are not authorized to subsist separately per ASO 10110.2M.

(d) Awards. To enforce the use of the Improved Awards Processing System (IAPS), Headquarters Marine Corps (HQMC) has restricted the reporting of specific awards to HQMC (MMMA). All unit awards and awards not processed in IAPS (Letter of Appreciation (LOA), Certificate of Commendations, etc.) must be forwarded from the unit S-1 via EPAR to the IPAC for unit diary reporting. All EPARS are required to include supporting documentation (i.e., orders, MARADMIN,

chronological page). Awards processed in IAPS that have not posted in MCTFS or other service awards must be forwarded by the member or unit S-1 to HQMC Awards Branch (SMB\_HQMC\_PERS\_AWARDS@usmc.mil) for processing/approval.

(e) Montgomery GI Bill Buy Up. The Montgomery GI Bill (MGIB) Buy Up Program allows active duty Marines to receive an additional \$150 per month above the standard MGIB pay rate. Marines may elect the MGIB Buy Up once they have contributed the mandatory \$1200, and they may elect to contribute up to \$600. A DD Form 2366-1 and an MGIB Additional Contribution Letter must be processed by the Customer Service Branch prior to participation in the MGIB Buy Up Program. The contribution can be stopped and restarted at any time prior to reaching the \$600 maximum. No part of the contribution can be refunded. A Statement of Understanding (SOU) must be completed at the Customer Service Branch to stop or restart MGIB Buy Up.

(f) Thrift Savings Plan. The TSP plan is a Federal Government sponsored savings and investment plan. Any member electing to participate in TSP needs to apply via MyPay. Additional information on TSP can be found at the TSP website at <http://www.tsp.gov/>.

(g) Special Leave Accrual. Special Leave Accrual (SLA) lost leave occurring at the beginning of a fiscal year may be restored to qualified personnel (based on current regulations). Commanding Officers can approve leave lost that was accrued while deployed via MOL. Restoration of leave lost under other conditions must be approved by the first General Officer in the chain of command and submitted to the IPAC. Detailed information can be found in MCO 1050.3J.

(h) MyPay. MyPay provides members the capability to change various elements relating to their personal pay account. Individual changes are accomplished with either the use of the internet or through the use of an Interactive Voice Response System (IVRS). MyPay is designed to provide users greater access and control over certain aspects of their personal pay account. The internet site for accessing MyPay is located at <https://mypay.dfas.mil>. MyPay allows members to conduct the following transactions:

1. Change federal and state tax exemptions and additional tax amounts.
2. Start EFT savings allotments, stop or change the amount of existing EFT allotments, (i.e., Savings, Dependent, and Bond Allotments).
3. Start or change EFT (Direct Deposit) account and routing number.
4. Change correspondence home address.
5. View and print the member's LES.
6. Turn on/off the paper copy receipt of the LES.
7. Access Thrift Savings Plan options.
8. Access to view/print W-2 Forms.

(i) Promotions. The Customer Service Branch will ensure timely reporting of all Meritorious Promotions, re-computation of composite scores, and remedial promotion requests upon receipt from the unit. Remedial promotion requests must be submitted to the CMC (MMPR) by the Marine's individual unit via naval correspondence via the Customer Service Branch. Remedial promotion packages must include a letter of request recommending approval from the Commanding Officer, and manual composite score worksheets with any other documents pertaining to late training data. Once all documents have been submitted to Customer Service, the package will be forwarded to the CMC (MMPR) for processing.

(j) Training. The Customer Service Branch is responsible for reporting all training data that cannot be accomplished via the Marine Corps MCTIMS. The use of MCTIMS is mandated per MARADMIN 085/16. Requests to correct training data on unit diaries will be accepted via EPAR.

(k) Legal. The Customer Service Branch ensures the Unit Diary reporting of all legal administrative matters, to include Non-Judicial Punishment, Courts-Martial, Time Lost, UA, In Hands of Civilian Authority (IHCA), Appellate Leave, and confinement. Completion of legal documents, such as the Unit Punishment Book, will be accomplished at the unit level via the Command Legal Action Module (CLAM) if available. They are then forwarded to the Customer Service Branch for incorporation into the Marines OMPF and MCTFS reporting. It is the unit's responsibility to ensure that all legal source documentation submitted to the legal section are complete, accurate, and submitted the following business day.

