



**Marine Corps Installations East Marine Corps Base  
Installation Personnel Administration Center  
Phone Directory**



**BUILDING 6**

**India Company HP-53**

I Co Commander	450-6527
I Co XO	450-6527
I Co 1st Sgt	449-9422
I Co GySgt	450-6525
Company Clerks	450-6735

**Command Deck**

Director	451-6221
Operations Officer	451-6216
SNCOIC	451-6218
Admin Assistant	451-6222
Building Manager	450-6538
Building Supply	451-6228
Fax	451-6217

**Quality Control Branch:**

OIC	451-6254
SNCOIC	451-6213

**Internal Audits Section**

OIC	451-6251
AOIC	451-6230
SNCOIC	451-6213
NCOIC	449-9951
Clerks:	451-6207/6905
	449-9945

**Email: MCB IPAC.EPARS@USMC.MIL**

**Data Systems Section**

OIC	451-6254
SNCOIC	451-6296
NCOIC	451-6904
Clerks:	451-9467

**Email: MCB IPAC.SYSTEMS@USMC.MIL**

**DTS Tier II Help Desk**

OIC	451-7752
SNCOIC	451-6213
NCOIC	449-9951
DTS Administrators	451-7758/4166
	451-6236
Fax	449-9147

**Email DTShelpdeskjeune@usmc.mil**

**Unit Deployment Branch:**

OIC	451-6240
SNCOIC	451-6214

**Pre Deployments:**

OIC	449-9958
AOIC	451-6269
SNCOIC	451-6264
NCOIC	449-9952
Fax	449-9957

**Deployed Support/EPARS:**

OIC	451-6256
SNCOIC	451-6226
NCOIC	451-6243
Clerks	451-6256

**Post Deployments:**

OIC	451-6237
SNCOIC	451-6261
NCOIC	451-6215
Clerk	451-0862

**EMAIL: MCB IPAC.UDS@USMC.MIL**

**Customer Service Branch:**

OIC	451-7888
AOIC	451-6265
SNCOIC	450-5600

**Dependency Section**

OIC	451-6235
AOIC	451-6238
SNCOIC	451-6212
Section	451-6901
Clerks:	451-0863

**Pay and Audits Section**

OIC	451-6267
SNCOIC	451-6250
Meal Cards:	451-6909
Pay Clerks:	449-9944
Fax	451-6244

**SDA/Quality Assurance Section**

SDA SNCOIC	449-9942
QA	451-6247

**Command Support Branch:**

OIC	451-6229
SNCOIC	451-6263

**Promotions Section**

OIC PROM/MOL	451-6204
AOIC	451-6223
SNCOIC	451-6249
CLERKS	451-6208
PROM CLERKS:	451-6906

**Legal Section**

OIC	451-6232
AOIC	451-6229
SNCOIC	451-6234
NCOIC	449-9950
Appellate Leave Clerks	451-6241
Court Martial/UA/Deserter	449-9948
UPB	451-6206
Fax	451-6259

**Electronic Service Record Section**

OIC	451-6224
SNCOIC	451-6252
NCOIC	451-6233
SRB Clerks	451-0861
Awards Clerks	449-9947
Mailbox	451-6903
Front Counter	449-9946
Fax:	449-9947

**Email: MCB IPAC.OPS@USMC.MIL**

**Email: MCB IPAC.PCR@USMC.MIL**



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**Wounded Warrior Battalion (PP6G):**

OIC 449-9855  
 SNCOIC 449-9880  
 NCOIC 449-9881  
 Clerks: 450-5450  
 449-9869/9867  
 449-9865/9674  
 Fax: 449-9864  
 Email: [MCB\\_IPAC.CCELL@USMC.MIL](mailto:MCB_IPAC.CCELL@USMC.MIL)

**BUILDING 59/60**

**Outbound Branch:**

OIC 450-9603  
 SNCOIC 450-9604  
**Separations Section**  
 OIC 451-4221  
 SNCOIC 451-2058

**Separations Cell**

AOIC 450-6143  
 SNCOIC 451-0632  
 NCOIC 451-0632  
 Clerks: 451-2072/2016  
 451-0635/2199  
 451-2081/1938

**Unit Diary**

SNCOIC 450-9377

**Retirements/AdSepts Cell**

AOIC 451-4220  
 SNCOIC 451-2206  
 Clerks: 451-2189/4226  
**AdSep NCOIC** 451-2266  
 Clerks: 451-2210  
 Fax: 451-2232

**Orders Section**

OIC 450-9384  
 SNCOIC 450-9388

**PCS/PCA Cell**

AOIC 450-9400  
 SNCOIC 450-7310  
 NCOIC 450-7310  
 Clerks: 450-7307/7306  
 450-7308/7309

**IPAC TAD/HUMS Cell**

AOIC 450-9383  
 SNCOIC 450-9388  
 Clerks 450-9382/7305

**Inbound Branch:**

OIC 451-0321  
 SNCOIC 451-5136

**1<sup>st</sup> Stage Section**

Staff OIC 451-4466  
 AOIC 450-5753

SNCOIC 451-3058

Travel SNCO 451-3059

Unit Diary SNCO 450-6432

Audit NCOIC 451-4400

Travel NCOIC 451-4400

Unit Diary NCOIC 450-5838

Audit Clerks: 451-5008

Travel Clerks 451-3057

451-7426

Unit Diary Clerks 451-6432

450-5753

451-6240

450-5839

450-5840

450-5841

Fax Number 451-2746

**2<sup>nd</sup> Stage Section**

OIC 451-1139

AOIC 451-1141

SNCOIC 451-1393

ASNCOIC 451-0573

NCOIC 451-1269

Clerks: 451-1208

451-1213/1401

451-1222

451-1159

451-0572

Fax Number 451-1177

**Other Frequently Used Numbers**

IPAC Duty Phone Number 451-6220

I Co DNCO 450-6521

BN OOD 451-3383

**HQ & SPT BN**

S-1 451-3383

S-3 451-1705

S-4 451-4231

Supply 451-0917

**Bldg 15**

Medical 451-5540

Dental 451-1658

MLG PC&AO 450-8459

Division PC&AO 451-8872

SJA 451-8532

Disbursing 449-9191/9192

449-9179

Base Information 451-1110/1113

PMO 451-2557

JRC Duty 451-2123