

NEWSLETTER IPAC CAMP LEJEUNE SEPTEMBER 2020



COVID-19 OPERATIONS/MESSAGE FROM IPAC LEADERSHIP

IPAC remains open during its normal operating hours. Please maximize the use of Electronic Personnel Administrative Requests (EPARs) within Marine Online (MOL) for administrative matters in order to reduce foot traffic and meet the guidelines for social distancing. Those administrative matters that cannot be performed through EPARs will continue to be performed, but with the possibility of longer wait times. IPAC is continually striving to improve the level of support we provide to our customers. Your feedback is an important part of this process. When you are served by the IPAC for any administrative purpose, please take a moment to complete an ICE comment to tell us how we did. We hope that your experience was a positive one, but even if it was negative your feedback will assist us in better supporting our customers in the future.

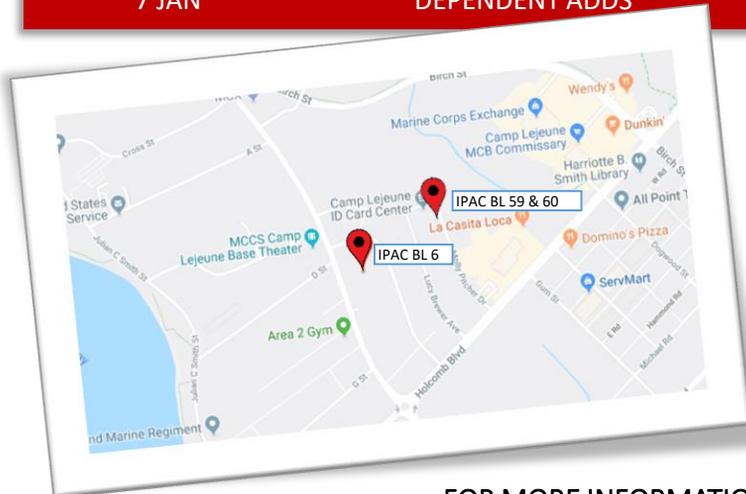
PUBLIC WEBSITE

IPAC has established a website to facilitate the communication from the IPAC to Commands, Administrators, Individual Marines, and their families. This website contains helpful guidance from each branch relative to their operations.

<https://www.lejeune.usmc.mil/IPAC>

IPAC Training Thursdays 1400 BLDG 6 RM 237

Class Date	Topic
8 OCT	PROMOTIONS
22 OCT	PAY
5 NOV	OBI
19 NOV	DTS
10 DEC	JOINS
7 JAN	DEPENDENT ADDS



FOR MORE INFORMATION

Email IPAC_MCB_SYSTEMS@USMC.mil or call at 910-451-6230. If you have an item of interest for the Newsletter please email MSgt Palma at Leonardo.palma@usmc.mil.

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INBOUND BRANCH

LOCATED IN BUILDINGS 60 & 59 (next to the Papa Johns)

NEW JOINS

Personnel reporting to Camp Lejeune must ensure they check-in to their respective unit's OOD/S-1 prior to reporting to the IPAC Inbound Branch on or before the "no later than" date on their orders. This includes Marines executing a Low-Cost PCS from MCAS New River, Stone Bay, Courthouse Bay, Camp Johnson, SOI East, and Cherry Point. Upon reporting to the IPAC, Marines must ensure they have a reporting endorsement from their S-1 on their person. Failing to do so will delay the processing of the PCS Travel Claim and could possibly cause pay issues for the new joins.

OTHER SERVICE

PERSONNEL JOINS

Per MARADMIN 535/08 and PAA 2-18, other Service Personnel joined permanently, or TAD in excess of 30 days, must be joined to both the Marine Corps Total Force System (MCTFS) and the Unit Management Service Report (UMSR) in Marine Online (MOL). There is a tutorial video available under the "How-To's" link in the MISSA/MISSO Portal. <https://eis.usmc.mil/sites/missa/knowledge/Training%20Content/MOL%20Join%20Non-Marine.aspx>

FAMILY SEPARATION

ALLOWANCE

RESTRICTED(FSA-R)

is not payable to Marines assigned to the accession pipeline. IPAC personnel and unit administrators must ensure they are in compliance with chapter 27, DODFMR, Vol 7A and PAAN 3-19. Additionally, these personnel may be entitled to FSA-T under a separate paragraph in Chapter 27 but a determination is still pending at DFAS before any pay adjustments can be made.

