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**REGIONAL PERSONNEL ADMINISTRATION CENTER,
MARINE CORPS INSTALLATIONS EAST**

STANDING OPERATING PROCEDURES MANUAL



TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	GENERAL INFORMATION.....4	
1.	General.....4	
2.	Mission.....4	
3.	RPAC Facilities/Hours of Operation.....4	
4.	Consolidated Personnel Policies.....4	
5.	RPAC Responsibilities.....5	
6.	Commander Responsibilities.....5	
7.	Other Responsibilities.....5	
8.	Communication.....5	
9.	RPAC Structure.....5	
10.	Headquarters.....5	
11.	Personnel Support Branch.....5	
12.	Command Support Branch.....5	
13.	Operations Branch.....5	
14.	Satellite Support.....6	
15.	Unit Liaisons.....6	
Figure 1-1	RPAC Organizational Chart.....7	
Chapter 2	PERSONNEL SUPPORT BRANCH.....8	
1.	Mission.....8	
2.	Transfer and Joins.8	
3.	Separation, Administrative Separation, & Retirements.....15	
4.	Customer Service Section.....25	
Chapter 3	COMMAND SUPPORT BRANCH.....28	
1.	Mission.....28	
2.	Promotions Section.....28	
3.	Legal Section.....29	
4.	Deployment Section.....33	
5.	TAD Section.....39	
6.	Pay Section.....40	
Figure 3-1	Leave Correction Form.....44	
Chapter 4	OPERATIONS BRANCH.....45	
1.	Mission.....45	
2.	Internal Audits Section.....45	
3.	Data Systems Section.....45	
4.	Electronic Service Record Section.....46	
5.	Administrative Research Cell.....47	
Figure 4-1	O-6/GO Level PERSO TTC List.....49	

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
CHAPTER 5	RPAC SATELLITES.....	50
1.	Mission.....	50
2.	Administrative Functions.....	50

Chapter 1

General Information

1. General. The RPAC has cognizance and functions as the personnel administration office for all units located within MCIEAST. It is a centralized enterprise under the operational and tactical control of the MCIEAST-MCB CAMLEJ.

2. Mission. To provide personnel administrative support and services to Commanders, Marines, and family members to ensure military personnel records, pay, and entitlements are accurate and properly maintained in a timely manner in order to prepare the individual Marine for worldwide deployment with the operating forces.

3. RPAC Facilities/Hours of Operation. The RPAC hours of operation at the following locations are 0730 - 1630 Monday through Friday except on Thursday when the hours are 0730 - 1300 due to training:

Headquarters (Building 6)

Personnel Support Branch (Buildings 59 & 60)

Command Support Branch (Building 6)

Operations Branch (Building 6)

Satellite Support Center:

MCAS New River (AS-120)

MCAS Cherry Point (Building 298)

MCAS Beaufort (Building 807)

MCLB Albany (Building 7150)

Note 1: This includes being open for business during normal chow periods. For emergencies, contact the RPAC Director, Deputy Director, RPAC SNCOIC, or Branch Head of each respective branch or satellite support center for assistance.

4. Consolidated Personnel Policies

a. Requests for a Leave and Earning Statement (LES), Basic Training Record (BTR), Basic Individual Record (BIR), W-2, W-2C, or Defense Travel System (DTS) orders printouts should be processed by the Marine utilizing one of the below self-service applications.

(1) MOL (www.mol.usmc.mil)

(2) MyPay (www.mypay.dfas.mil)

(3) DTS (www.defensetravel.osd.mil)

b. Any RPAC service-related concerns should be addressed to a RPAC Personnel Officer or Personnel Chief. In addition, Interactive Customer Evaluation (ICE) comments are encouraged and welcomed to ensure the RPAC is providing the service expected. Contact information is requested to allow RPAC to follow up with the customer.

5. RPAC Responsibilities. The responsibilities of the RPAC personnel include but are not limited to all items outlined in reference (a).

6. Commander Responsibilities. The commander's responsibilities include all items outlined in reference (a).

7. Other Responsibilities. Reference (a) outlines the specific administrative responsibilities for the individual Marine, G-1, S-1, and administrative offices.

8. Communication. The preferred method of communicating and transmitting data is an Electronic Personal Action Request (EPAR) available in MOL, which reduces the requirement for Marines to physically visit an RPAC facility. To protect PII, please refrain from using the Social Security Number (SSN).

9. RPAC Structure. See Figure 1-1.

10. Headquarters. The RPAC Headquarters exercises internal control over all RPAC functional areas and provides general administrative actions necessary for RPAC personnel.

11. Personnel Support Branch. The Personnel Support Branch (PSB) is responsible for processing personnel arriving at local Commands or leaving the MCI EAST Tennent/Supported Commands, including updating the Marine Corps Total Force System (MCTFS) data and aiding with pay and entitlements. This includes transfers, joins, and separations via Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), end of active service separations, Administrative Separations (ADSEP), and retirements, including officer resignations, and joined reservist. In addition, the PSB assists in pay and individualized customer service functions such as dependent adds or losses.

12. Command Support Branch. The Command Support Branch (CSB) provides specialized administrative services for personnel not transitioning between commands or exiting active service. These services include but are not limited to Temporary Additional Duty (TAD), Fleet Assistance Program (FAP), deployments, promotions, school updates, leave, limited duty, legal, pay, and training not reportable via Marine Core Training Information Management System (MCTIMS).

13. Operations Branch. The Operations Branch exercises internal control over all RPAC functional areas and monitors Unit Diary reporting within the Administrative Reporting Unit Code (ARUC). They extract, work, monitor, and ensure Electronic Diary Feedback Reports (EDFR) are certified in a timely

manner. Review, monitor, and conduct random audits identifying internal control problems and trend discrepancies in pay. Operations Branch is responsible for centralized filing of all internal appointment letters, assumption of command letters from supported units, Unit Diary repository and upload documents to the Official Military Personnel File (OMPF). Furthermore, matters related to official online RPAC resources, internal training, and project development are functions of the Operations Branch.

14. Satellite Support. Satellite Support Centers (SSC) are locations geographically located away from the main RPAC aboard MCB Camp Lejeune. Satellite support will maintain a communication link with Commanders. Satellite support centers are responsible for processing RPAC related functions outlined in this order.

15. Unit Liasons. In effort for RPAC to maintain a communication link with Commanders, G-1s and S-1s are encouraged to have their Manpower Officers, Personnel Officers, and Administrative Chiefs to have open lines of communication with RPAC Branches/Section.

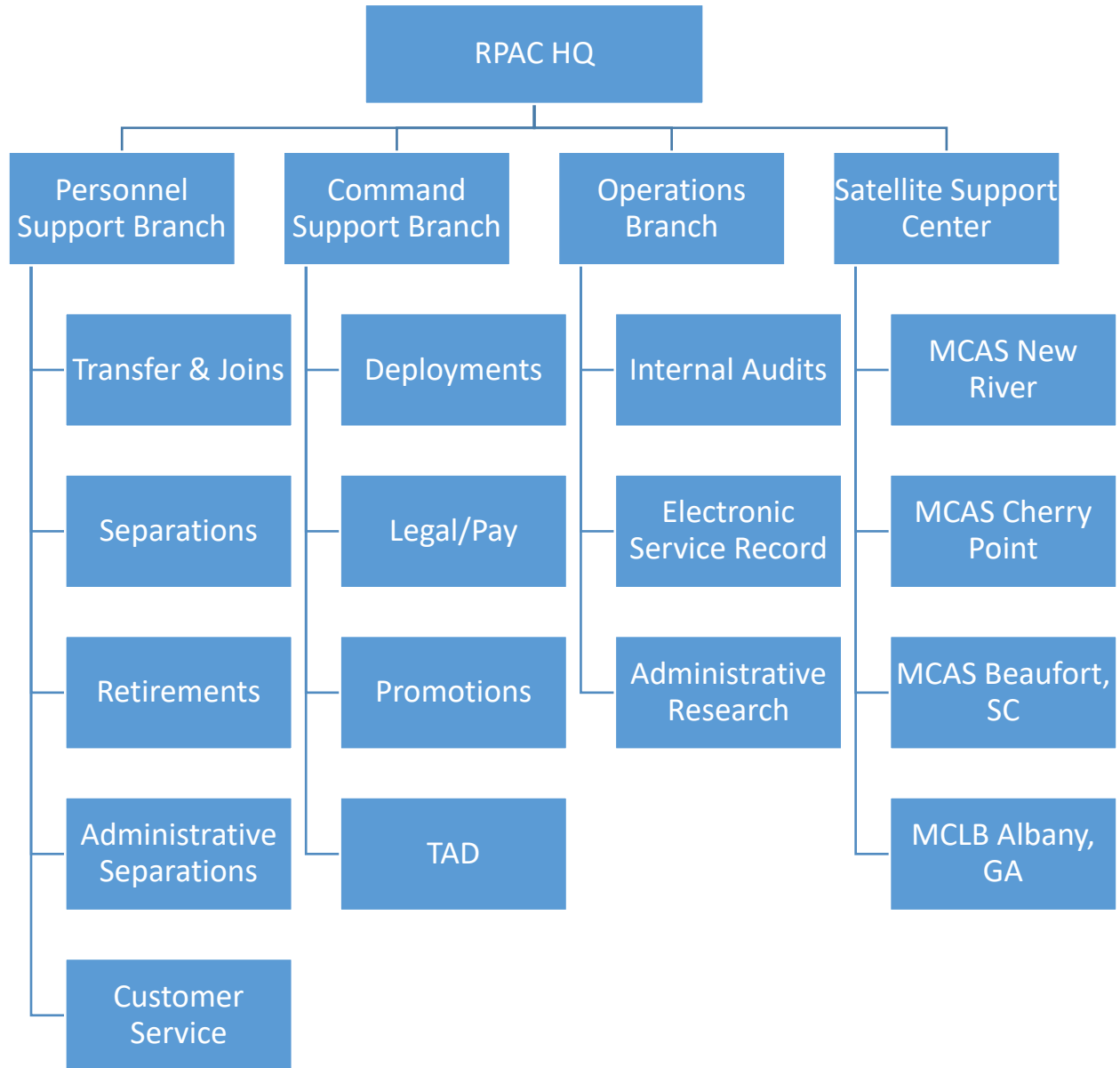


Figure 1-1: RPAC Organizational Chart

Chapter 2

Personnel Support Branch

1. Mission

a. The mission of PSB is to ensure inbound and outbound Marines and their families for MCIEAST tenant/supported commands, transition seamlessly with considerate and timely administrative support. PSB is responsible to ensure the accuracy of all pay, entitlements, MCTFS records, and electronic service records, associated with the transfer, joins, separations process, and dependency changes.

b. General. This chapter covers services and administrative functions under the cognizance of the RPAC PSB which encompasses customer service, transfers, joins, all separations, and retirement operations. All accession joins, PCS, PCA, separations, officer resignations, retirements, ADSEPs, dependent changes and pay related matters, are processed through this branch.

2. Transfer and Join Operations

a. Reporting Instructions. All newly arriving accession pipeline personnel must check in to the RPAC PSB or SSC with a reporting endorsement from their gaining command to establish their report date. Marines who are not accession pipeline must be joined to their unit via the Inbound Interview (IBI) at the unit's S-1, unless system errors prevent approval. Accession Marines must report to the RPAC/SSC with the below information:

- Copy of original orders from Bootcamp/OCS/TBS
- Copy of original orders from Military Occupational Specialty (MOS) School
- Web Orders
- Permissive TAD orders (if applicable)
- All receipts related to transfer (i.e., lodging, taxi, airline)

(1) If a Marine physically reports to the Transfer & Joins section, staff must research MCTFS and UD/MIPS activity to ensure the following action:

- A successful transfer has posted to MCTFS or,
- If a transfer has not posted verify in UD/MIPS activity that there are no pending diary actions on the Marine regarding a transfer. This is to avoid a same day cycle certification of a join and transfer transaction(s). UD/MIPS system logic will process a join first and then a transfer, if a transfer and join are certified on the same cycle. Successful transfers must post prior to a join to avoid an unintentional error.

(2) Check-In Sheets. Due to the variation of check in requirements amongst commands, PSB will not issue a standardized check in sheet. Each tenant or supported command is responsible for developing, issuing, and monitoring the check in process for their Marines and Sailors. Transfer & Joins Section, PSB, will validate individual check in sheets on an as needed basis.