1. Appellate Leave. The Customer Service Branch will identify and facilitate all administrative requirements to process appellate leave and track those Marines awaiting punitive separation upon notification from the unit.

a. Member's Responsibility. The Marine may submit a written request for voluntary appellate leave. Each Marine is responsible to attend the required Transition Readiness Seminar (TRS), Pre-Separation Brief, and complete a separation physical to include an HIV blood draw (taken and results completed no earlier than 60 days prior to departure). The Marine will take the approved Appellate Leave Request to RAPIDS to have their ID card reissued with an expiration date six months from the date of departure listed on their Appellate Leave.

2. IPAC Responsibility. Once the Marine's unit commander has approved the Marine's Appellate Leave request, IPAC will conduct a face-to-face interview with the Marine.

a. Customer Service Branch will review the Appellate Leave Checklist to verify the accomplishment of all the administrative and judicial requirements.

b. Complete a final audit of the Marine's electronic record.

c. Verify Marine's ID was issued with an expiration date six months from the date of departure listed on the Appellate Leave.

d. Prepare and issue Appellate Leave Orders.

3. Unit responsibility. Identify those Marines who intend to take Voluntary/Involuntary Appellate Leave. Unit S-1s will provide the Marine with a check-out sheet. The unit is responsible for the Marine's completed check-out sheet and all page 11 entries.

(1) Unauthorized Absence and Deserters. Unauthorized Absence (UA) upon receipt of notification from the unit, Customer Service reports the status of Marine absentees, deserters, and Marines detained for civil charges per MCO P5800.16A (LEGADMINMAN).

1. Unit Responsibility for Marines in an Unauthorized Absence (UA) Status. To identify those Marines who are absent from their parent command without authorized leave or orders; missed movement; failure to comply with stragglers orders; or failed to comply with PCS, PCA, TAD, and PTAD orders, etc. The unit is responsible for providing the date and time the Marine went UA on the following business day.

2. Unit responsibility for Marines in a Desertion Status. Identify those Marines who are absent from their parent command without authority over 30 days. The unit will prepare and distribute a DD Form 553 (Deserter/Absentee Wanted by the Armed Forces) which includes submission to the Customer Service Branch. Upon a deserter's return to military control, the unit will prepare and distribute a DD Form 616 (Report of Return of Absentee). The unit will provide Customer Service with all source documentation (military or civil) concerning the deserter.

(m) Confinements. Confinement/release orders will be completed at the unit level. The confinement/release order will be forwarded to Customer Service the next business day after occurrence for appropriate reporting into MCTFS.

## 7. Orders Branch

a. Mission. The Orders Branch is responsible for the receipt, administrative processing, and issuance of PCS, PCA Orders, and Transfers by Service Record for personnel of supported units.

b. Notification of Orders Process. Upon receipt of Basic Orders, the Orders Branch will notify the Marine and unit via government e-mail. Commanders will ensure Marines have a valid Government Travel Charge Card (GTCC), and that Marines submit their outbound interview via the MOL module no later than 60 days prior to their requested departure date. The outbound interview will be forwarded to the command level administrative reviewer for verification, prior to the approval of the Commander. Commands and Commanders should approved outbound interviews no later than 45 days prior for Continental United States (CONUS) and 60 days prior for Outside the Continental United States (OCONUS) PCS Orders. Approved interviews will be automatically forward to service IPAC for action and further processing.

c. Issuance/Modification/Cancellation. It is the responsibility of the Marine's Commander to request issuance, modification, or cancellation of Orders via Automated Message Handling System (AMHS) to the CMC Manpower Management Officer Assignments (MMOA) or Manpower Management Enlisted Assignments (MMEA). MMEA/MMOA must be notified within 20 days of receipt of orders. Units are required to provide a courtesy copy of the message to the Orders Branch.

d. Orders Process. The following must be completed in order to efficiently execute PCS Orders:

(1) Outbound Interview. The Outbound interview (OBI) is the initiating element of the orders process and the responsibility of the individual Marine in receipt of orders. The outbound interview is vital because it indicates the Marine's desire for leave (delay), mode of transportation, and any advancement of pay entitlements. Failure to complete the OBI in a timely manner could result in a delay of requested advances, area clearances, movement of household goods, or issuance of orders.