TRAVEL CLAIM REVIEW

Effective immediately, Marines will now be able to see their 15 most recently settled travel vouchers in MOL. This includes all PCS, TEMINS, or other types of vouchers settled outside of DTS. They will be able to see the completed voucher and any associated comments. "Historical Vouchers" can be found under the Travel tab.

NEW JOIN ASSISTANCE

If you have executed PCS orders to Camp Lejeune within the last 60 days and require follow on administrative assistance, the Inbound, 2nd Stage Section in building 59, room 129 will assist you. They can be reached at 910-451-1159/1222/1141.

GUIDANCE TO S-1

Force joining a Marine via Marine Online will not correct any pay discrepancies and cause the unit member to continually drop from your morning report. Look for the IPAC reporting stamp on their original orders.

CWO3 GORDON DEAN

GORDON.DEAN@USMC.MIL

910-451-0321

MRS. DEBRA ABALOS

DEBRA.ABALOS@USMC.MIL

910-451-9424

MSGT BERNADETTE AVELAR

BERNADETTE.AVELAR@USMC.MIL

910-451-5136

1ST STAGE

CWO2 RAUL GALLEGOS

RAUL.GALLEGOS@USMC.MIL

910-451-4466

WO NATHAN COURTNEY

NATHAN.T.COURTNEY@USMC.MIL

910-451-8426

GYSGT MAURICIO ROSALES

MAURICIO.ROSALES@USMC.MIL

910-451-3058

2ND STAGE

CWO2 JOSEPH CORONADO

JOSEPH.CORONADO@USMC.MIL

910-451-1139

WO TRENTON WILLIAMS

TRENTON.WILLIAMS@USMC.MIL

910-451-1141

GYSGT OLIVA

PABLO.ALEMAN@USMC.MIL

910-451-5136

INBOUND BRANCH

LOCATED IN BUILDINGS 60 & 59 (next to the Papa Johns)

COVID-19 INFORMATION

AUDIT AND TRAVEL CLAIM CLASSES

Audit and travel claim classes are conducted daily for all new join personnel.

- **E-5 and below – 0800**
- **SNCO and Officer – 1100**

It is the unit's responsibility for contacting inbound personnel ahead of arrival and ensure that check-in requirements are met. EPARs with Basic Orders, PCS Orders, and a unit reporting endorsement will be processed however, the member must still report to the Inbound Branch to complete an audit and travel claim.

COMMANDING GENERAL'S POLICY LTR 006-20: MCI-EAST MCB CAMP LEJEUNE PROCEDURES FOR INBOUND PERSONNEL UNDER

COVID-19 CONDITIONS can be found at:
<https://www.mcieast.marines.mil/Portals/33/CG%20PLY%20LTR%20006-20.pdf?ver=2020-07-09-163109-437>

ROM Policy for CAMLEJ V6 23, June, 2020

Assumptions

- This policy applies to Military, Civilian, and Contract employees and will be updated periodically to ensure compliance with published SECDEF, SECNAV and USMC guidance and policies.
- ROM describes measures imposed by a command under the advice of competent medical authority on an individual or unit assessed as posing a potential public health risk. ROM's purpose is to mitigate the risk posed by the individual or unit to the wellness of the greater Base population and its readiness. Commands tailor ROM to mitigate the risk posed by the individual or unit by selectively imposing measures deemed appropriate to the circumstances of the case. ROM can be very restrictive in the case of people who pose a high risk (confined to quarters) or less restrictive for those assessed as posing a reduced risk (examples could include self-monitor, no indoor gatherings of 10 or more, strict observance of hygiene, mask and social distance protocol, or no use of recreation facilities and gyms).
- The MCIEAST-MCB CAMLEJ local area is Carteret, Craven, Jones, New Hannover, Onslow, and Pender Counties in eastern NC.
- Travelers to CAMLEJ must follow mask and social distancing policies in effect at CAMLEJ at the time of their arrival.
- There are no distance limitations for approved leave.