(3) Join Audit Section. All join audits will be conducted in accordance with reference (b).

b. Preparation of PCS Orders Travel Claims. For accession pipeline Marines, PCS Orders travel claims will be completed using DD Form 1351-2, Travel Voucher or Sub Voucher and DD Form 1351-2C, Travel Voucher or Sub voucher Continuation Sheet and will be prepared in accordance with reference (p). Marines who complete their joins via IBI will complete their travel claims via Travel Voucher Interview (TVI). Transfer & Joins Section can still provide advice and assist with supplemental travel claims on an as-needed basis for all TVI claims.

c. Supplemental Travel Vouchers. The Transfer & Joins section will submit supplemental travel claims to correct travel pay discrepancies or any pay adjustments deemed necessary upon completion of a thorough audit of the initial travel settlement. Marines may also submit a supplemental travel claim utilizing TVI if a discrepancy is discovered.

d. Promotion Procedures for serviced Inbound Marines. All Marines that are select grade will automatically be promoted unless a "Will Not Promote" has been reported via UD. If it has been discovered that a Marine has been erroneously promoted while enroute, a letter signed by the Commander of the gaining command requesting the promotion be deleted as erroneous must be forwarded to RPAC Promotions Section immediately to avoid further delay and overpayments. Additionally, PSB will be responsible for notifying the Promotion Section and will conduct a join audit on all newly joined Marines automatically promoted while enroute.

e. Marines Who Fail to Report. PSB will pull a report from Cognos Analytics to show personnel due to report to their respective RUC/MCCs and tracked by the Estimated Date of Arrival (EDA). PSB will give personnel one full business day after the EDA to report to their command before efforts are initiated to locate the Marine. Once the Marine has failed to show up or not joined via IBI, PSB will initiate the following process in order to establish whether the Marine is in fact UA or has just not checked in with the gaining command, PSB, or SSC:

- Contact gaining command to determine if the Marine has reported for duty; and advise the command that the Marine has not been joined via IBI or has not reported to the PSB/SSC for processing.
- If the gaining command has not seen the Marine, PSB will verify with the former command to ensure the transfer entry was reported correctly.
- If the Marine still cannot be located, PSB will contact the Marine's unit for an endorsement to report "Join Failed to Report" in accordance with reference (b).

- The gaining command is responsible for tracking the Marine's UA status and to notify next of kin within 48 hours, generate the 10-day letter notifying next of kin and DD Form 553 once the Marines status turns into desertion. Once DD Form 553 is completed ensure a copy is sent to the RPAC, Command Support Branch, Legal Section for reporting into MCTFS.

f. Navy, Other Service Personnel and Civilian Personnel Inbound Procedures. Navy, other service personnel, and civilians reporting for duty will be joined utilizing MOL. For additional information on how to join or drop Navy, other service personnel, and civilians please refer to the MOL Management module in MOL or contact the supporting Manpower Information System Support Office (MISSO).

g. Orders Section responsibilities. The Orders Section is responsible for the issuance of all PCS and PCA orders for personnel of tenant/supported commands, counseling of Marines on entitlements for travel and transportation arising from these orders, preparation and issuance of orders, and maintenance of all related documents.

h. OBI Module. Marines in receipt of orders must complete and submit their OBI to their parent command. The parent command must screen the OBI and ensure that the criteria prescribed on the Basic Orders are met prior to approving it. Once the OBI is approved via MOL, the RPAC will take appropriate action. RPAC Orders section OBI submission timelines for Orders Section are depicted below:

(1) PCA and PCS within the Continental United States (CONUS) will be MOL approved by the unit NLT 10 business days prior to the detachment date desired. (For example: Marine's desired detachment date for PCAO is 11 July 2024, unit leadership is responsible to ensure the OBI is MOL approved no later than 1 July 2024. Once all pertinent documents are received, the RPAC will certify the OBI within 5-10 business days of receipt of the approved OBI. SSCs will process PCAs originating from their PDS.

(2) PCS Outside the Continental United States (OCONUS) will be MOL approved by the unit NLT 30 calendar days prior for unaccompanied PCSO and 60 calendar days for accompanied PCSO. The orders section will coordinate all Port Call requests with DMO. Once all pertinent documents are received, the RPAC will certify the OBI within 5-10 business days of receipt of the approved OBI.

i. PCS/PCA Orders Notification. The Marine will be notified via MOL when their Basic Orders are issued, modified, or cancelled.

(1) Upon notification of receipt of Basic Orders, Marines are encouraged to complete and submit the OBI as soon as possible. The following factors do not preclude the Marine from submitting the OBI:

(a) TAD or FAP status.

(b) Pending extension/reenlistment for required obligated service.

(c) Incomplete overseas screening.

(2) The required forms for PCS OCONUS - to include remote locations - will be available in the "Travel" tab in MOL. Forms are requested to be completed and uploaded into OBI NLT 60 days prior to the requested detach date. Delays in completing required overseas forms can adversely impact the timeliness of orders issuance.

j. Modification/Cancellation of PCS Orders. Basic orders are modified and/or cancelled by the Marine's respective Monitor or Occupational Field Sponsor via appropriate channels within their Chain of Command. Requests to modify or cancel PCS order endorsement(s) will be prepared and requested by parent Commands. The RPAC is not involved in this process. OBI modifications will be sent back to the unit for approval of modification; the RPAC requests a 2-day window to certify the modification.

k. PCS Orders Processing

(1) CONUS Assignments

(a) PCS orders are fully funded and entitles the Marine and family members, if applicable, to travel and transportation allowances. Orders will be issued based on the information contained in the OBI. The OBI must be approved by the unit before the Orders section can process the orders.

(b) PCA orders are issued for close proximity or intra-command transfers in which no proceed, delay, or travel time are authorized. PCA orders will not contain appropriation data, authority to move household goods or entitlement to travel allowance, as such orders are issued at "no cost" to the government. The PCA orders are processed and issued by the RPAC in the same manner as PCS orders. If a Marine is PCAing from and to a location where the SSC is located the SSC will process the transfer and join if the unit is unable to complete actions within IBI.

(c) PSB staff must be wary of 'same day' PCA transitions, where a customer retrieves their orders from the Orders Section and immediately reports to the Transfer & Joins Section or starts their IBI. Orders section must verify MCTFS prior to processing a transfer to ensure a gaining Command hasn't already processed a join via IBI.

(2) Temporary Duty Under Instruction (TEMINS) enroute. Marines will be issued TEMINS orders directing them to proceed and report to the Formal School they will be attending. This is a permanent transfer, and the orders are issued with the understanding that there will be no travel authorized to return to their previous parent command. The Formal School's servicing Administration Center will issue the orders to the Marine's new Permanent Duty Station (PDS).

(3) Special Duty Assignment (SDA), and Type-1 Billets.

(a) SDA billets include: Recruiting, Drill Instructor, and Marine Security Guard (MSG) Detachment Commander, per reference (y).

(b) Type-1 Billets include: MSG Watch Stander, Marine Combat Instructor, Marine Corps Security Forces Guard, Staff Noncommissioned Officer (SNCO) Academy Faculty Advisor or Curriculum Developer, Formal Schools Instructor, I&I and Marines on Independent Duty, and duty with Marine Special Operations Command.

(c) Upon receipt of the notification of PCS Orders to SDA or Type-1 Billets, the Marine will report to their Career Planner for assistance in completing the appropriate screening checklist and certification by the command. The Marine must deliver the completed appropriate screening checklist to the Personnel Support Branch via either OBI or in person to the RPAC/SSC.

(d) If the Marine is found unqualified, the Command will request modification/cancellation of orders. Such requests must be forwarded as soon as the disqualifying factor is known.

(e) Execution of the Standard Form (SF) 604 for issuance of additional uniform items required for the SDA is the responsibility of the Marine's parent command.

(4) OCONUS Assignments. Upon receipt of the notification of Basic Orders, Marines are advised to contact the Orders Section to receive guidance on the overseas process. Orders will be issued based upon the information contained in the OBI and completion of all forms required for overseas travel. Once basic orders are received the Marine has 10 days to initiate. It is imperative that the overseas forms are completed as soon as possible for timely processing of orders. These forms may include but are not limited to:

- NAVPERS 1300/16 (Report of Suitability for Overseas Assignment)
- Passport(s) request
- Port Call Request
- Pet space request
- Vehicle shipment/storage letter
- Additional documents may be needed depending on the country's clearance requirements.

(a) Air Mobility Command Patriot Express (AMC-PE) flights should always be considered as the first choice and be used to the maximum extent possible. Per MARADMIN 336/22, it is imperative that any change that would impact flights, i.e. orders mod, orders cancellation, or any other reason that would cause you not to execute your flight on time, needs to immediately be brought to the attention to the RPAC/SSC and DMO ticketing office. This will avoid being placed as a "no-show" and potentially causing delays in future flights. Failure to do so can potentially result in administrative action by the gaining command.

(b) MARADMIN 301/23 lists the entitlement limitation for pet transportation. The Marine is ultimately responsible for all aspects of transporting and paying the difference for transporting the pet during a PCS move. The exception is in cases of evacuation from foreign PDS locations.

(c) Unaccompanied/dependent restricted tour: Marines with dependents may elect to designate an alternate location for his/her dependents upon receipt of PCS Orders reassigning him/her to a dependent-restricted OCONUS location or an OCONUS unaccompanied tour. The BAH amount payable will be based upon the location of the dependents' designated place, see reference (u), until the next set of fully funded PCS Orders are issued to the Marine. The designated place will be elected prior to execution of PCSO and processed by the OCONUS command personnel administration center upon arrival. The Marine must provide a valid reason for sending dependents to a "designated place" other than allowing dependents to remain at the last PDS, examples:

- A mortgage or lease agreement
- Job offer notification, or
- A signed statement by the Marine that the location is his/her home of record.

*** Note:** If a designated place is not elected, the designated place will default to the member's last PDS or the dependents' current location immediately before the Marine executes the dependent-restricted or unaccompanied OCONUS orders.

(d) A Marine may elect to delay dependent travel following his/her execution of OCONUS PCS or to a remote CONUS location. It is the Marine's responsibility to initiate his/her request via AA form through their S-1 and route to MMIB-3 within 20 days of receipt of PCSO basic orders for approval. When a delay of dependent travel is approved (BAH rate is continued for the current authorized BAH location rate), the Marine submits the approval to the RPAC (Orders section) for further action and submission into their OMPF.

*** Note:** RPAC is not involved in submitting the delay request; it is done through the command and sent to the RPAC once approved. If disapproved no action is required on either the Marine's or RPAC part.

(e) Circuitous Travel is defined as "Travel by route other than one ordinarily prescribed by a transportation officer between the places listed in the travel orders".

(f) Marines executing unaccompanied or dependent-restricted OCONUS PCS may be entitled to four (4) days of proceed time when they meet the specific conditions outlined in MARADMIN 667/12.

1. Advances Prior To PCS

(1) Advance Pay:

(a) RPAC will process advance pay as outlined in the current version of Ref (u).

(b) Marines executing TEMINS orders are only entitled to advance pay upon receipt of orders to the new PDS, after completion of the service school to which assigned.

(c) For all advance pay requests, the RPAC will provide the SOU to be completed by the Marine.

(2) Advance travel and Dislocation Allowance (DLA):

(a) Marines will use the Government Travel Charge Card (GTCC) in lieu of receiving monetary advances for travel and DLA. There are only two circumstances that allow a Marine to receive such monetary advances:

(1) When a Marine is not able to obtain a GTCC due to reasons outlined in MARADMIN 001/16.

(2) When the Marine travels apart from the authorized dependent(s).

(b) GTCC activation and management is unit GTCC Agency Program Coordinator's (APC) responsibility.

m. Checkout/Issuance of Orders

(1) The checkout sheet will be issued by the parent command. The checkout procedures for transferring personnel remain the responsibility of the Marine's unit, command supervision is essential. Supported organizations should ensure Marines have completed all checkout requirements prior to issuance of orders. Command PCSO checkout sheets must include at a minimum:

(a) Consolidated Issuing Facility (CIF)

(b) DEERS/ID Card Center

(c) Vehicle Registration/Base PMO

(d) Nuclear Biological Chemical (NBC)

(e) Distribution Management Office (DMO)

(f) Disbursing Travel (Bldg 10) (CamLej W9L Marines only)

(g) Base Housing

(h) Unit Aid Station (BAS)

(i) Dental (Dental Record)

(i) Bn S-1

(2) Certified Original Orders Endorsement may be issued by either the individual unit's administrative office (via MOL), the RPAC Transfer & Joins Section, or SSC Outbound Section. These orders will be issued on the approved date of detachment.

(3) If a detach date is over a weekend, or holiday, the Marine executing orders will pick up your orders the very last available workday or checkout with the unit and upload the signed orders to OBI upon receipt.