(2) Obligated Service Requirement. Marines are required to have sufficient obligated service for future duty stations per MCO 1300.8, or as directed by the CMC. Marines who do not meet the required obligated service upon their detachment date will not execute orders. Commanders of career Marines who refuse to extend or reenlist to meet obligated service requirements will notify the CMC (MMOA/MMEA) within 10 days of receipt of orders. Upon notification of assignment of the reenlistment code RE-30, commanders are required to complete the appropriate page 11 entry and submit it to the Quality Control Branch via Electronic Personnel Action Request (EPAR). PCA orders do not have a set obligated service requirement, unless specified in Basic Orders.

(3) Check-Out Sheet. Commanding Officers must ensure that the Marine has completed all check-out requirements prior to reporting to the Orders Branch for issuance of orders. This includes assigning Proficiency and Conducts Marks (if applicable), processing fitness reports (if applicable), and checking out of the Individual Issue Facility (IIF).

(4) Receipt of Original Orders. All Marines will report to the Orders Branch at 0800 on the detachment date of orders for departure. A detachment date cannot land during a weekend or holiday period. If it does, the Marine must change it to be the last business day prior to the liberty period. Marines will report with a completed checkout sheet, termination of Temporary Additional Duty (TAD) orders (if applicable), and NAVMC 6 IIF checkages. The check-out sheet must be signed by the Sergeant Major (SgtMaj), Executive Officer (XO) or Commanding Officer (CO) as applicable.

e. Entitlements

(1) Delay en Route. Delay en route will be charged as annual leave when executing PCS orders. Commanding Officers may approve delay en route up to 45 days. Authorization for delay en route for periods of 46 days or more may be taken only when approved by the CMC (MMOA/MMEA) per MCO 1050.3J.

(2) Travel Days. Travel days are based upon distance between duty stations and are calculated using the Defense Table of Official Distances (DTOD). The location where the Marine resides in relation to the Permanent Duty Station (PDS) is not a factor in this calculation, (e.g., Cherry Point to Camp Pendleton is 2,706 miles, 2501-2850 miles of travel rates eight days of travel).

(3) Proceed. Marines will be authorized four days proceed only if applicable per MARADMIN 298/12 and 667/12.



(4) Post-Deployment Mobilization Respite Absence. Marines who have accumulated Post-Deployment Mobilization Respite Absence (PDMRA), must take all of their accrued days prior to, or in conjunction with, their PCS move or they will lose the accumulated days per MCO 1050.3J.

(5) Advance Pay. Advance pay is an advancement of one to three months of basic pay used to offset incurred expenses related to PCS moves not covered by any other entitlement. Marines will indicate their advance pay request when completing the outbound module. The CO must approve requests for advance pay outside normal parameters per MCO 7220.21F.

(a) Normal Parameters. Normal parameters for advance pay (base pay minus taxes) are a Corporal or above, requesting one month advance pay with a 12 month payback period. Members will not receive an advance until they have obtained sufficient obligated service to execute orders.

(b) Outside Normal Parameters. Outside normal parameters consists of a Lance Corporal and below, any Marine requesting an advance of more than one month, payback of more than 12 months, or requesting payment 31-90 days prior to their detachment date. Any requests 91 days or greater are not authorized, and requests in the outbound interview outside of normal parameters, must be routed to and approved by the CO. The Marine's justification must include:

1. A list of anticipated expenses.
2. An explanation of the circumstances which cause the greater than normal expenses to be incurred, thereby 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 a financial hardship would be created by repaying the advance in the normal 12 month period.

(c) PCS Advances. Marines have the option of requesting an advance of base pay (see paragraph 9.e(s) of this chapter). Advances must be submitted to the disbursing office 10 business days prior to the Marine's detachment date. Payments are deposited to the individual's direct deposit account three to ten days prior to their detachment date. Entitlements not advanced (travel, DLA, per diem, etc) will be paid upon arrival at the new duty station.