Policy

- Travelers to CAMLEJ whose point of origin is in NC but not a MCIEAST-MCB CAMLEJ off limits area are not required to ROM.
- Travelers to CAMLEJ whose point of origin is a MCIEAST-MCB CAMLEJ off limits area will be required to ROM. The owning/receiving/hosting unit will screen, assess the risk, and impose an appropriate ROM protocol to protect the health of the larger base population and the readiness of operational forces.
 - Travelers to CAMLEJ from a SECDEF designated "Green Location" may be required to ROM if risk factors are identified that require ROM protocols. The owning/receiving/hosting unit will screen, assess the risk, and may impose an appropriate ROM protocol to protect the health of the larger base population and the readiness of operational forces.
 - Travelers to CAMLEJ from a SECDEF designated "Red Location" will be required to ROM. The owning/receiving/hosting unit will screen, assess the risk, and impose an appropriate ROM protocol to protect the health of the larger base population and the readiness of operational forces.
 - Travel to CAMLEJ "bubble to bubble" from any installation does not require ROM upon arrival. "Bubble to bubble" is direct travel from one installation to another without intermediate stops or travel via military aircraft flying between military installations. A "bubble to bubble" move requires travelers be screened prior to departure from origin to ensure that travelers have been asymptomatic for COVID-19 for at least 14 days. Military, civilian, and contractor personnel working aboard an installation, but residing off installation are eligible for "bubble to bubble" travel.
 - OCONUS travelers who do not come through the APOD may be required to ROM. The owning/receiving/hosting unit will screen, assess the risk, and may impose an appropriate ROM protocol to protect the health of the larger base population and the readiness of operational forces.

OUTBOUND BRANCH

LOCATED IN BUILDING 60

CWO3 HERIBERTO SORIANO
HERIBERTO.SORIANO@USMC.MIL
910-450-9603

MRS MARIANE PRUNEDA
MARIANE.PRUNEDA@USMC.MIL
910-450-9588

MSGT LUIS ARCE
LUIS.ARCE@USMC.MIL
910-450-9604

SEPARATIONS/ADSEP

CWO2 EDWIN RAMIREZ
EDWIN.RAMIREZ1@USMC.MIL
910-451-5615

GYSGT ANDRE CHARLES
ANDRE.D.CHARLES@USMC.MIL
910-451-2058

RETIREMENTS/ RESIGNATIONS/ MEDSEPS

MRS. MARIANE PRUNEDA
MARIANE.PRUNEDA@USMC.MIL
910-451-9588

GYSGT ANDREW VANDERPLAATS
ANDREW.VANDERPLAATS@USMC.MIL
910-451-2206

ORDERS(PCS/PCA)

Units must ensure OBI has been approved at least 30 days prior to executing orders. A delay in unit approval could result in a delayed departure. Marines executing Permanent Change of Assignment (PCA) Orders are required to submit their Outbound Interview (OBI) via MOL. The Marine's command will then approve the OBI and the Marine will report to IPAC, Orders Section with a completed checkout sheet on the date of detachment. The reporting and detaching date are the same for all PCA Orders; i.e. a Marine who detaches on 1 September 2020 will report to the new unit on 1 September 2020.

All PCS'ing Marines must attend a Smooth Move PCS workshop hosted by MCCS. You can register online at <http://www.mccslejeune-newriver.com/info/> or call (910) 451-1056/7796. FREE for military families serving aboard Marine Corps Base Camp Lejeune, New River Air Station, and all outlying camps. As per MCO1754.10A, attendance is mandatory for all departing military personnel.