(4) Collection and upload of unit check-out sheets and fully endorsed orders into the MOL module must be on the same date as the date of detachment by who is checking out the Marine executing PCSO/PCAO. This responsibility is a requirement for all unit check-out functions.

n. Transfer Process

(1) Marines are automatically transferred via the Outbound module, effective the date of detachment. The transfer cannot be processed if a TAD or FAP status is still resident in the MCTFS.

(2) Commands must ensure Marines are properly reported back from FAP or TAD prior to detaching.

(3) If the Marine is still in a TAD/FAP status on the date of detachment, the RPAC Orders Section will need termination of TAD/FAP endorsement in order to detach the Marine.

(4) OBI will display a red notification if Marine does not meet the required obligated service to execute PCS. A reenlistment (RELM)/extension (EXT) must be approved, and either reflect in MCTFS, or turn into the Orders section prior to detachment date, to be reported.

3. Separation, Administrative Separation and Retirements Section

a. The RPAC Separations, Administrative Separation, and Retirement section is responsible for providing administrative support for the conduct of separations of all active duty, reservist or retiring Marines assigned to the Administrative RUC 45020. Respective school SSC (MCCSSS, MCES and SOI) are responsible for the conduct all separations and retirements process for student personnel. Specific duties of the Separations and Retirement Sections are reflected within this chapter and include assisting with separations at Expiration of Active Service (EAS), retirements, administrative separations, reservists deactivation/release from active duty, Officer resignations, severance pay, and those placed on the Temporary Disability Retired List (TDRL)/Permanent Disability Retired List (PDRL).

b. Separation Procedures

(1) Marines and supported units must coordinate with the RPAC/SSC Separation and Retirement Sections as soon as separation requirements are completed, and remain in contact, to ensure correct administrative action are completed in a timely manner.

(2) Upon unit approval of the OBI, a case folder will be created containing administrative forms providing information necessary for completion of the Distribution Management Office (DMO) endorsement, separation orders, DD Form 214s, NAVMC 11060, and other separation documents based on their respective circumstances.

(3) Each Marine can access the "How to Guides" published on the RPAC public website for specific instructions:
<https://www.lejeune.marines.mil/Offices-Staff/Regional-Personnel-Administration-Center>

(a) The guides identify required documents that must be completed prior to the separating Marines departure date. Marines are advised to contact the RPAC/SSC separation and retirement sections a minimum of five business days (RPAC)/14 business days (SSC) prior to their planned date of detachment to review documents and sign if necessary.

(4) Marines are encouraged to keep their direct deposit account open for ninety (90) days after they are discharged to ensure Electronic Funds Transfer (EFT) of the final settlement of the Marine's pay account.

(5) Marines retiring or transferring to Fleet Marine Corps Reserve (FMCR) must continually keep an EFT account open to receive retirement payments. Advance pay for separations may be authorized in extreme situations (i.e., identity theft).

c. OBI. This module is located within MOL under the Travel Tab; OBI must be completed to initiate the separation process. Separating Marines may begin their OBI 365 days from their EAS date. Retirees may begin their OBI process upon approval of retirement date. The OBI will detail the Marine's desire for transitional Permissive Temporary Additional Duty (PTAD) (if applicable), terminal leave, planned detachment date (PDD), and mode(s) of transportation. Due to the high volume of personnel executing orders or separation throughout the region, and to maximize support for requested timeline(s), all OBIs will be submitted to RPAC Separations Section 60 days or greater from the requested departure date (not the members' EAS). Upon unit approval of the OBI, RPAC has 10 business days to certify the OBI. Requests that are received with less than 60 days prior to the members' requested date of departure will have the PDD reset to the EAS. Any adjustments to include terminal leave will be handled on a case-by-case basis according to competing priorities and must be specifically coordinated in order to determine supportability. Commands must allow PSB a minimum of 10 business days to process medical separations/medical retirements.

(1) Commands must ensure that the following documents (if applicable) are completed before the Marine departs:

(a) Career Planner/CO EAS Interview (Enlisted only).

(b) RELM (over 6 years active service or more, or involuntary separations-Enlisted only).

(c) NAVMC 2648 with Capstone (Transitional Readiness Seminar).

(d) Service Treatment Record (STR): Medical Records w/final physical DD Form 2808, DD Form 2807-1, Dental Records w/T2 exam, and DD 2963.

(e) DD Form 2656 Retired Pay Data Form - must be submitted to RPAC/SSC at least 30 days prior to EAS (Retirees/TDRL/PDRL only).

(f) Approved PTAD/PDMRA/TMLV Request - submitted via OBI.

(g) NAVMC 118(11) for Re-entry Codes and/or Characterization of Service as directed/appropriate. (Not applicable for Administrative Separations and Medical Separations).

(h) Approved SkillBridge package.

(2) Once the Separations/Retirements Sections receives the approved OBI from the supported unit, it will be reviewed for accuracy and compliance with regulations.

(3) Upon completion of the review, the Separations/Retirement Section, if corrections are discovered the OBI will be returned to the supported unit for corrective action.

(4) After the Separations/Retirement Sections has reviewed the OBI, a DMO endorsement will be electronically certified within 10 business days after unit approval. The Marine will be able to access the DMO endorsement on their OBI module at any time following the certification. That DMO endorsement must be taken to DMO in order to arrange the Marine's movement of household goods (HHG) to their address after separation.

(5) Official Terminal Leave/Separation Orders and DD Form 214s will not be issued until the Marine's EAS or PDD. Marines must complete all checkout procedures before issuance of the orders and DD Form 214s.

d. Checkout Procedures. Marines and Commands must coordinate with the Separations or Retirement Section to ensure proper administrative action is completed per the timelines requirements established in this chapter. Marines must submit their OBI no later than 60 days prior to EAS or terminal leave start date, whichever is earlier.

(1) Checkout Sheets. Marines are encouraged to report to their command S-1 at least 30 days prior to their departure to be issued a checkout sheet. Local Commanders are responsible for the completion of their checkout sheets.

(2) Command Checkout Sheets must include the following entities as applicable by installation:

(a) Consolidated Issuing Facility (CIF)

(b) DEERS/ID Card Center

(c) Vehicle Registration/Base PMO

(d) Nuclear Biological Chemical (NBC)

- (e) Distribution Management Office (DMO)
- (f) Disbursing Travel (Bldg 10) (CamLej W9L) Marines only)
- (e) Base Housing
- (f) Unit Aid Station (BAS)
- (g) Dental (Dental Record)
- (h) Bn S-1

(3) Marines will checkout with the RPAC/SSC on the day of departure. All departing Marines must turn in their Health and Dental records with 2963 certification letter, DD Form 2648, and completed checkout sheets to the RPAC/SSC and other documents as listed in para 3a above.

(4) Marines are encouraged to liaison with the Separations and Retirement Section at any time once their OBI is certified. It is recommended that Marines come at least two (2) business days (RPAC)/14 business days (SSC) prior to their planned detachment date to review their Terminal Leave/Separation Orders and DD Form 214s. This will allow the Marine an opportunity to identify any discrepancies prior to the date of departure.

e. Transitional Readiness Program (TRP)/Transition GPS

(1) Unit Commanders must ensure Marines being separated from active duty (to include reservists in excess of 180 days on active duty) have received a counseling by the command Unit Transition Counselor (UTC) concerning the TRP, and any other relevant civilian integration programs. Accession students and Marines within 180 day at their first Permanent Duty Station are not required to complete this requirement unless being retired.

(2) Attendance of the mandatory separations brief, and the seminar provided by Marine Corps Community Services (MCCS). Each command UTC coordinator will ensure their Marines attend the brief. Documentation (DD Form 2648) of attendance from the TRP/Transition GPS/Capstone is required for separation/retirement.

(3) TRP/Transition GPS for Marines pending administrative separation should be scheduled as soon the Marine is notified of administrative separation.

(4) Marines pending PEB should schedule their training as soon as the PEB has been initiated.

(5) The training event codes TA and TZ are encouraged to be reported by the unit via Marine Corps Training Information Management System (MCTIMS) but can be reported by the RPAC on PDD if the unit is unable to do so.

(6) Marines are not considered properly checked out if they have not turned in or uploaded (in OBI) a copy of their TRP/Transition GPS certificate with Capstone certification to the Separations Section. Completion of TRP

briefings is mandated by the U.S. Congress and MCO 1700.31. This requirement cannot be waived. Certificates are valid for one (1) year from the date of attendance for all separations and two (2) years for retirees.

f. Final Physicals

(1) Final Physicals should be scheduled no more than 12 months, but no less than six months prior to their PDD for necessary medical treatment or disability processing. Blood laboratory work is good for 90 days and must be redone if the 90-day window has expired prior to the Marine's separation (every Marine being separated is required to submit to a human immunodeficiency virus (HIV) test prior to separating but will not be held on active duty pending results of the HIV test.)

(2) Unit Commanders must ensure discharge physicals are initiated no less than six months prior to their PDD to ensure the separating Marine is physically qualified for separation. Reenlistment physicals are not acceptable substitutions for separation physicals.

(3) It is the sole responsibility of the Marine to schedule their physical and provide a copy to the Separations Section on their PDD.

(4) Final physicals for Marines pending administrative separation should be scheduled as soon as the Marine is notified of separation proceedings.

(5) Marines that are TDRL, PDRL, or disability with severance pay will only need to provide their PEB findings vice a final physical.

g. Terminal Leave/Transitional PTAD

(1) RPAC processes terminal leave and transitional PTAD in accordance with reference (k). Transitional PTAD is only authorized for those approved for PDRL/TDRL/TR FMCR/Retirement/Disability Severance Pay or Separations Pay. Maximum allowed days is 20 (30 for W9L Marines). Request for terminal leave more than 90 days (60 days for W9Ls) must be submitted to CMC (MMOA/MMEA) for approval.

(2) Marines who desire to take terminal leave must make their election within the OBI. Once the OBI has been approved by the designated command representative, Marines must contact the Separation or Retirement Section to discuss further requirements. It is encouraged that terminal leave/transitional PTAD begin on a workday. However, terminal leave/transitional PTAD that starts on a weekend or holiday will sign a weekend/holiday statement of understanding (SOU) that they must remain in the local area until the effective detach date on separation orders and DD214. Marines will not be issued official orders until the date of departure.

(3) Marines are encouraged to liaison with the RPAC/SSC Separation and Retirement Sections, two (2) business days for Lejeune Commands and 14 business days for SSCs, prior to the approved departure date to properly pre-check out and sign all proper documentation. All required documentation will be reviewed, signed, and dated prior to departure.

(4) Marines with an EAS date that falls on a weekend or holiday will report to the Separation/Retirement Section or SSC on the last business day prior to the weekend or holiday to properly check out and sign all proper documentation. Marines will be required to sign a SOU that they must remain in the local area until the effective date of separation orders and DD214 (i.e. EAS is 4 July which is a federal holiday and Marine is not taking terminal leave. The Marine would be allowed to receive their DD 214 and Separations Orders on the last working day prior to the federal holiday.)

(5) A "Respite Absence PDMRA" and or "Leave while awaiting Separation" entry is processed on unit diary via OBI once the Marine goes on terminal leave. This will allow for proper BAS/BAH entitlements to be reported and posted in MCTFS. If Transition PTAD is authorized outside of SNMs OBI it will be reported via the leave and liberty module in MOL by the Marine's S-1.

(6) Marines who have submitted their OBI must ensure RPAC/SSC is notified if any additional leave is taken that would affect their previously submitted terminal leave start date. Failure to do so will result in the delay of their departure or delay of final settlement.

(7) To receive Reserve/Retired ID cards, Marines are responsible for taking source documents to any ID card issuing facility. All active, National Guard, and Reserve activities with on-line access to DEERS may issue ID cards. HQMC policy states the drop must be reported via MCTFS and cycle to DEERS before a Retired ID can be issued. It takes 24-48 hours for MCTFS to cycle to DEERS so there may be a delay in obtaining a retired ID card. Please plan accordingly.

h. Awards. Marines are responsible for ensuring that their awards are correct within MCTFS via MOL prior to their departure. RPAC will only add awards to DD214's if Marine receiving services can provide an original citation.

i. Retirement Ceremonies. Retirement ceremonies are the responsibility of the parent command.

j. EAS/Release from Active Duty. Marines who are being separated are encouraged to submit their OBI at least 60 days prior to their EAS or terminal leave/permissive TAD commencement date to begin the separation process.

k. Administrative Separations (ADSEP)

(1) These Marines should be directed to the RPAC/SSC Separations Section to begin the checkout process when the Marines is notified that they are being recommended for ADSEP.