#### f. Types of Orders

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



(2) Permanent Change of Station Orders. All PCS orders are issued by CMC via Basic Orders and endorsements are issued by the Orders Branch. PCS orders of 51 miles and greater are issued as fully funded PCS orders.

(a) Continental United States (CONUS) Assignments. Upon receipt of the notification of PCS orders, Marines are required to attend the "Plan your Move" Class at the Training and Education Building, Building 4335, Room 122.

(b) Outside Continental United States (OCONUS) Assignments. Upon receipt of the notification of PCS Orders, Marines are required to attend the "Plan your Move" Class at the Training and Education Building, Building 4335, Room 122. Marines transferring overseas will execute either an accompanied or unaccompanied tour, and will schedule an appointment through the Naval Health Clinic for themselves and all family members traveling overseas to complete a Report of Suitability for Overseas Assignments. This report will be turned into the Orders Branch 60 days prior to detachment.

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

2. Port Calls. A Port Call is a request for air transportation to the overseas destination. All PCS orders to OCONUS and Hawaii require a Port Call. Port call request will be submitted to the Distribution Management Office (DMO) as early as 90 days from detach date. Modification/Cancellation request is generated by the IPAC, which is submitted to DMO for processing.

3. Vehicle Processing Center. Upon receipt of authorized Vehicle Processing Letter (VPC) letter generated by DMO, Marines must provide a copy to the servicing IPAC. Location of VPC and additional travel days will be included in the PCS orders.

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

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

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

(4) Humanitarian Transfer/Transfers via Service Record. Humanitarian (HUMS) this action is for the personal convenience of the Marine and is designed to provide the Marine time to solve short-term issues at a location other than

the current PDS. The Marine begins the process by going on leave to the site of the issue. While on leave, the Marine reports to a local Marine Corps activity and submits a request for HUMS. The local command will attach the Marine as TAD, and that Marine has a maximum of 14 calendar days to assemble documentation to support their request for a HUMS. The reference for HUMS orders is MCO 1000.6.

#### 8. Separations Branch

a. Mission. The Separations Branch is responsible for discharges, retirements, administrative separations, officer resignations, physical evaluation board separations/home awaiting Orders, leave while awaiting separation, reenlistments/extensions, and deaths for personnel of supported units.

#### b. Separations Processing Procedures

(1) The Separations Branch will provide monthly rosters of Marines approaching their EAS to each unit. It is the responsibility of the Commander to identify Marines wishing to separate, and to ensure they report to the Separations Branch immediately. Marines reporting to the Separations Branch will receive instructions and requirements regarding the separation process.

(2) Attendance of the mandatory TRS will occur no less than 90 days prior to the EAS date, and it is recommended that Marines attend up to 12 months prior to their detachment date.

(3) Outbound Interviews within Marine Online will be completed in precedence of detach date and EAS, dependent on the date the approved Outbound Interview is submitted. Outbound Interviews must be turned in a minimum of 30 days prior to requested leave and/or permissive TAD departure dates in order for their separation package to properly processed. Marines will return and review their separations package for accuracy at least five working days prior to their scheduled departure date.

#### (a) Leave While Awaiting Separation

1. Marines who desire to take Leave while Awaiting Separation (LWAS) must submit their approved Outbound Interviews, via their chain of command to the Separations Branch no later than 30 days prior to their departure date.

2. Commanders may grant LWAS for up to 90 days. Requests for LWAS in excess of 90 days must be approved by CMC (MMSR).

3. Marines approved for LWAS will be issued orders by the Separations Branch authorizing LWAS on the approved departure date.

4. Marines who take LWAS are required to contact the Separations Branch (at 252-466-5470) on their actual separation date if they change addresses. This call is necessary to verify the Marine's address and phone number.

b) Final Travel Claims. Marines who separate under General (under honorable conditions) or Honorable conditions will rate a move to their Home of Record or Home of Selection per the JTR. The travel claim will be completed through Marine Online after final travel has been executed and they have been

separated. Marines are reminded to keep their direct deposit account open until their final travel claim is settled, which allows the Electronic Fund Transfer (EFT) of the final settlement to the Marine's pay account.