HOW TO EAS

IPAC Separations and Retirement Section has issued a "How to EAS" guide for those assigned to Camp Lejeune. This guide has been sent out via the Camp Lejeune WAN announcements and sent via email to the IPAC Jurisdiction. If you would like to obtain a copy of this guide, please visit the IPAC website at:

<https://www.lejeune.marines.mil/IPAC/>

SEPARATIONS

Ensure the OBI for separating Marines is approved by the Unit at least 90 days prior to the requested departure date. IPAC Separations/Retirements only requires the IPAC SEPS SOU to be included. TRS and final physical documents are collected by the Separations/Retirement Section prior to departure date.

RETIREMENTS

For those approved for a medical retirement (TDRL/PDRL): Once your EAS updates in MCTFS, please come to the Retirement Section ASAP to initiate your separations process. We will provide you guidance on the Retired Pay Data Form and other requirements that must be completed before you depart.

ORDERS

CWO2 THIAGO ALVES
THIAGO.ALVES@USMC.MIL
910-450-9400

SSGT KRYSTAL ROBERTS
KRYSTAL.ROBERTS@USMC.MIL
910-450-9540

CUSTOMER SERVICE BRANCH

LOCATED IN BUILDING 6

MARRIAGE

Marines that have acquired a new family member (dependent) must report to IPAC for completion of a Dependency Application (NAVMC 10922) to receive appropriate entitlements for dependents, and to add them into MCTFS accordingly. Note that for those requesting to add dependents other than the spouse or children (any type), additional information may be requested by the certifying/approving authority. In order to be serviced, family members must have a valid Power of Attorney on hand if the service member is unavailable.

Documents required for marriages:

- Marriage certificate.
- Spouse birth certificate.
- All previous divorce decrees (if applicable).
- Vacancy letter from the barracks if applicable.
- Dual Service Member marriages: DD Form 214 for spouse's military service or Active Duty Orders (if applicable).

Documents required for divorces:

- Divorce decree.
- BAH O/R approval letter (if applicable). *Marines (E-5 and below) must request approval via their Administrative Sections.*

Documents required for adding children of a marriage:

- Child's birth certificate.
- Other documentations listed on MarAdmin 661/19 not already resident on the Member's OMPF.

Documents required for adding children born out of wedlock:

- Child's birth certificate or court order identifying the member as the parent.
- Child born out of wedlock form DD 137-4 (signed by the member, custodial parent, and notarized).
- Proof of financial support.

ACQUIRED/LOST DEPENDENT

Marines that have acquired or lost (divorce, death, no longer in household) a dependent, must report to IPAC for completion of a Dependency Application Form (NAVMC 10922). This is a requirement to update and review the entitlement to BAH, travel authorization for dependent(s), and other dependency related entitlements to be certified into Marine Corps Total Force Systems/Marine Online.

PRIVATIZED HOUSING

During the last 6 months, there has been an increase of Marines overstaying their living terms in Privatized Housing after the loss of qualified dependents. This overstay and delay in reporting of divorces to IPAC and the Housing Office can potentially add undue hardship to Marines when the overstay and payment for BAH is liquidated. Marines and commands are highly encouraged to notify their respective housing offices for guidance on vacating Privatized Housing.

MARADMIN 213/20

Provides initial guidance regarding extensions for Marines impacted by COVID 19 through the end of Fiscal Year (FY) 20. As the situation evolves subsequent guidance will be promulgated for possible cross fiscal year determination. Enlisted Marines who may be impacted are highly recommended to contact their respective unit career planner for further guidance and to complete any requirements associated with a possible extension. Active Component Officers are authorized to request EAS extensions via one of two methods. Officers who are career designated can request an EAS extension by submitting an AA Form to MMSR-2(O).