(2) Marines/Commands must liaison with the RPAC to receive a short briefing from the Administrative Separations Section personnel. As certain actions still require considerable time to complete (settlement of supply account, final physical, TAP/TAMP, etc.), command supervision is required: Commanders will assign an NCO escort to the Marine to ensure compliance for all administrative separations. The new EAS/ECC will be reset on the

following basis: If the checkout process has been completed, the EAS/ECC will be set for 5 working days out. If the checkout process has not been completed, the EAS/ECC will be set for 10 working days out.

(3) If the Marine has not finished checking out of the Marine Corps within the time established by the Convening Authority (CA), the Commander will request an extension from the CA to the discharge letter.

(4) When the ADSEP is approved but suspended, the Command must forward the documentation to the RPAC Separations Section.

1. Appellate Leave. Refer to Chapter 3, Legal Section of this Order for information.

m. Transfer to the Fleet Marine Corps Reserve (FMCR) and Retirements

(1) Marines will complete the Retirement Pre-Application Checklist per Appendix J of reference (i) and submit it to the unit CO or designated representative via their chain of command. The Appendix J posted to the RPAC website is the preferred version as this document contains additional information necessary for unit diary reporting and will expedite the process. The request will establish a requested FMCR/retirement date and PDD. The checklist will serve as the source document for the unit diary entry. Units must retain a copy of the Appendix J in their files.

(2) In accordance with reference (ag), request can be submitted between 6 - 18 months from the requested retirement date. Retirement can be requested outside of these parameters via AA Form to CMC (MMSR) with justification, which is done at the unit level. If a Marine is in receipt of PCS Orders, an AA Form must be submitted to MMSR via Chain of Command.

(a) Requests for transfer to the FMCR apply to enlisted Marines who complete at least 20 years or more but less than 30 years of active service. The requested date of transfer to the FMCR/retirement must be the last day of the month.

(b) Requests for retirement for enlisted Marines who complete 30 years or more of active service. The requested date of retirement is the first day of the month.

(c) Officers transfer to the retired list upon completion of 20 years or more of active service. The requested date of transfer is the first day of the month.

(3) Marines and Commands must keep the Retirements Section informed of any modifications or changes to retirement.

(4) Upon completion of all required briefings, but no less than 30 business days from the Marine's projected transfer to the FMCR/retirement date or planned departure date, the Marine must make liaison with the RPAC Retirements Section/SSC to review submission of the Retired Pay Data Form (DD Form 2656).

(a) The form contains Survivor Benefit Plan (SBP) election. SBP allows all members of the uniformed services who will be entitled to retired pay to leave an annuity to their designated survivors at a reasonable cost. The SBP form must be turned in prior to receiving any orders or DD214. If the service member elects other than spouse or spouse and children and less than full coverage the form requires spouse, notary signature, and service member's signature, in accordance with reference (r).

(b) It is the Marines responsibility to adjust or stop all allotments a minimum of 60 days prior to retirement. The finance officer will stop all charity allotments. Unless otherwise requested by the Marine, all other allotments will automatically continue after retirement, except for Thrift Savings Plan.

n. Officer Resignation. Officers may submit requests for resignation 6 - 18 months out from requested separation date per reference (ag). Marines can submit their signed page 11's requesting resignation (with or without reserve commission) via EPAR to the Retirements Section. Examples of the page-11 are contained within the reference (k), located in Chapter 5 Figure 5-1 "Request for Resignation".

o. Discharge for Physical Disability

(1) The Retirements Section will process separations for physical disability when CMC authorization for discharge for physical disability (with or without severance) is received, to include TDRL/PDRL. Commands will be notified via e-mail by the RPAC Retirements Section and must direct Marines to report to the RPAC/SSC Retirements Section.

(2) Marines who are being discharged for physical disability must report to the RPAC/SSC Retirements Section within two business days of HQMC's notification to the command to begin the separation process. Separations briefs (TRP/Capstone) remain a requirement, as well as Disability Transition Assistance Program (D-TAP) for those subject to a PEB.

(3) HQMC establishes the separation dates for personnel who are retired because of disability and this date can only be modified by the CMC. Marines will be notified when they are to be separated via MOL. Marines who are being discharged for physical disability are eligible for 20 days Transition PTAD. Commands should coordinate with Physical Evaluation Board Liaison Officer's (PEBLO) to establish EAS dates that allow sufficient time to process medical retirements with the PSB which includes a 30-day requirement for submitting the DD form 2656 to DFAS.

(4) When Marines in the disability process are pending administrative separation for misconduct or punitive discharge, Commands must notify the PEB Section at the Naval Hospital, RPAC Retirements Section, and HQMC Separations and Retirements Branch (MMSR-4).

p. Orders Home Awaiting Final Disposition of PEB

(1) Requests for Orders Home Awaiting final action by the PEB will be submitted for approval/disapproval to MMSR using a Home Awaiting Orders request form, via the chain of command. Requests for Orders home awaiting PEB

will contain a completed signed copy of the findings of the PEB proceedings indicating the member is unfit for duty and has fully accepted the findings of the PEB and that no further hospitalization or treatment is required.

(2) If approved by MMSR, the command must direct the Marine to liaison with RPAC/SSC and provide a copy of the approved request. Marines coming to the RPAC will receive a short briefing from the Retirements Section. During this brief each Marine will complete administrative forms and provide information necessary for completion of the DD Form 214, NAVMC 11060, and other separation documentation based on their respective circumstances.

(3) Marines ordered home agree to liquidate accrued leave while awaiting final disposition. Their unused leave balance will be reduced for time spent at home commencing the day after the date of actual arrival or constructive travel time via the shortest route. Marines are entitled to settlement, upon discharge, of any balance of unused leave. Payment of the remaining balance will be paid by EFT.

q. Alternate Separation Site (W9L)

(1) Marines transferred to MCB Camp Lejeune via W9L orders will report to the Joint Reception Center (JRC) - W9L platoon immediately upon arrival for the appropriate join and pre-separation audits. If reporting during non-business hours, Marines will report to the JRC and report to the RPAC Separation/Retirements Section on the next business day.

(2) Upon completion of the join and pre-separation audits, RPAC personnel will manually input the Marines' information into their respective OBIs.

(3) Overseas Commands should only transfer their Marines with the intent to either separate, execute terminal leave, or execute skillbridge within 10 days of their arrival at MCB Camp Lejeune.

(4) Detaching units must ensure that their Marines have all completed documentation annotated within paragraph 3 this chapter, before transferring via W9L orders. The completed documentation, along with the Marines' Medical and Dental Records are needed in order to appropriately separate all personnel.

r. SkillBridge

(1) SkillBridge is intended to facilitate service members' transition into the civilian workforce by providing an opportunity to gain industry training and experience. Specific guidance concerning the SkillBridge program is outlined in NAVMC 1700.2 "Marine Corps SkillBridge Employment Training Program and reference (ae), MarAdmin 280/24. Marines are required to route SkillBridge PTAD requests via the leave and liberty module in MOL, utilizing the "Other PTAD" dropdown, through their chain of command for consideration and approval. Once approved, Marines will upload their SkillBridge package into their OBI as an attachment.

(2) Currently, OBI does not support the ability for a Marine to select option (1) or (2), to participate in the SkillBridge program. Marines must specify their election within OBI utilizing the comment section; this will provide the necessary catching feature for the PSB to act as required.

(3) SkillBridge Option (1)

(a) This option is designated for Marines who are attending a SkillBridge program with the intent of returning to their respective duty station to finish their Separation or Retirement process.

(b) The entitlement associated with this option is Discount Meal Rate (DMR). Marines' entitlement to Cost of Living Allowance (COLA), Basic Allowance for Housing (BAH), and Basic allowance for Subsistence (BAS), will not change; Marines in receipt of DMR will be credited Commuted Rations (COMRATS) in 30-day increments via MOL by their perspective Command reporting (other PTAD), utilizing the leave and liberty module.

(4) SkillBridge Option (2)

(a) This option is designated for Marines attending a SkillBridge program with the intent of permanently departing and detaching their unit. Per published regulations, Marines are not authorized to extend their Skillbridge dates by including annual leave before the Skillbridge start date. The only authorized extension of Skillbridge dates allows for travel days to be included to the Skillbridge location. Under no circumstances can Skillbridge be more than the authorized time frame. Marines under this option will receive their separation/retirement orders, DD-214, and associated entitlements on their approved SkillBridge start date; RPAC Separations and Retirements sections are responsible for updating the necessary entitlements.

(b) Basic Allowance for Housing (BAH) - Marines in current receipt of Basic Allowance for Housing - Partial (BAH-P), RPAC Separations and Retirements sections will adjust BAH to reflect BAH own right for your PDS zip code; MCB Camp Lejeune (28542), MCAS New River (28545), MCAS Cherry Point (28533), MCAS Beaufort (29904), and MCLB Albany (31704). Marines' whose unit is not on the bases and stations listed, will receive BAH based on the location of their PDS. BAH will start beginning the first day of S-PTAD; refer to NAVMC 1700.2 Enclosure (2) para 9.b(1) for further details.

(c) COLA - Marines in current receipt of COLA, RPAC Outbound will stop COLA on the first day of S-PTAD; Refer to NAVMC 1700.2 Enclosure (2) para 9.b(2) for further details.

(d) DMR - Marines in current receipt of DMR and occupying single type government quarters, RPAC Outbound will have their DMR deduction stopped on the first day of S-PTAD. Refer to NAVMC 1700.2 Enclosure (2) para 9.b(4) for further details.

(e) Special Duty Assignment Pay/Assignment Incentive Pay (AIP) - Marines in receipt of SDAP/AIP, RPAC Outbound will stop your entitlement the day prior to PTAD. Refer to NAVMC 1700.2 Enclosure (2) para 9.b(6) for further details.

(f) RPAC will run the training event code of 2E to signify Skillbridge participate (option 2).

(5) DD214s and separation orders will not be provided until your checkout is completed. Units will report S-PTAD, via the MOL leave and liberty module, until the OBI supports the SkillBridge Program.

4. Customer Service Section

a. Mission. The Customer Service Section is to provide effective and efficient personnel administrative service and support relating to routine personnel administrative changes for Marines (and their family members) of the operating forces and supporting establishments within MCIEAST.

b. General. The Customer Service Section is responsible for assisting with specialized administrative services for members not in or pending a transition status. This section is responsible for UD requirements for processing required actions that require MCTFS updates through walk-in or any electronic submissions. They are also responsible for correcting DFRs and any follow up actions that require the members attention if required.

(1) Dependent Add/Loss. When members experience a change in marital status, gains/losses/changes (of a family member), requests need to be processed through the Customer Service section for MCTFS reporting purposes. Members needing these administrative services must visit the RPAC with all supporting documents (i.e. marriage/birth certificates, legal separation or divorce documents, barracks vacancy letters etc.).

(a) If the Marine is not in the local area due to deployment or temporary duty, they can submit an EPAR with supporting documentation attached to complete the request.

(b) Members with children over the age of 21 can refer to reference (c) for submission requirements or speak with their unit S-1 for assistance.

Note: ID cards are issued by the Defense Enrollment Eligibility Reporting System (DEERS)/Real-Time Automated Personnel Identification System (RAPIDS) ID Card Center, which is separate from the RPAC. Members must also visit the ID Card Center to complete dependent add/loss updates within the DEERS/RAPIDS system. Per current regulations, any dependent child over the age of 21 that has not been approved as a fulltime student by HQMC will have their travel authorization code changed to N within 15 days of turning 21.

(2) BAH. BAH is based on the geographical duty location, pay grade, and family member status/location. The intent of BAH is to provide uniformed service members accurate and equitable housing compensation based on housing costs in the local civilian housing markets and is payable when government quarters are not provided. Refer to reference (d).

(a) Members are required to notify the RPAC of any changes that affect their entitlement to BAH. These changes may include any gain or loss of family members (i.e. marriage, birth, divorce, abandonment or death of

family members). Additionally, BAH is required to be certified by the members during every audit (join process, triennial, or post deployment/readiness audit) or as changes to the BAH entitlement occur. Overpayments resulting from late notification on the member's part will not normally receive favorable endorsement for waiver and remission of indebtedness.

(b) BAH Own Right (O/R). Individuals requesting BAH O/R will refer to their specific installation or station order pertaining to process for submitting. Members must provide the Customer Support Section a copy of approval for BAH O/R, in order to have this entitlement started. A copy of the entire request is not required.

(c) BAH Differential (BAH-DIFF). Please refer to reference (e).

(3) Basic Allowance for Subsistence. Please refer to reference (v).