(c) Check-Out Procedures

1. It is the command's responsibility to ensure that the Marine being separated completes the entire check-out process. Each separating Marine will conform to their individual unit's procedure for checking out, but they must also present the Separations Branch with a completed check-out sheet, TRS, Final Physical, STR with DD 2963, Career Planner contact record (signed by the Commander with the appropriate RE-code, page 11 if applicable, and checkout of the Individual Issue Facility (IIF). (Refer to MCO 1900.16, Appendix I, for RE-codes that require a page 11 entry.) Marines will not be authorized to depart without presenting each of these documents.

2. Marines will report to the Separations Branch by 0800 on the day they are to depart. If that day falls on a weekend or holiday, they will report on the last working day preceding. Commanders are responsible for the accountability of these Marines until the actual date they are authorized to depart. Commanders will ensure that the Marine reports with all their required documents.

(d) Transfer to the Fleet Marine Corps Reserve or Retirement

1. Marines requesting Transfer to the Fleet Marine Corps Reserve (FMCR) or retirement, must contact their unit S-1 to receive and complete a copy of Appendix J from MCO 1900.16. After the Marine signs and is counseled by the CO, Appendix J will be submitted via EPAR to the Separations Branch no later than four months, and no earlier than 14 months, prior to the requested retirement date.

2. Retirements can be requested outside the normal parameters via naval message/AA Form to CMC (MMSR) with justification. Be sure to include the Marine's requested planned date of departure (PDD) in the Appendix J, as well as the Marine's full name and DoD ID. The CMC (MMSR) will establish a retirement date in MCTFS if approved.

3. The Survivor Benefit Plan (SBP) allows all members of the uniformed services who will be entitled to retired pay, to leave an annuity to their designated survivors. Marines requesting retirement/transfer to the FMCR will be counseled on SBP at least 60 days prior to the approved retirement date, provide IPAC a copy of their complete Marine Net SBP training certificate, and will make an election on the Retired/Retainer Pay Data Form (DD Form 2656). If the Marine does not elect to participate in the SBP or elects child only coverage, their spouse must sign the form, which must be notarized. Marines who elect coverage do not require their spouse's signature, and the form can be witnessed by the Separations SNCOIC/chief.

4. Retirees are eligible to receive 20 days transition PTAD once the retirement request is approved by CMC if the Marine resides in CONUS. Local PTAD can be taken incrementally Monday through Friday utilizing MOL. Transition PTAD can be authorized in conjunction with LWAS but must be approved by the unit Commander via the outbound module.

5. It is the responsibility of each Marine to adjust all allotments a minimum of 60 days prior to retirement. The Disbursing Officer will stop all charity allotments except those to the Navy and Marine Corps Relief Society. Unless the Marine arranges through DFAS prior to retirement, all allotments will automatically stop at retirement.

6. In accordance with MARADMIN 637/13, all separating Marines are required to turn in their Service Treatment Record (STR) to IPAC prior to release and/or separation. Once the separating Marine turns in a Separation Data Sheet, they will be issued a STR Memo to turn into the Medical Treatment Facility (MTF) for processing. Marines are required to retrieve their STR and completed DD Form 2963 from the MTF and turn in their medical and dental records to IPAC Separations within 24 hours of detaching. Marines will not be allowed to detach without submission of their STR and DD Form 2963.

(e) Administrative Separation

1. Upon notification of a pending administrative separation, the Commander will direct the Marine being separated to complete the TRS and their final physical. Upon completion of these requirements, documentation will be provided to the Separations Branch prior to their separation.

2. Marines will be administratively separated per the directions of the Administrative Separation approval letter. Commanders are responsible to ensure all required source documents are completed prior to separation.

(f) Officer Resignations

1. The resignation of a commission is a voluntary act and must be unconditional. The acceptance of an officer's resignation will be judged on the criteria set forth in MCO 1900.16.