BRANCH LEADERSHIP

CWO3 RICHARD BONNER

RICHARD.BONNER@USMC.MIL

910-451-5600

MR RON FUNCKE

RONALD.D.FUNCKE@USMC.MIL

910-451-6265

MSGT VINCENT REEVES

VINCENT.REEVES@USMC.MIL

910-451-6246

DEPENDENCY

CWO2 BALDEMAR PARDO

BALDEMAR.PARDO@USMC.MIL

910-451-6238

SSGT MICHAEL PETERSON

MICHAEL.L.PETERSON@USMC.MIL

910-451-6212

PAY

CWO2 STEPHEN STURGELL JR

STEPHEN.STURGELL@USMC.MIL

910-451-6267

SSGT AYLSSA SIMON

ALYSSA.SIMON@USMC.MIL

910-451-6250

Contact MMOA-3 for further guidance. An endorsement letter from the first O-5 commander in the members reporting chain is required. **A member approved for an extension due to COVID impact are not eligible for promotion during the extension period.** An approved reenlistment or other (non-COVID) related extension will remove the promotion eligibility restriction.

COMMAND SUPPORT BRANCH

LOCATED IN BUILDING 6

CWO3 CHRIS MAXWELL

CHRISTOPHER.MAXWELL@USMC.MIL

910-451-6229

MSGT JORGE BRUNO

JORGE.BRUNO@USMC.MIL

910-451-6263

PROMOTIONS

MR BRAD THOMAS

BRAD.R.THOMAS@USMC.MIL

910-451-6204

SSGT ALEXANDRIA HUBBERT

ALEXANDRIA.HUBBERT@USMC.MIL

910-451-5136

LEGAL

CWO2 JOSEPH RILEY

JOSEPH.C.RILEY@USMC.MIL

910-451-6261

SSGT LINDSEY DABDOUB

LINDSEY.DABDOUB@USMC.MIL

910-451-5136

Limited Duty Changes

As of 6 July 2020, all Limited Duty items will be run through the Command Support Branch, Promotions Section. All 6100/5&6 for Limited Duty as well as all pregnancy entries will be run here. All to/from sick entries for hospital stays to include birth of a child shall still be run through Wounded Warrior Bn East.

This change is to facilitate tracking of medical waivers needed for composite scores and to hopefully lessen the number of zeroed composite scores at the unit level. Any questions about Limited Duty can be addressed to Mr. Brad Thomas at 451-6204 or by email at brad.r.thomas@usmc.mil.

Special Leave Accrual (SLA) for COVID-19

Special Leave Accrual (SLA) for COVID-19 has been approved per MARADMIN 264/20. Lost leave will be restored not to exceed a leave balance of 120 days at the end of FY 2020. This restored leave will be reflected on the October 2020 LES and must be used by the end of FY 2023. This process will happen automatically and there is no action required by the member or command.

Legal

DUI/DWI & PROMOTION RESTRICTION Per MCO P1400.32D w/ Ch 2, a Marine is not eligible for promotion within 12 months of *conviction* by military (to include a military magistrate) or civil authorities for Driving Under the Influence (DUI) or Driving While Intoxicated (DWI). Please see below guidance on the handling of promotion restriction for when a Marine is ticketed for DUI/DWI and for when a Marine is convicted.

- If a Marine is ticketed and convicted for DUI/DWI prior to the NJP, the 12 month promotion restriction starts on the date of the conviction. In normal scenarios, the only time a conviction would occur prior to the NJP would be an on base DUI/DWI (Base Magistrate conviction). The appropriate promotion restriction page 11 entry is required. Please submit the page 11 via EPAR upon completion for appropriate entries. Once the Marine is awarded NJP there is no requirement to report the promotion restriction for the NJP or complete an additional promotion restriction page 11 entry per PAA 11/14.
- If the Marine is awarded NJP prior to a DUI/DWI conviction, the Marine will be placed on either a 3 or 6 (suspended punishment) month promotion restriction. Upon expiration of the 3 or 6 month promotion restriction period the Marine is still in a promotion restriction status while pending adjudication of civil charges per paragraph 1204.4aa. If the Marine appears on the promotion eligibility roster they must be "Not Recommended" for promotion each quarter until the civil court adjudication. Upon the conviction for DUI/DWI, the Marine is placed on a 12 month promotion restriction from the date of conviction. A 12 month promotion restriction page 11 entry is required.