(a) A NAVMC Form 10522 (Commuted Rations Action) is required if a member is assigned to single-type-government-quarters and requests to mess separately for reasons such as: medical, religious or irregular working hours. The NAVMC Form 10522 must be signed and dated by the service member's unit commander (battalion/squadron and above if backdated 90 days or more, and by direction if dated within 90 days) which will be used as the start date or termination date to mess separately when occupying single type government orders.

(b) Members in the pay grade of Sergeant/E5 and below who are approved for BAH O/R by the installation/station commander must provide approval of BAH O/R and a barracks vacancy letter to start messing separately. A NAVMC Form 10522 is not required.

(c) Members in the pay grade of Staff Sergeant/E6 and above are automatically entitled to mess separately. A newly promoted Staff Sergeant/E6 not in receipt of BAH already will be required to turn in a barracks vacancy letter. A NAVMC Form 10522 is not required.

(d) Married members or single members-with primary custody of their dependent's who are not assigned to single-type-government-quarters are entitled to mess separately. A NAVMC Form 10522 is not required.

(e) Members married to Members. If not assigned to single-type-government-quarters already or not in a grade that will allow automatic approval (Gunnery Sergeant/E7 and above) to mess separately, they will require a barracks vacancy letter. A NAVMC Form 10522 is not required.

c. Audits. Audits occasions are outlined in reference (b), paragraph 12103. If a member requests an audit update (beyond what is required) which cannot be accomplished through the MOL Personal Info tab, Personal Updates link; please visit or submit an EPAR to the Customer Service Section with your request.

(1) Record of Emergency Data (RED) information is vital in establishing communication with family members in the event of death or serious injury. Each Marine is responsible for ensuring the information on

their RED is current and accurate. These changes include address/telephone changes of family members, parents, guardian information, and child(ren) information. Limited RED information can be updated via MOL. If you are unable to update certain RED information via the MOL module, please visit or submit an EPAR to the Customer Support Section with your request. For married Marines who choose not to make their spouse the sole death gratuity beneficiary, RPAC is required to send formal notification to the spouse.

(2) Member to member audits annual requirement, Marine who are married to another service member must conduct this audit with the RPAC/SSC every 12 months. For Marines married to Marines, RPAC will pull a 12 month pay and entitlements comparison via ReportNet. For Marines married to members of another branch of service, RPAC maintains access to the DFAS MilPay Repository to pull the other service members' LES for a pay and entitlements comparison audit. In the absence of a service spouse's LES via DFAS MilPay Repository, Marines married to members of other services are responsible for providing the information of their service spouse's entitlements and allowances. Marines must provide the RPAC copies of their spouse's LES covering the required audit period to conduct the annual review and comparison of entitlements.

d. Post 9/11 GI Bill Transfer of Eligibility Benefits (TEB). Refer to reference (g) for post 9/11 GI Bill TEB process.

e. Service Group Life Insurance Online Enrollment System (SOES). In accordance with reference (h), RPAC no longer updates SGLI information. Please visit the following website to make updates:

https://milconnect.dmdc.osd.mil/milconnect/public/faq/Life_Insurance-SGLI.

Chapter 3

Command Support Branch

1. Mission. The mission of the Command Support Branch is to serve as liaison for and provide accurately and timely administrative assistance to all Commanders within the RPAC's area of responsibility, working jointly to best support the Marines within their commands. These efforts are carried out by four sections within the Branch: Promotions, Legal/Awards, Pay, Deployments, and the TAD Sections.

2. Promotions Section. The Promotions Section is responsible for assisting units with the enlisted promotion process. The units are responsible for all promotion action utilizing MOL Promotion Module. The Promotion Section will assist the units by running the non-recommendation or will not promote as required when MOL is not available for required actions. The Promotion Section is the responsible office for supporting unit Limited Duty Coordinators (LDC) and reports any changes to duty status and limitation codes into MCTFS. Additionally, any corrections required as a result of MCTIMS, leave module, or Junior enlisted Promotion Evaluation System (JEPES) entries are also handled within this section.

a. Promotion System. The enlisted promotion system, JEPES, selects and promotes based off calculated cutting scores are established by HQMC.

b. Recommended/Non-Recommended Roster. Recommended/not recommended entries for promotion are the unit's responsibility via the MOL module. If a recommendation is erroneously input, commands will submit a request signed by the promotion authority (Commanding Officer) requesting the correct entry be reported.

c. Non-Recommendation Page 11 Entries/Will not Promotes/Remedial Promotions. Will be completed and submitted in accordance with reference (j). These must be signed by the promotion authority requesting the entry.

d. Meritorious Promotion to Private First Class through Sergeant. Will be reported by the Promotions Section. Meritorious Promotion Warrant must be forwarded to RPAC, Promotions for UD and inclusion in the OMPF.

e. Submission and Data Input of all Training Information. Commands are required to submit all training data via the MCTIMS. RPAC only reports corrections to erroneous data or any periods where MCTIMS is unable to report the appropriate training. If the unit is unable to report training data, the unit must identify this issue with RPAC by submitting the issue via EPAR.

f. SNCO Promotions. SNCO promotions are processed by CMC and remain the unit's responsibility for all steps needed in the process.

g. Nonpunitive/Administrative Reductions. Will be completed and reported as required per the reference (m).

h. Limited Duty Tracking/Processing. Limited duty can only be reported when a valid NAVMED 6100/5 or 6100/6 is provided. After a valid document is received, RPAC promotions will report the period of limited duty only for

enlisted personnel for first or second assignment to limited duty. Personnel being placed on a third or subsequent period must have correspondence sent to Headquarters U.S. Marine Corps (MMSR-4). All officers assigned to limited duty must be approved and reported by MMSR-4. Limited duty paperwork for officers must be sent to MMSR-4 by the unit.

i. BCP. The unit will run all BCP events in MCTIMS. The Promotion Section will run any corrections of these entries once all supporting documentation is forwarded via JPAC and signed by the unit Commander.

3. Legal Section. This section is responsible for the reporting of all legal related entries including Non-Judicial Punishments (NAVMC 10132 Unit Punishment Book), Courts-Martial (Page 13, Convening Authority Action), To Confinement (DD Form 2707), From Confinement (DD Form 2718), To/From In Hands of Civilian Authority, UA, Legal Hold (COs letter), Appellate leave, to desertion (DD Form 553), and Join from Desertion (DD Form 616).

a. Units are responsible for submitting complete and accurate documents for all legal administrative matters to the JPAC for UD reporting. For timely reporting within MCTFS, units must submit completed legal actions within three (3) business days following the action via JPAC. It is vital that units check their submitted JPACs daily to ensure appropriate UD action has been taken.

b. Promotion Restrictions. Refer to reference (j), paragraph 1204 regards to appropriate remarks. Particular attention to para 1204.q regarding promotion restrictions for illegal drugs and para 1204.r regarding DUI/DWIs.

(1) 12-month promotion restriction. The documentation must contain the signature of the judge/magistrate with a date and/or be certified by the clerk of the court with a seal or notary stamp as appropriate.

(2) 18-month promotion restriction. In cases where a Marine self-admits using or possession, and there is no urinalysis, the NJP Unit Punishment Book, or Court Martial documentation will be sufficient to report the promotion restriction.

c. Page 11 Entries. All counseling entries pertaining to legal issues will be made in accordance with references (j) and (m). These entries will be submitted via JPAC or delivered to the Legal Section as required and signed by the unit Commanding Officer.

d. Non-Judicial Punishment (NJP). The unit S-1 and/or G-1 are responsible for the preparation, coordination, and overall processing of Marines for NJP in accordance with reference (n). S-1 and/or G-1 must ensure that a complete and accurate copy of the NAVMC 10132 (UPB), along with supporting documents, are sent to JPAC for processing via JPAC. In cases where a reduction is awarded and not suspended, "RD" marks must be entered via JEPES. Reminder: Reduction "RD" marks must be dated the day prior to the date of reduction.

(1) The unit S-1/G-1 will be notified of any discrepancies found on the UPB. It is the unit's responsibility to ensure a copy of the completed and signed UPB is submitted for eventual inclusion into the Marine's OMPF.

(2) Whenever a previously suspended sentence is vacated, the unit S-1/G-1 will provide the RPAC a copy of the vacation notification letter via EPAR so that proper entries can be made in the remark's sections of the original UPB. The RPAC will provide the unit diary number and date once the vacated sentence has been reported and processed successfully on UD.

e. Legal Hold. The unit S-1/G-1 is responsible for providing a copy of source documentation placing personnel on legal hold or releasing personnel from legal hold. The RPAC will ensure that the appropriate unit diary entries are made unless legal hold was established by HQMC. If HQMC reported the legal hold entries only they can remove it. Additionally, the PSB will be notified if the subject Marine has orders or separation pending, request for removal of Legal Hold will result in the EAS being set 30 calendar days from receipt of request if Marine is not past original EAS. Any timeline under 30 calendar days must be coordinated with the Separations Section.

f. Unauthorized Absence (UA) Status. A Marine is considered to be in a UA status in accordance with reference (m), para 5003. As soon as a Marine is in a UA status (over 24 hours) and the unit S-1/G-1 has submitted a standard naval letter or charge sheet via EPAR to the RPAC for processing. Documentation must include full name, rank, EDIPI, time and date of UA.

g. From UA Status. The unit S-1/G-1 must notify the RPAC as soon as a Marine returns from a UA status. Notification must include appropriate source documentation, such as: logbook entries, email, police blotters and reports. It is imperative that the RPAC is notified to restart and minimize adverse effects on the Marine's pay and entitlements.

h. Desertion Status. A Marine is considered to be a deserter as defined in reference (m), para 5004. Upon notification of desertion the DD Form 553 (Deserter/Absentee Wanted by the Armed Forces) will be produced and distributed by the unit S-1/G-1, a copy provided to the RPAC for further processing.

i. Determination/Return from Desertion. The unit must notify the RPAC immediately upon the absentee's return. The unit must complete the DD Form 616 (Return of Absentee/Deserter) and provide the RPAC with a copy.

j. Confinement/In Hands of Foreign Authorities (IHFA)/In Hands of Civilian Authorities (IHCA). The unit must notify the RPAC immediately via EPAR as soon as personnel are confined. This notification must include: NAVPERS 1640/4 (Confinement Order) or police report for Marines being held in civilian/foreign prisons.

k. From Confinement/IHFA/IHCA. The unit must notify the RPAC immediately via EPAR as soon as personnel are released from confinement. The notification must include: DD Form 367 (Prisoner's release order), or police report for Marines released from civilian/foreign prisons.

l. Time Lost. Periods of absence determined to be time lost by the Unit Commander will be reported by the RPAC after receipt of the DD Form 616 from the unit. The Unit Commander may determine that a Marine will be charged annual leave vice time lost for periods of IHCA/IHFA.

m. Appellate Leave. Marines awaiting administrative discharge may be expeditiously processed for voluntary or involuntary appellate leave in accordance with reference (n).

n. Involuntary Appellate Leave. The unit will provide the RPAC Legal Section with a copy of the approval for involuntary appellate leave from the Convening Authority. The RPAC will review the records to ensure all appropriate legal diary entries have been made.

(1) The RPAC Legal Section will be notified of the Commander's intent with a copy of the request for appellate leave. Secondly, the Legal section will then begin processing the Marine for Involuntary Appellate Leave and making the appropriate liaison with the SSC as required based on the Marines location. The Commander is responsible for the following:

(a) Ensuring the Marine receives a separation physical examination. Utilizing the SF 1010 (Report of Medical Examinations), the examining physician must indicate whether or not a Marine is qualified for separation. An individual medical record must also be included with the HIV and DNA draw dates either annotated or provided.

(b) Ensuring that a Marine completes a required TRS class prior to detaching on appellate leave. A copy of the TRS certificate must be provided to the RPAC Legal section for inclusion into the OMPF.

(c) Ensuring the Marine has a checkout sheet completed from the appropriate unit.

(d) The RPAC Legal Section or the SSC will ensure that the Appellate Leave Checklist is completed, and a complete audit is conducted. If bonds, allotments, and direct deposit are still in effect, the RPAC will take required actions to discontinue these items. Upon completion of the required documents and audits, RPAC Legal Section will make all appropriate entries via UD. If a SSC conducted the out processing, then a scanned copy of the Audit and Orders will be sent to the Legal OIC within 24 hours and within 7 Days RPAC Camp Lejeune will send a runner to the SSC to pick up all require documents and records unless out processing with SSC Beaufort or Albany.

o. Voluntary Appellate Leave. The unit will provide the RPAC with a copy of the approval for voluntary appellate leave. The RPAC will review the records to ensure all appropriate legal UD entries have been made. For successful completion of Voluntary Appellate Leave Orders, the following items must be provided to the RPAC Legal section:

- (1) Marine's request for Voluntary Appellate Leave
- (2) Appellate Rights Statement
- (3) Privacy Act Statement

- (4) Special Power of Attorney
- (5) Results of Trial
- (6) Separation Physical to include DNA sample.
- (7) TRS Completion Certificate
- (8) Waiver of Clemency, if applicable
- (9) Commander's request for Voluntary Appellate Leave

(a) The Battalion S-1 must provide the RPAC Legal section with the Commanding General's endorsement letter.