2. Officers requesting resignation will be counseled by their Commander prior to the request being processed. Once counseled by the Commander, a page 11 entry must be done per MCO 1900.16. Once the Separations Branch receives the page 11 entry, a request will be submitted via unit diary and the page 11 will be forwarded to the Marines Official Military Personnel File (OMPF). Requests will be submitted via unit diary no later than four months and no earlier than 14 months prior to the requested resignation date. Requests outside the normal parameters will need an endorsement with justification via naval message/AA Form to CMC (MMSR) by the first General Officer in the chain of command.

3. Officers requesting resignation are required to attend all mandatory counseling as outlined in MCO 1900.16.

(g) Limited Duty Section. Separations Branch is responsible for reporting into MCTFS a member to/from sick, pregnancies, and periods of limited duty as outlined below.

(h) Physical Evaluation Board/Limited Duty. All Marines are responsible for notifying the unit regarding their Physical Evaluation Board (PEB) medical status. The unit is responsible for notifying the Separations Branch, via EPAR, for all limited duty periods, except Officers who will be reported by CMC (MMSR-4). The unit is responsible for tracking and maintaining

Marines assigned to Limited Duty and PEBs. All Marines must be removed or reassigned to additional periods of limited duty before the six month expiration date.

(i) Physical Evaluation Board /Home Awaiting Orders

1. Once a Marine's Medical Board has been finalized by the Secretary of the Navy's Integrated Disability Evaluation System (IDES), and the Marine has been found unfit to remain on active duty, the Naval Health Clinic (NHC), Cherry Point will advise the CO via naval correspondence that the Marine may be issued orders home awaiting final administrative disposition by the CMC.

2. Upon receipt of the NHC correspondence, the CO must ensure the Marine is qualified to be sent home. Per MCO 1900.16, Commanders of Marines stationed in the United States may issue orders directing an enlisted Marine to proceed home to await final disposition of proceedings, provided:

- a. The Marine consents.
- b. The PEB (not a Medical Evaluation Board) has determined the Marine is unfit for continued service.
- c. Further hospitalization and treatment is not required.
- d. The Marine ordered home has a positive leave balance and agrees to liquidation of accrued leave while awaiting final disposition. Marines with an approved discharge date are not authorized to proceed home awaiting orders.
- e. Due to pay and entitlements, only cases of extreme hardship will be forwarded to MMSR-4 for final approval.

3. Once the CO has determined the Marine meets all other pre-requisites and consents to being sent home awaiting orders, the CO will notify the Separations Branch who will forward the request to MMSR-4 (Disability) via naval correspondence requesting approval.

4. Upon receipt of this notification, and all required documents, the Separations Branch will send the CO's letter and findings to the CMC (MMSR-4) to request appropriation data. Once the appropriation data is reflected in MCTFS, the Marine will be authorized to proceed home.

(j) Reenlistment/Extensions. All reenlistment contracts and extensions must be delivered to the Separations Branch, via E-PAR, immediately upon reenlistment.

(k) Will Reenter. Career planners must submit any requests for "WILL REENTER" to the Separations Branch. The request may be via e-mail as long as it comes directly from the unit career planner. The "WILL REENTER" entry will be reported no earlier than 90 days, and no later than 15 days, prior to the Marine's ECC.

(l) Deaths. All Personnel Casualty Reports (PCR) involving death must be submitted to the Separations Branch for reporting in MCTFS.

9. Deployments Branch



a. Mission. The mission of the Deployments Branch is to provide personnel administrative support to deployed units. The Deployments Branch will act as the point of contact for all administrative requests from MCAS Cherry Point and 2d MAW forward deployed forces.

b. General Responsibilities. The Deployments Branch will report all unit diary transactions within three working days of receipt. Responsibilities include unit diary reporting, pre-deployment briefs, audits, pay and entitlements review.

c. Unit Administrative Responsibilities

(1) Notify the Deployments Branch of all personnel attachments. This information should be provided the same date the attachment occurs. Reporting and Detaching Endorsements accompanied with travel claims (NAVMC 1351-2) with an enclosed roster of Marines are the only acceptable source documents for unit diary reporting. All rosters will contain rank, full name, and EDIPI. The unit is responsible for the accuracy of all rosters submitted to IPAC.