UNIT DEPLOYMENT/TAD BRANCH

LOCATED IN BUILDING 6, 2ND DECK

CWO3 JOEY WHITE

JOSEPH.WHITE@USMC.MIL

910-451-6240

MR JEFF STOCKER

JEFF.STOCKER@USMC.MIL

910-451-6216

MSGT ANDRE DANIELS

ANDRE.DANIELS@USMC.MIL

910-451-6214

TAD

CWO2 JONATHAN KINNEY

JONATHAN.KINNEY@USMC.MIL

910-451-6256

GYSGT LEAH MINDER

LEAH.MINDER@USMC.MIL

910-451-6226

TAD

Ensure all reporting and detaching endorsements are submitted via EPAR to the TAD section in a timely manner.

HELPFUL LINKS

[01XX WIKI](#)

[AAU EAST SHAREPOINT](#)

[MISSO/MISSA](#)

[MCTFS CODES](#)

[MCAAT](#)

[COMMAND PROFILE](#)

PRE-DEPLOYMENTS

CWO2 MATTHEW MCGARVEY

MATTHEW.MCGARVEY@USMC.MIL

910-451-6258

MR STEPHEN LONG

STEPHEN.D.LONG@USMC.MIL

910-451-6269

SSGT MAGDALENA BAIRD

MAGDALENA.BAIRD@USMC.MIL

910-451-6243/6256

BEFORE LEAVING

Pre-Deployment Audits are no longer conducted by the IPAC, however, the S-1 is required to complete a pre-deployment audit.

All Marines regardless of rank must complete a pre-deployment audit no more than 60 days prior to deployment. S-1 should ensure all personnel have an updated record in MCTFS. All dependent additions or information updates should be completed at IPAC prior to departure. Units are highly encouraged to contact the Pre-Deployments section during the work up process to facilitate any questions/RFI's.

ARRIVAL IN THEATER/WHILE DEPLOYED

All unit personnel must report to their S-1 in theater. The S-1 will ensure the Deployment Branch is notified of the travel performed, reflecting the date of departure, permanent duty location, and date of arrival at the deployed location. Deployed Entitlements will not be started until such documentation is received by IPAC via EPAR. The request should be processed within 5 working days upon receipt by IPAC unless coordination with an outside agency needs to be made (i.e. Disbursing or TMO is required).

POST DEPLOYMENTS

CWO2 JENNIFER LLOYD

JENNIFER.M.LLOYD@USMC.MIL

910-449-9954

SSGT BRADLEY SCHUEBERT

BRADLEY.SCHUEBERT@USMC.MIL

910-451-6237/6215

AFTER RETURNING

Ensure all Marines complete a post-deployment audit in MOL within 60 days of returning and provide substantiating documents to the unit S-1. Upon receipt of appropriate source documents from the S-1, IPAC will report all service awards earned while deployed and stop all deployment related entitlements.

Ensure all Marines review and maintain oversight of their LES via MyPay upon return from deployment. If deployed entitlements have not been stopped within 5 working days, contact the unit S-1 or the Post Deployments section. In order to stop entitlements, we require a completed travel claim (DD form 1351-2) stating the date of departure from the AOR/ship, mode of travel, to arrival back in CONUS.

WOUNDED WARRIOR BRANCH

LOCATED IN BUILDING PP6G

HOSPITALIZATIONS AND PREGNANCIES

Command's Administrative Sections or Marines hospitalized must submit admission/discharge paperwork to the IPAC Wounded Warrior Branch (WWBR) for reporting hospitalizations per para 70202 MCTFS PRIUM. These documents are needed to start and stop BAS entitlements for members who were previously entitled to DMR before being admitted to the hospital. Units are reminded to submit pregnancy discharge paperwork with the date the child was born to report appropriate entries and ensure Maternity Leave processes smoothly. Furthermore, units are also reminded to follow the Health Insurance Portability and Accountability Act (HIPAA) of 1996 when handling medical information. Documents must be submitted via E-PAR to IPAC Camp Lejeune, or delivered to Bldg. PP6G in the vicinity of Wounded Warrior Battalion-East/Naval Hospital CamLej.