(b) Upon completion of the required documents and audits, RPAC Legal Section will make all appropriate entries via UD. If a SSC conducted the out processing, then a scanned copy of the audit and orders will be sent to the Legal OIC within 24 hours and within 7 Days RPAC Camp Lejeune will send a runner to the SSC to physically pick up all required documents and records unless out processing with SSC Beaufort or Albany.

p. Courts-Martial. The unit is responsible for preparing and submitting all documents associated with the conduct, processing, and disposition of all types of courts martial, to include completion of the page 13. The unit is responsible for the following:

(1) Ensuring that the RPAC receives a copy of the results of trial, charge sheet, pre-trial agreement, original and duplicate original page 13, with convening authority's signature, and convening authority's action, if already approved.

(2) Ensuring that the RPAC receives all pre-trial confinement orders (NAVPERS 1640/4) or prisoner release orders (DD Form 367) for expeditious reporting on the UD.

(3) If awarded a discharge, the unit must also ensure the Marine receives a separation physical examination. The examining physician must indicate whether the Marine is physically qualified for separation on the report of medical examination (Form SF 1010). The RPAC Legal section must receive a copy for inclusion into the OMPF.

(4) If awarded a discharge, the unit must ensure that the Marine completes TRS class prior to the Marine detaching. A copy of the TRS Completion Certificate must be provided to the RPAC Legal section for inclusion into the OMPF.

q. Leave Procedures. Leave will be managed and approved in accordance with reference (k) and the unit's local leave and liberty order. All leave will be processed utilizing MOL leave module.

(1) Correcting Leave. When leave is incorrectly or erroneously reported via MOL, units must submit the Leave Correction Form (figure 3-1 of

this Order) to affect the correction. The leave correction form must be signed by a leave approving authority per the unit's local leave and liberty order.

(2) Corrections to charged leave during an accessions pipeline PCS move fall under the responsibility of the Joins and Transfers Section as it encompasses the initial travel claim and required a supplemental claim submission.

4. Deployment Section. Deployment section is responsible for personnel administration of individuals participating in deployments to include: unit diary reporting, deployment pay, and entitlements review and correction(s).

a. General Duties and Responsibilities. The following is a generalized listing of duties and responsibilities for deployed administration:

(1) Supported Command Responsibilities. The supported commands will perform the following functions:

(a) Within three business days any changes in personnel status (e.g., to/from UA, IHFA, to/from sick, etc.) to the RPAC.

(b) All legal action while deployed will be reported to the RPAC in accordance para 3002 of this Order.

(c) All promotions recommendations while deployed will be reported in accordance with para 3001.2 of this Order.

(d) All entries for "will not promote" while deployed will be reported 3001.3 of this Order.

(e) All request for remedial promotion will be reported in accordance with para 3001.3 of this Order.

(f) Combat history or expeditions (dates and locations) so that unit diary entries may be affected.

(g) Within three business days, all dates when entering and exiting HFP or IDP/HDP areas to include emergency leave, early re-deployers, and Rest and Recuperation leave.

(h) Within three business days, all dates of embarkation and debarkation aboard Naval vessels, to include the name(s) of the vessel(s).

(i) All changes in training information, MCTIMS is the primary means for reporting, if the training is unable to be reported via MCTIMS unit will submit request via EPAR in accordance with para 3001.7 of this Order

(j) All changes to family member's status and information. Changes to family addresses or phone numbers to a RED are of a time sensitive nature and needs to be updated via MOL.

(k) Notify the RPAC immediately of all pay discrepancies/issues. Providing details and source documents to substantiate the error will expedite the processing time.

(l) Within three business days, all changes in current individual locations. Information regarding the main body and all groups of individuals performing operations away from the main body are important and should be sent to RPAC in the most expeditious means.

(m) Any personal/unit awards which are not required to be completed within IAPS or unit awards presented.

(n) Submit all meritorious promotions in accordance with para 3001.4 of this Order.

(o) All casualty reporting must be submitted via EPAR to the deployment branch.

(2) Deployment Section's Responsibilities. The Deployment Sections will perform the following functions for deployed units:

(a) Conduct pre-deployment briefs when requested by unit Commanders.

(b) Reporting of all unit diary information for deployment related pay entitlements.

(c) Submitting all NAVMC form 11116 (MPOs) affecting deployment pay and allowances based upon entitlement eligibility.

(d) Correcting deployment entitlement pay discrepancies.

(e) Start/stop deployed pay entitlements.

b. Specific Duties and Responsibilities. The following subparagraphs are some of the duties and responsibilities for RPAC and the deployed unit's S-1 to perform. Deploying Units are recommended to contact the RPAC Deployments section as soon as possible, upon command notification of deployment in order to obtain access to the Deployments Teams page that will provide templates for their upcoming deployment.

(1) Administrative Stand-downs. Pre-deployment audits are required for all personnel who are going to be deployed for longer than 30 calendar days. Individual units will conduct these audits via MOL and SGLI Online Enrollment System (SOES).

(2) Deployment Briefs. Deployment briefs should be conducted prior to any major deployment of Marines and Sailors. These briefs provide a wealth of information for the deploying service member and their family members. RPAC is available to assist in these briefs, but the ultimate responsibility for conducting the brief remains with the deploying unit.

(3) Deployment Support Training. Classes can be provided to the administrators by the RPAC to better prepare the unit for success. Classes

are given on preparation of the DD Form 1351-2, MOL, boots on the ground letters and deployed entitlements. It is highly recommended that units going forward schedule these classes in advance to ensure time for completion.

(4) General Administrative Preparations. All unit diary reporting will be conducted at the RPAC. Deployed units (S-1) will submit source documents to RPAC within three business days via EPAR.

(a) Deployed Units Responsibilities

(1) Access IDs for the "3270" services of DFAS-KC, to include TASO IDs should be of sufficient quantity and updated prior to deployment.

(2) Ensure that a scanner is operable, and Adobe Acrobat or higher is available for the exchange of files between the unit (S-1) and RPAC.

(3) Coordinate with the local MISSO for access and training on Cognos Analytics.

(4) Ensure that permissions to view OMPF has been granted in MOL to the appropriate unit leadership. Assistance with the assignment of these permissions can be sought from the local MISSO.

(b) RPAC. Maintain close and continuous contact with the deployed unit's S-1, ensuring all required entries are reported in a timely manner.

(5) Communication. With "reach-back" administrative support, it is imperative that multiple forms of communication are planned to ensure uninterrupted service to the deployed units. Each event has a different level of importance; thus, the preferred methods of communication listed for some scenarios in this SOP are predicated on availability. The deployed unit is highly encouraged to review this SOP as events occur and use the ordered precedence of communication as defined herein. It is incumbent on the deployed unit's S-1 to maintain some method of communication with RPAC. If an occasion arises that requires classified message traffic which may include information for the RPAC, ensure that specific routing information is contained within the text of that message.

(a) Telephone communication is sometimes necessary. It is imperative that the deployed unit submit a complete listing of phone numbers for various ships/units assigned for the deployment. If phone numbers change while deployed or in-port, these temporary phone numbers should be immediately relayed to the RPAC as soon as practical.

(b) EPAR is the primary method of communication that may be used.

(c) E-mail is the secondary means of communication. Ensure e-mails are signed, encrypted, or otherwise to protect information covered by the Privacy Act of 1974.

(6) Promotion Processes

(a) RPAC. Maintain contact with the deployed unit.

(b) Unit Commander. Refer to reference (j).

(7) Family Care Plans. Family care plans should be updated by the parent command's Family Care Plan Coordinator prior to deployment, for additional information about family care plans refer to reference (o) for additional guidance.

(8) GCM. GCM for all Marines who deploy will be prepared by the unit S-1 via MOL.

(9) Allotments. The RPAC PSB will also provide assistance with reporting allotments when the Marine is unable to process allotments via MyPay.

(10) W-2 Forms. The primary means for a Marine to receive their W-2 is via MyPay. The Staff Judge Advocate (SJA) can advise on any tax deferrals and/or tax related questions.

(11) Pay, Allowance, and Entitlement Changes

(a) Deployed Unit. Any changes to location of individuals or groups of personnel while deployed must be relayed to the RPAC for appropriate UD action within three business days. Examples of such are medical evacuations, emergency leave, concurrent TAD, arrival/departure to an IDP area, Combat Zone Tax Exclusion (CZTE) area, and HDP areas. It is imperative that information relative to any pay or allowance be sent expeditiously to ensure RPAC has sufficient time to research and report the requisite unit diary entries before the U&E date that affects the next pay period.

(b) RPAC. Upon receipt of updated changes to individuals or groups, research and report applicable UD entries and provide feedback to the deployed unit (S-1) regarding postings and failings of various entitlements into the MCTFS. If an entry fails to post via UD for whatever reason, keep the deployed unit (S-1) informed so Marines are aware of delays to pay services in advance.

(12) Awards and Expeditions. Any awards issued, or expeditions participated in, must be forwarded from the deployed unit (S-1) to RPAC for unit diary entries.

(a) Campaign medals/ribbons will be reported at the end of the deployment, to ensure that all award date(s) match the time period of the deployment.

(b) Eligibility for Humanitarian Service Medal and Combat Action Ribbon will be determined and maintained by the appropriate authorities at CMC through a by-name listing.

(c) Eligibility for the North Atlantic Treaty Organization (NATO) Medal (Non-Article 5) will be determined by Supreme Headquarters

Allied Powers Force (SHAPE). Original, signed NATO certificates must bear the name of the individual Marine. No other documents will be accepted.

(13) TAD/R&R Travel Claims. Travel claims will be sent to disbursing for processing by the supported unit via DTS. However, a copy of the 1351-2 must be forwarded to the RPAC in order to correct deployed per diem entitlements and possibly run leave (if using MOL, leave will post automatically). The 1351-2 must be submitted via the EPAR system, and a response when completed will be sent back to the unit. The unit can submit the travel claim to the disbursing office for proper settlement at the same time they send the copy to the RPAC for per diem adjustments.

(14) MEU Support. The MEU will utilize the EPAR system for all field and sea duty rosters prior to actual deployment. Due to the possibility of limited connectivity while at sea, the MEU will utilize all effective means of communications to pass information to the RPAC.

(15) Unit Deployment Program (UDP). Administrative support for UDP units will be accomplished with "reach-back" administration. It is important for the UDP S-1 to have continuous communication with RPAC deployment section.

(16) Pre/Post-Deployment Audits. Pre-Deployment audits will be conducted within 60-days prior to deploying and within 30-days of redeploying. Commands are responsible for the conduct of the audits via MOL and SOES.

(17) Advance Party Personnel. TAD orders must be issued covering only the period before the member becomes entitled to deployed per diem or until the main body arrives. Funding for advance party TAD orders is Command responsibility. Travel claims should be settled once main body arrives. Entitlement to deployed per diem is effective the day after advance party personnel joins the main body. Entitlement to deployed per diem terminates the day before the member detaches from the main body to return to CONUS for advance party duties.

(18) Rear Party Personnel. TAD orders must be issued covering the period the member is not entitled to deployed per diem or after the main body departs). Funding for rear party TAD orders is the responsibility of the command. Travel claim will be settled once member returns to their PDS.

c. Navy Personnel Administration

(1) It is the responsibility of the Command to assign a Sailor to serve as a liaison between the Navy's Personnel Support Detachment (PSD) and the Sailors of the deploying Command. This Sailor will be responsible for scheduling of pre-deployment audits, post-deployment audits, and submitting rosters to the NPAC to start/stop entitlements. In the event RPAC receives a roster with navy personnel, RPAC will notify the Navy personnel administration center via correspondence as a courtesy. It is still the responsibility of the Command's Navy liaison to contact Navy personnel administration center.

(2) Deployed Per Diem

(a) Deployed Per Diem for Navy personnel is paid through the deployed Command. RPAC nor the PSD is actionable for the paying of deployed per diem for deployed Navy personnel.

(b) Deployed Per Diem should be set up to pay monthly through DTS. Navy personnel must set up a profile in DTS prior to departure.

(c) Navy Personnel must have orders to cover the entire deployment dates.

(d) Lines of Accounting (LOA) must be established by the Command's fund administrator prior to departure and stated in the orders.