(2) Notify the Deployments Branch the same day of any changes in personnel accountability for your deployed Marines (e.g., to/from UA/IHCA, to/from sick, change in individual location, entering, and exiting hostile fire pay area, entering and exiting a Combat Zone Tax Exclusion area, embarkation and debarkation of naval vessels (to include ship's name)).

(3) A courtesy copy of all Personnel Casualty Reports (PCRs) must be provided to IPAC to ensure proper entitlements are maintained.

(4) Notify the Deployments Branch of any individual travel that takes place requiring DTS orders while a Marine is deployed. The unit must inform IPAC when a Marine is in receipt of per diem via DTS, to ensure the Marine is not overpaid the entitlement.

d. Pre-Deployment Briefs. Units must contact the Deployments Branch no later than 60 days prior to the anticipated departure date. The Deployments Branch will conduct pre-deployment briefs furnishing Marines, Sailors, and their family members with information concerning deployed pay and allowances.

e. Deployment Audits. These required audits provide an opportunity for the individual Marine to address any personnel administrative concerns they may have. Deployment audits are required to be conducted within 60 days of a deployment scheduled for 31 days or more (pre-deployment), and will be coordinated between the unit and the Deployments Branch. The audit date should be added to the unit's flight schedule (if applicable) to ensure maximum participation.

(1) Command. The unit will ensure that all Records of Emergency Data (REDs) are provided and distributed to their Marines prior to the start of the brief.

(2) IPAC. The Deployments Branch will conduct the audits and make the requisite unit diary entries.



f. General Administration Preparations for Deployment

(1) Communication. With "reach-back" administrative support, units will submit all source documents for unit diary reporting to the Deployments Branch, either by attachment to an Electronic Personnel Administration Request within Marine On Line, email at CHPT\_IPAC\_DEPL\_OMB@USMC.MIL.

(2) Awards, Operations, and Expeditions. All awards not processed in IAPS (Letters of Appreciation, Certificates of Commendation, etc.) and expeditions participated in must be forwarded from the unit to the Deployments Branch for unit diary reporting. Campaign awards and sea service deployment ribbons earned during the deployment will be reported upon completion of the deployment. All joint and other service Personal Awards must be forwarded to the Awards Branch CMC (MMA) for validation and entry.

(3) Overseas Control Date. Upon return from a deployment, the Overseas Control Date (OCD) will be updated/adjusted for members per the criteria set forth in MCO 1300.8.

(4) Other Service Personnel. Source documents for other service personnel that deploy will be routed from the unit to the appropriate Personnel Support Detachment. Documents for Navy personnel will be forwarded to the 2d MAW Pay and Personnel Clerk who can be contacted by phone at (252) 466-3123.

(5) Wounded In Action. The Deployments Branch will track all Wounded in Action (WIA) members, and report all Pay Allowance Continuation (PAC pay) per the criteria set forth in MARADMIN 227-10, and the DOD FMR Volume 7a.

g. Temporary Additional Duty

(1) Command. The Unit will ensure that all members in receipt of TAD Orders, including those processed via Defense Travel System (DTS), report to the Deployments Branch on the last business day prior to departing, and upon the first business day when returning from TAD.

(2) IPAC. The Deployments Branch will make the required unit diary entries to reflect the Marine's status, pay entitlements (where applicable) and Personnel Tempo (PersTempo) tracking.

h. Fleet Assistance Program

(1) FAP. The primary objective of the FAP is to augment the manpower resources of the host activity in order that it may provide adequate support to its tenant FMF units without degrading the FMF's combat readiness. The Marine will report to the Deployments Branch with a FAP check-in sheet provided by Station Manpower.

(2) DEFAP. Orders directing a FAP Marine to return to their parent command are DEFAP Orders. The Marine will bring in their DEFAP Orders and a checkout sheet from HQHQRON to the Deployments Branch once the checkout is complete.