CWO2 RUBEN G. MOLINA

RUBEN.G.MOLINA@USMC.MIL

910-449-9855

SSGT GERARDO

COLONSANCHEZ

GERARDO.COLONSANCHEZ@USMC.MIL

910-449-9881

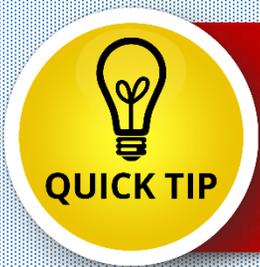
LIMITED DUTY Limited Duty (LimDu) assignments "Q-Temporary Limited duty," "N-Pregnancy," and "O- Full Duty" are no longer reported by IPAC Wounded Warrior Branch. LimDu assignments are now reported by the IPAC, Command Support, Promotions Section. The phone number is (910) 451-6253/6249/6911.

SEPARATIONS & ORDERS Wounded Warrior Battalion-East is reminded to ensure the OBI for separating Marines is approved at least 30 days before the requested departure date. TRS and final physical documents must be attached to the OBI before the departure date. For those approved for a medical retirement (TDRL/PDRL): Once your EAS updates in MCTFS, please visit us ASAP to initiate your separation. We will provide you guidance on the Retired Pay Data Form and other requirements that must be completed before you depart. Finally, Wounded Warrior Battalion-East is reminded to ensure OBI has been approved at least 30 days before executing orders. A delay in unit approval could result in a delayed departure.

PAY AND ALLOWANCES CONTINUATION (PAC) PAY IPAC WWBR reports and monitors PAC Pay per MCO 1771.2 and MarAdmin 227/10. Units must contact WWBR if they feel a Marine in their unit rates PAC Pay and assist in making sure the Marine completes required documents. Units are reminded that Marines rate CZTE during inpatient status under PAC pay regulations.

TRANSFERS AND TAD ATTACHMENTS TO WWBN-EAST The IPAC WWBR serves as satellite remote and is external to Wounded Warrior Battalion – East. Units or Marines seeking referral information or have questions regarding the Wounded Warrior Battalion-East referral process should contact the WWBn-East Contact Center at 910-451-1202, 910-451-4812, or 910-449-9573.





COMPUTER TOO SLOW FOR REPORTS? HAVE THEM EMAILED INSTEAD....

Marine OnLine Analytics

- Home
- Search
- My content
- Team content
- Recent
- New

My content

- __Alpha Roster
8/9/2019 9:55 AM

__Alpha Roster

Owner: JWPERRY
Created: 8/9/2019, 9:55 AM
Modified: 8/9/2019, 9:55 AM
Type: Report

General | Report | **Schedule** | Permissions

New

- Run as
- Edit report
- Create report view
- View versions
- Properties**
- Copy or move
- Create shortcut
- Share
- Delete

Create schedule

Schedule: **Weekly**

Period

Start: 2019-08-09 10:25 AM

End: 2019-11-09 10:25 AM

No end date

Run every: 1 week(s)

On day(s): M T W T **F** S S

Daily time interval

Options

Format: **Excel**

Delivery: **Email** Save

Prompts: Set values

Languages: English (United States)

PDF: Select

Create Cancel



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



BLD 6 Front Desk 451-6220

Command Deck

Director	CWO5 Easton	451-6221
Deputy Director	CWO4 Hull	449-9958
SNCOIC	MGySgt Altamirano	451-6218
Admin Assistant	Ms. Krueger	451-6222
Fax1		451-6217