(e) If DTS is not accessible while deployed, a remain behind element must have access to approve the orders for deployed Navy Personnel deployed (only if using DTS for payment once a month).

d. Non-standard Deployments. While the general life cycle of a given unit is not unlike that of a UDP or a MEU, these units are unique in their ad-hoc composite, size, and training/travel requirements. II MEF is the lead element for these units and has placed a considerable emphasis on support structure to these units as they bring unique challenges. II MEF and RPAC will maintain constant contact during all evolutions to ensure administrative reporting is completed.

e. Attachment/Termination of TAD RUCS. Prior to deployment, all requests for attachments to a deploying Command will go to the TAD Section. While deployed, all attachments/detachments will be conducted by the Deployment Section if requested. Upon return from deployment, detachments or request to remove temporary RUCS will only be accomplished once the unit submits a roster with cover letter requesting termination of TAD that will be ran by the TAD Section.

f. Awards Section. The Award Section is responsible for the reporting of all awards on UD in accordance with reference (b). Personal awards, such as Navy and Marine Corps Achievement Medals (NAM) and above, are submitted to CMC (MMMA) via IAPS by the Unit's award administrator to be reported in MCTFS/MOL and filed in the Marines OMPF. NAM's and above cannot be reported by RPAC.

(1) Marines requesting to have an award reported within MCTFS/MOL must provide appropriate source documents to the Awards section. This includes pertinent record screens, certificates, PCS/TAD orders, MARADMIN messages, or fitness reports. Unit awards will be submitted via EPAR.

(2) Within the first 30-days of returning from a deployment, Marine/Unit S-1 will submit supporting documents/roster to the Deployments Section to have deployment awards added or corrected.

(3) Marines requesting Joint Service Awards to be reported within MCTFS must submit proper documentation via EPAR. RPAC will validate and submit documents to HQMC via OMB. HQMC will be the approving authority and process the award for entry into MCTFS.

g. Good Conduct Medal (GCM). GCMs will be processed at the unit level through MOL. The only GCM action that the RPAC will take is correcting erroneously reported awards or GCM that the unit is unable to report.

5. TAD Section. The TAD Section is responsible for reporting personnel administrative requirements associated with TAD via UD as well as any Field Duty time while in garrison.

a. Field Duty. Units are responsible for notifying the RPAC within three business days when a unit or a Marines enters or depart Field Duty status so that unit diary entries can be reported. Units must submit a complete and accurate "by name" roster of personnel that lists the full EDIPI, location where the field exercise was being conducted, and the "to and from" dates they were in the field. Rosters larger than 10 personnel will be submitted in Microsoft Excel format. The BAS checkages are not optional for the unit Commander: Pay debits are reported on unit diary when the government messing is available.

b. TAD. To ensure timely adjustments of pay, allowances, and PERS TEMPO are processed via MCTFS, each respective individual unit must establish appropriate travel control procedures to ensure that RPAC is notified about TAD trips executed by members of their command. Failure to do so may inadvertently cause significant financial hardship and inaccurate reporting in many areas, to include PERS TEMPO. In order for the TAD Section to effectively manage MCTFS reporting, the following recommendations are provided:

(1) Individual commands must establish appropriate procedures to ensure that authorizations, vouchers, and local vouchers are submitted in accordance with their respective business practices.

(2) Recommend that Financial Defense Travel Administrator's (FDTA) and/or Reviewing Officials (RO) generate "Unsubmitted Voucher Reports" weekly in order to monitor any open obligations that are in the system because of travelers not filing vouchers.

(3) Periods of TAD must be reflected on the Unit's Morning Report.

c. TAD in excess of 30-days. A BIR/RED audit must be conducted prior to departure and upon return of TAD in excess of 30-days. The following must be accomplished for all periods of TAD in excess of 30-days:

(1) Prior to departure of a TAD period the Marine must visit the supporting RPAC/SSC no later than five business days prior to the commencement of TAD to provide a copy of their checkout sheet, a copy of their approved travel orders, and have an audit completed in accordance with reference (b).

(2) Upon completion of TAD, the traveling member must report to their parent command to receive a reporting endorsement either, the Marine must report to RPAC or SSC with all TAD documentation in order to complete an audit and any appropriate administrative action. The importance of this audit cannot be overemphasized. Failure to return for this audit may cause

financial hardship, and inaccurate reporting of MCTFS entries such as school completions, JEPES (as applicable), awards, and/or other entries associated with the TAD trip.

(3) TAD Funding from other services and other Commands should be completed in DTS as appropriate unless DTS cannot be used. If DTS cannot be utilized, then submission of TAD Orders can be accomplished using NAVPERS 1320/16 (Authorization for TAD).

(4) All order-writing Commands will, upon issuing any travel orders (PCS or TAD) to or within NATO Country will attach NATO travel orders. Use the NATO travel order format in reference (p).

(5) Reserve Marines will normally have their Orders produced in the Reserve Order Writing System (ROWS) when ordered to active duty (ADOS, EAD, IADT, etc.) Any questions can be addressed to the RPAC.

d. Humanitarian Temporary Additional Duty (HUMS TAD). The TAD section is responsible for reporting detached for HUMS reasons.

(1) Commands are responsible to forward a copy of the CMC message approving the Marine's HUMS request, signed emergency leave authorization, and signed page 11 entry to TAD section.

(2) TAD section will coordinate with the Transfer & Joins Section to ensure proper transfer by service record UD entry is processed.

6. Pay Section

a. The Pay Section is responsible for tracking/monitoring specific entitlements, reenlistments, and extensions for personnel 60 days after their present unit join date (PUJD) date to an MCI EAST supported unit. The Pay Section reviews and resolves entitlement discrepancies upon discovery or request, with submission to the local disbursing office (if needed) for special payment or adjustment. They ensure upload of accurate documentation to individual members OMPF, if required. Lastly, they assist with submission of Waivers and Remissions of Indebtedness requests for personnel.

(1) Special Duty Assignment (SDA) pay and entitlements. The Pay Section manages all SDA pay and flight crew member/non crew member pay for personnel stationed within MCIEAST supported unit.

(2) Assignment Incentive Pay (AIP), SDA, and Hazardous Duty Pay (HDP). Certification of AIP/SDA pay is conducted annually. Certification of HDP is conducted monthly. Units are responsible for maintaining assignment letters and monthly logs for current year plus two years. Additionally, Commanders are responsible to ensure personnel are assigned to the proper BIC for their entitlement(s). When rosters or manifests are submitted, they must include the Electronic Data Interchange Personal Identifier (EDIPI).

(3) AIP/SDA Pay for Senior Enlisted Billets. A copy of the assignment letter is required to initiate the pay. After the initial assignment, an annual certification is also required no later than the 31st

of January each calendar year. This entitlement will continue to run provided the Marine is still performing in an authorized billet and BIC.

(4) AIP/SDA Pay for Career Planners. A copy of assignment orders signed by the CO is required to initiate the pay. COs are also required to complete an annual certification. The annual certifications are due no later than the 31st day of January each calendar year. This entitlement will continue to run provided the Marine is still performing in an authorized billet and BIC.

(5) HDP (Jump/Demolition). Units are responsible to provide a monthly roster to identify all authorized Marines within their unit who have meet the requirement for jump/demolition pay outlined in reference (i), for these entitlements. The rosters must be submitted no later than the 5th day of each month. The roster must contain a cover letter signed by the CO identifying all individuals added and/or deleted from the previous month. Failure to provide the required documentation will result in termination of the entitlement. Letters must either certify a qualified jump/demolition or state the Marine did not execute a qualified jump/demolition.

(6) HDP (Dive). Units are required to provide a detailed roster on a quarterly basis (January, April, July, and October) indicating all personnel authorized dive pay have meet the requirement outlined in reference (i).

(7) Flight Crew Member Pay. Units are responsible to provide a monthly roster to identify all Marines within their unit who are authorized their respective pay entitlement as outline in reference (j). The rosters must be submitted no later than the 5th day of each month. Along with the roster(s), a cover letter signed by the CO must accompany identifying all individuals added and/or deleted from the previous month. All payments will be credited on a month-to-month basis to prevent overpayments.

b. Reenlistments/Extensions. Prior to submission, the unit career planner is responsible for ensuring all enlistment contracts are properly annotated and submitted. Extensions are not authorized if there is an approved Separation Program Code (SPD) within MCTFS (PDRL/TDRL/Dis Sev Pay, TR FMCR/Retirement). Units must coordinate with MMSR for those EAS adjustments.

(1) Career Planner. Is also responsible for the following:

(a) Ensure all reenlistments are clearly annotated when eligible members do or do not desire Lump Sum Leave (LSL).

(b) Ensure all reenlistments and contract extensions are forwarded to the RPAC within three (3) business days for UD reporting and placement of reenlistment contracts in the OMPF via MOL EPAR. Proper coordination with their respective unit S-1 office is encouraged to reduce or prevent duplicate submissions.

(c) Ensure the RPAC receives all "Will Reenter" requests on those members who have submitted a request for reenlistment, no earlier than 90 days, but no later than 15 days prior the Marine's expiration of current contract (ECC).

(2) RPAC Responsibilities. The Pay Section will report the reenlistment or extension of enlistment and associated bonus points. Reenlistments and extensions must be provided to the RPAC via EPAR for improved efficiency and tracking purposes.

(a) Will Reenter Diary Entries. The acceptance of this entry into MCTFS will flag the record and allow for a 30-day grace period, after expiration of the ECC, before pay and allowances stop. The unit Career Planner will notify RPAC in writing of Marines who need a "Will Reenter" entry reported on the UD, in order to continue allotments and direct deposit payments.

(b) Notification. Upon notification by the unit Career Planner, the Pay Section will delete "Will Reenter" remarks as erroneous when notified of a Marine's intent to separate from the Marine Corps, so that normal separation actions can occur.

c. Waiver and Remission of Indebtedness. The member and unit Commander (battalion/squadron and above) are required to provide the RPAC with the NAVMC 2789, Command First Endorsement, and all other required documentation in accordance with reference (e). Once the required documentation is received, the Pay Section will review the request for accuracy and draft a second endorsement for inclusion in the DTMS submission. Further request corrections and/or requirements will be communicated via email or the MOL EPAR module.

d. NAVMC 11116 Miscellaneous Military Pay Order. Identified pay discrepancies that require action that cannot be taken via UD entry. The CSB will be submitted to the local disbursing office via NAVMC 11116 requesting corrective action to be made.

e. Reports. The Reports Section audits/reviews Operational Data Store Enterprise (ODSE)/MOL Inconsistent Management Reports (IMRs) weekly and monthly to ensure discrepancies found in specific pay and entitlements are identified and corrected. This section also tracks, monitors, and completes all required audits in accordance with reference (b).

f. OMPF Upload. Upon completion of administrative action all required documents will be scanned and uploaded for inclusion into the members OMPF.

g. Update and Extract (U&E). The U&E date is important for all members to understand, as it is the deadline for all pay entries to be certified via UD for the following pay period. The U&E occurs twice a month and is normally 6-10 calendar days prior to the 1st and 15th pay periods (Example, U&E for 1 January will normally be between 22-24 December. If a member gets married on 15 December and the member provides the RPAC with appropriate documentation for BAH and/or BAS and it is reported prior to the closest U&E date, they will receive those entitlements on the 1 January pay period.) The U&E calendar can be found at the Manpower Information System Support Office (MISSO)/Manpower Information System Support Activity (MISSA) website below.

Click on the Reference tab, then Cycle Calander:

<https://eis.usmc.mil/sites/missa/default.aspx>

h. MyPay. Is an online computer-based system that improved every Marine's ability to manage limited pay updates without the need to received service from their local administrative office. MyPay allows members to view their LES, IRS Form 1095, Travel-Miscellaneous Tax Statements (W-2), court orders and travel vouchers. Additionally, it allows them to turn on/off Hardcopy W-2/IRS Form 1095 statements and make changes to allotments, mailing address, direct deposit, federal or state withholdings, Savings Deposit Program (SDP) and Thrift Savings Plan (TSP). Please visit their website at:

<https://mypay.dfas.mil/>.

i. LES. With the ability for all members to view their LES via MyPay it is best to review it on a monthly basis to verify pay grade, state code, number of federal and state exemptions, entitlements, deductions and remarks located at the bottom of the LES. If a Marine identified an issue, they should immediately contact RPAC for corrective action.

MUST BE SIGNED BY AUTHORIZED LEAVE OFFICIAL
REGIONAL PERSONNEL ADMINISTRATION CENTER
MARINE CORPS BASE CAMP LEJEUNE
LEAVE CORRECTION FORM 2022-01

All leave corrections will be certified by an authorized leave authority.