10. Student Processing Branch

a. Mission. The mission of the Student Processing Branch is to provide personnel administration support to the CO, Center for Naval Aviation Technical

Training, Marine Unit (CNATT), Cherry Point. The Student Processing Branch is co-located with the CNATT school house to minimize the time students are away from classroom instruction.

b. Services. The Student Processing Branch will provide the following administrative services to students assigned to CNATT:

(1) Reporting Process. Students reporting to CNATT during normal working hours are directed to report to the Student Processing Branch. Students reporting after hours will report to the Duty Noncommissioned Officer (DNCO) at barracks 3742, and ensure they receive a reporting endorsement on their original Orders. The DNCO can be reached at (252) 466-2722. All students who report after hours are directed to report to the Student Processing Center no later than 0800 the next business day.

(2) Other Service Joins. All other service personnel will report to CNATT's S-1 to be joined through the MOL Management Module. All start/stop and entitlement issues will be handled through their appropriate administration and finance offices.

(3) New Join Audit. The Student Processing Branch will conduct a new join audit immediately after the students report to CNATT, and prior to executing the check in process with the command. This audit will be reported by unit diary via the CNATT NCOIC and delivered to the IPAC Customer Service Branch OIC for certification by 0900 daily.

(4) Discounted Meal Rate. All CNATT student personnel are required to subsist at the government mess facility. Therefore, a DMR deduction will be started for every student immediately upon join.

(5) Legal. The Student Processing Branch will NOT handle any legal administration for student personnel. These matters will be handled through the CNATT S-1 per Chapter 4 paragraph 8.k. of this SOP.

(6) Pay. Any student with a pay discrepancy or needing to start and stop an allotment will report to the Student Processing Branch for action. If diary action is needed, this will be reported via unit diary and delivered to the Inbound Branch OIC for certification.

(7) Dependency/Status Change. Students are required to inform the Student Processing Branch immediately when changes occur that may affect the status of pay entitlements. Such changes include: marriage/divorce, separation for the purpose of or intent to divorce, birth/death/acquisition of a dependent, changes in BAH status/residence on or off-base, or change in location of dependents. Marines requiring this type of administrative service must report to the Student Processing Branch with all applicable supporting documents (e.g., marriage/birth certificate, NAVMC 11346 (Dependency Determination Affidavit), court order, DD Form 137-3 (Dependency Statement Parent), divorce decree, etc.) The Student Processing Branch will conduct an audit and report these changes via unit diary and deliver to the Inbound Branch OIC for certification.

(8) PCS/PCA. The Student Processing Branch will coordinate with the instructor of all upcoming graduating classes at the earliest opportunity to schedule an outbound brief. During this brief, all graduating students will complete a PCS/Separations Data sheet to obtain the necessary information required to generate the appropriate orders. All diary transactions pertaining

to PCS/PCA entries will be reported by the CNATT NCOIC via unit diary and delivered to the Orders Branch OIC for certification.

(a) OCONUS PCS. The Student Processing Branch will coordinate with the Distribution Management Office (DMO) to initiate all Port Call requests for Marines requiring transportation to an OCONUS location.

(b) CONUS PCS. Coordination will be made by the Student Processing Branch, via DMO, for all students who elect to travel via commercial air to their next duty station on their PCS Data Sheet.

(c) PCA. Any students executing PCA orders are responsible for obtaining their own transportation to their next duty station. The Marines who are reporting to a unit aboard MCAS Cherry Point will immediately report to the IPAC Inbound Branch following graduation to complete the join process.

(9) Separation. The Student Processing Branch will coordinate with the instructor of all upcoming graduating classes at the earliest opportunity to schedule outbound briefs. During this brief all Marines that have been ordered to active duty for training will complete the separations data sheet to obtain the necessary information required to complete their release from active duty orders, DD-214, and their 11060. All Marines requiring commercial transportation to their home of record will report to DMO with their 11060 to arrange their mode of travel. All separation entries will be reported via unit diary by the Student Processing Branch NCOIC and delivered to the Separations Branch OIC for certification.

(10) Graduation. Immediately preceding graduation, all graduating students executing a PCS/PCA will report to the Student Processing Branch for receipt of Original Orders and destruction of their meal cards. All reservists will report to the Student Processing Branch the day after graduation in order to receive their release from active duty orders, DD-214, and a copy of their 11060.