Quality Control Branch

OIC	CWO2 Slaven	451-6230
SNCOIC	MSgt Palma	451-6209

Internal Audits Section/ Systems Integration

OIC	CWO2 Slaven	451-6230
SNCOIC	SSgt Figueroa	451-6213
Clerks:		451-6207/6259

Ops Section/ Electronic Service Record Section

OIC	CWO2 Gonzalez	451-6251
OIC	Mr. Fonseca	451-6224
SNCOIC	SSgt Ferguson	451-6904
Clerks:		451-9467/449-9950

Unit Deployment Branch:

OIC	CWO3 White	451-6240
AOIC	Mr. Stocker	451-6216
SNCOIC	GySgt	451-6214

Pre Deployments Section

OIC	CWO2 McGarvey	451-6258
AOIC	Mr. Long	451-6269
SNCOIC	SSgt Baird	451-6226
Clerks		451-6243/6256

Post Deployments Section

OIC	CWO2 Lloyd	449-9954
SNCOIC	SSgt Schuebert	451-6237
Clerks		451-6215

Customer Service Branch:

OIC	CWO3 Bonner	451-6267
AOIC	Mr. Funcke	451-6265
SNCOIC	MSgt Reeves	451-6246

Dependency Section

OIC	CWO2 Pardo	450-5600
AOIC	Vacant	451-6238
SNCOIC	SSgt Peterson	451-6212
Clerks		451-0863/6901

Pay and Audits Section

OIC	CWO2 Sturgell	451-6267
SNCOIC	SSgt Simon	451-6250
Clerks		451-6201/ 6909

SDA

QA	Mrs. Brinkley	451-6247
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Command Support Branch:

OIC	CWO3 Maxwell	451-6229
AOIC	Mr. Thomas	451-6204
SNCOIC	MSgt Bruno	451-6263

Promotions/Awards Section

OIC	Mr. Thomas	451-6204
SNCOIC	SSgt Hubbert	451-6223
Clerks		451-6253/6249

Legal Section

OIC	CWO2 Riley	451-6232
SNCOIC	SSgt Bittler	451-6252
Clerks		451-6233

TAD/Deployed Support Section

OIC	CWO2 Kinney	451-6261
SNCOIC	GySgt Minder	449-9947
Clerks		451-6219

Wounded Warrior Battalion (PP6G):

OIC	CWO2 Pardo	449-9855
SNCOIC	SSgt Vega	449-9880
Clerks:		449-9867/9674

Outbound Branch: Building 60

OIC	CWO3 Soriano	450-9603
AOIC	Mrs. Pruneda	450-9588
SNCOIC	MSgt Arce	450-9604

Separations/AdSeps Section

OIC	Mr. Viebrock	451-5615
SNCOIC	GySgt Palacios	451-2058

Separations Cell

AOIC	CWO2 Ramirez	451-2161
SNCOIC	GySgt Vanderplaats	450-9377
Clerks		451-2016/1927

Retirements/Resignations/MedSeps

AOIC	CWO3 Sword	451-4220
SNCOIC	Vacant	451-2206
Clerks		451-4226/3040

Orders Section

OIC	CWO2 Alves	450-9400
SNCOIC	SSgt Roberts	450-9540
Clerks:		450-9553/9389

Inbound Branch: Building 59/60

OIC	CWO3 Dean	451-0321
AOIC	Mrs. Abalos	451-9424
SNCOIC	MSgt Avelar	451-5136

1st Stage Section

OIC	CWO2 Gallegos	451-4466
AOIC	WO Courtney	451-8426
SNCOIC	GySgt Rosales	451-3058
Unit Diary AOIC	Vacant	451-3059
Audit Clerks		451-3040
		451-5018

1st Stage Travel

Travel Clerks	SSgt Chin	450-5841
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2d Stage Section

OIC	CWO2 Coronado	451-1139
AOIC	WO Williams	451-1141
SNCOIC	GySgt Oliva	451-1139
Clerks		451-1393
		451-1401
		451-1222

DTS Tier II Help Desk

DTS Administrators	Mr. DiCicco	451-7752
	Mr. Bloomfield	451-6236
DTS Clerk		451-4166