Member Information:

Rank Last Name First Name MI EDIPI/MOS

UNIT

Type of Leave Member was Erroneously Charged:

_____ Annual _____ Emergency _____ Convalescence

Leave Dates Member was Erroneously Charged:

Time Date Through Time Date

Type of Leave Member Should be Charged:

_____ Annual _____ Emergency _____ Convalescence

Correct Leave Dates Member Should be Charged:

Time Date Through Time Date

Comments:

Print Name, Rank, Billet and Phone #

Signature of Authorized Leave Official

RPAC ENDORSEMENT

1. The leave correction period was correctly reported on UD _____ Dated _____.

Figure 3-1 - Leave Correction Form

Chapter 4

Operations Branch

1. Mission The mission of the Operations Branch is to provide oversight support to improve RPAC procedures and operations and allow the RPAC to maintain the highest level of customer service and deployment readiness. The Operations Branch is comprised of three sections: Internal Audits Section, Administrative Research Cell (ARC) and Electronic Service Records Section (ESR).

2. Internal Audits Section

a. Compile all data required for the daily Operational Support Report and ESR Verification Report. Distribute all reports by 1000 each day.

b. Distribute all EPARs and DTMS documents to their corresponding branch within one business day.

c. Track the acceptance and rejection rate. Provide rejection trend data to the branch and SSC OICs and provide guidance to correct deficiencies.

d. Conduct monthly OMPF inspections of each branch utilizing the MCAAT Checklist to maintain a satisfactory level of preparedness. The inspection schedule is subject to change depending on the RPAC's operational tempo.

e. Manage, work, and track all information received on the EDFR. Monitor the EDFR cycles to ensure they are completed and certified within five business days and that the cycle is certified by the tenth day.

f. Perform all section and user maintenance within UDMIPS.

3. Data Systems Section

a. Develop and maintain server-based applications designed to streamline information availability to the RPAC and supported organizations and improve the personnel administrative process.

b. Responsible for the accountability of all ADPE, computer, printer, and scanner assets assigned to the RPAC Consolidated Memorandum Receipt (CMR) account Y0500 and coordinate with the Operations Branch OIC, Deputy Director, Base G-6, Marine Corps Enterprise Network (MCEN), or MISSO for any computer maintenance, service, and/or applications.

c. Develop and present internal ADPE and system training for RPAC personnel.

d. Perform all RPAC Terminal Area Security Officer (TASO) functions for the Kansas City and St. Louis domains.

e. Serve as the direct line of communication between the RPAC Director, Base S-6, and MCEN. All communications or computer support requests will be submitted to the MCEN via the Operations Branch ISC. All computer support

request tickets will be communicated to the Data Systems Section for tracking purposes.

f. Tracking and monitoring all access to any automated system the RPAC utilizes.

g. Manage access to the RPAC SharePoint and ensure that all posted documents meet PII/PHI requirements.

4. Electronic Service Record Section

a. ESR Oversight

(1) ESR Verification Report is extracted from Cognos each morning after each Cycle. The report displays documents required to be pulled from certified Unit Diaries in UD/MIPS that must be uploaded in the OMPF via the Official Military Personal File - Records Management Application (ORMA) system. The report is reviewed/worked on daily by the RPAC ESR section, and documents listed that are not saved within the Unit Diary are published on the daily RPAC Operations Report, ESR Discrepancy tab.

(2) Each RPAC Branch and SSC is charged with collecting and capturing valid and legible supporting documents for insertion into UD/MIPS. The ESR section extracts the supporting documents from UD/MIPS for insertion into the OMPF via O-RMA.

(3) ESR Unit Support. ESR documents received via MOL EPARs are worked daily. Documents are uploaded in O-RMA, inspected and reviewed by ESR section supervisory personnel, and batches are released to the OMPF. All EPARs are closed out by an Officer/SNCO.

(4) OMB ESR Support. Provide ESR records in support of Court Martials. Requests from LSSS are received via the RPAC ESR Organizational Mailbox (MCB IPAC ESR). The ESR will be downloaded from O-RMA along with 3270 screenshots (TBIR, TBTR, TEDU, TROS, AWDS, CHRO, and D119). The OIC signs an attesting certification, certifying true and accurate documents. Records are then emailed to the LSSS OMB (LSSS-E LSST-CLNC TSO) and the individual who requested the ESR. All ESR(s) emailed to LSSS are "Password" protected before sending.

(5) Base Agency ESR Support. Provide ESR support/records for background checks for Private Investigators (Security Clearances), NCIS, PMO, etc. Badge credentials and a signed Record of Disclosure are required and verified before releasing records/information.

b. Systems Access/Permissions

(1) UDMIPS: Granted to certifying officials at the RPAC and the O-6/General Officer level Personnel Officers once the Operations Branch receives a DD Form 577 signed by the RPAC Director. Officers are given "Delegate" permissions to grant access to personnel assigned to their respective Branch/SSC. The drop report is pulled via Reports Studio weekly to remove permissions upon transfer or separation.

(2) O-6/General Officer Level Personnel officers will be restricted to a defined TTC List managed by the RPAC Director per Figure 4-1.

(3) DTMS: "Delegate" permissions granted to all Branch/Satellite site OICs to grant access to personnel assigned to their respective Branch/Satellite site. The drop report is pulled via Reports Studio weekly to remove permissions upon transfer or separation.

(4) OMPF Viewer: "Delegate" permissions granted to all Branch/Satellite site OICs to grant access to personnel assigned to their respective Branch/Satellite site. The drop report is pulled via Reports Studio weekly to remove permissions upon transfer or separation.

c. Web Services and Project development

(1) An RPAC Webmaster/Content Manager will be assigned via appointment letter signed by the Battalion Commander. The RPAC Webmaster(s) will maintain all contentment and material via the Armed Forces Public Information Management System (AFPIMS). All maintenance, updates and uploaded material will adhere to requirements and guidelines set forth by references (aa) - (af). As functions and processes become more digitized, the RPAC must maximize the accessibility of online information on services each branch provides to expedite command and customer support needs in the right section. The Operations Branch maintains the official RPAC website at:

<https://www.lejeune.marines.mil/Offices-Staff/Regional-Personnel-Administration-Center/>

These duties include providing changes requested by each branch or SSC that include, but are not limited to:

- (a) Points of contact.
- (b) Procedural information.
- (c) Training materials and tutorials.
- (d) RPAC developed checklists and correspondence.

(2) As systems, governing references, and software releases change and affect the dynamic of RPAC functions and requirements, new tools and procedures will need to be developed using existing platforms to enhance the RPAC's effectiveness and efficiency. The Operations Branch is the primary development center and test bed for all project development.

5. Administrative Research Center

a. The Administrative Research Center (ARC) is the section where unique and obscure scenarios not explicitly covered by existing references are researched and remedied. This process involves contacting key individuals in authoritative positions at higher echelon Commands/Organizations who can provide context clarity and decide on a given scenario, thus setting precedence for the RPAC's SOP. Such agencies include but are not limited to:

- (1) Marine Corps Administrative Analysis Team (MCAAT)
- (2) National Capital Region Finance Office (RFF)
- (3) Manpower Information Systems Support Office (MISSO)
- (4) HQMC Manpower Information Systems Division (MI)
- (5) HQMC Manpower Management Division (MM)

b. Administrative Assist Unit (AAU). The AAU consists of a small team that conducts site visits to individual units and provides training, education, and assistance regarding all matters pertaining to personnel administration, policy, implementation, and basic administrative procedures.

c. Following any assist visits conducted by the AAU, they compile their findings. The ARC will correct as many discrepancies as possible via UD/MIPS and engage with previously visited Commands to follow up and advise on further corrective action as applicable. Furthermore, the ARC will catalog unique scenarios and AAU findings to serve as historical examples for further RPAC process improvement and mission capability.

d. Maintain the regional training program designed to train all regional administrators in various administrative topics. Administrative topics will be derived from, but not limited to, analyzing data to identify technical and/or procedural knowledge gaps to structure training.

e. Process and upload weekly, bi-weekly, and monthly Inconsistent Condition Reports (ICR) to assist the RPAC in correcting errors in the MCTFS.

f. Ensure the Timeliness Management Report (TMR) is pulled on the first business day after the 1st of the month but no later than the 5th day of the month. The TMR will also be pulled on the last business day prior to any directed RPAC meetings in which analytical data will be discussed.

MCIEAST MCB CAMLEJO 5000.2A
G-1/RPAC

TTC	DESCRIPTION	TTC	DESCRIPTION
0031-006	ATTACH TAD EXCESS (31+ DAYS)	0348-014	REMOVE RED PARENT1
0074-000	CURRENT TOUR BEGAN DATE	0348-015	REMOVE RED PARENT1 ADDRESS
0092-000	MPLP CAREGIVER DESIGNATION	0348-016	REMOVE RED PARENT2
0106-000	TO TAD EXCESS (ACTIVE)	0348-017	REMOVE RED PARENT2 ADDRESS
0106-001	TO TAD STUDENT EXCESS	0348-022	REMOVE RED PAY ARREARS1
0107-000	FR TAD (ACTIVE)	0348-023	REMOVE RED PAY ARREARS1 ADDRESS
0115-020	ON ANNUAL LEAVE (TO CORRECT CLOSED LEAVE PERIODS DUE TO TO AND FR FAP/TAD)	0348-024	REMOVE RED PAY ARREARS2
0135-000	INDIVIDUAL LOCATION (IF MISSING FR FAP TO FAP)	0348-025	REMOVE RED PAY ARREARS2 ADDRESS
0151-001	CIVILIAN EDUCATION	0348-026	REMOVE RED NOT NOTIFY1
0157-000	DUTY LIMITATION	0348-027	REMOVE RED NOT NOTIFY1 ADDRESS
0157-001	ICD ASSIGNED	0348-028	REMOVE RED NOT NOTIFY2
0157-002	ICD END	0348-029	REMOVE RED NOT NOTIFY2 ADDRESS
0177-000	BILLET MOS	0348-030	REMOVE RED INSURANCE1
0306-000	TO FAP	0348-031	REMOVE RED INSURANCE2
0307-000	FR FAP	0348-032	REMOVE RED INSURANCE3
0317-000	RETURN TO FULL DUTY	0348-033	REMOVE RED INSURANCE4
0323-003	CRED PERSTEMPO (ONLY FOR 'NGZ' - DUTY IN GARRISON)	0348-034	REMOVE RED INSURANCES
0333-001	OFF DUTY EDUCATION COURSE	0348-035	REMOVE RED NOK1 TELEPHONE
0343-007	RED PARENT1	0348-036	REMOVE RED NOK1 DIRECTIONS
0343-008	RED PARENT2	0348-037	REMOVE RED NOK2 TELEPHONE
0343-011	RED PAY ARREARS1	0348-038	REMOVE RED NOK3 TELEPHONE
0343-012	RED PAY ARREARS2	0348-057	REMOVE MIA NOTIFY NAME
0343-013	RED NOT NOTIFY1	0348-058	REMOVE MIA NOTIFY ADDRESS DIRECTION
0343-014	RED NOT NOTIFY2	0348-059	REMOVE MIA NOTIFY TELEPHONE 1ST
0343-021	RED MIA NAME	0348-060	REMOVE MIA NOTIFY TELEPHONE 2ND
0343-022	RED PERSON AUTH DIRECT DISPOSITION NAME	0348-061	RED ADDITIONAL GRAT REMOVE
0343-023	RED ADDITIONAL DEATH GRAT	0378-002	DROP NON-MARINE
0343-024	RED CERTIFICATION DATE	0380-000	PRIMARY RESIDENCE ADDRESS
0344-014	RED PARENT1 ADDRESS1	0386-000	WORK E-MAIL ADDRESS
0344-015	RED PARENT1 ADDRESS2	0386-002	WORK E-MAIL ADDRESS REMOVE
0344-016	RED PARENT2 ADDRESS1	0386-007	PERSONAL E-MAIL ADDRESS
0344-017	RED PARENT2 ADDRESS2	0386-008	PERSONAL E-MAIL ADDRESS REMOVE
0344-022	RED PAY ARREARS1 ADDRESS1	0386-009	SECONDARY E-MAIL ADDRESS
0344-023	RED PAY ARREARS1 ADDRESS2	0386-010	SECONDARY E-MAIL ADDRESS REMOVE
0344-024	RED PAY ARREARS2 ADDRESS1	0460-000	DUTY STATUS
0344-025	RED PAY ARREARS2 ADDRESS2	0461-000	ATTACHMENT EXCESS TERMINATED
0344-026	RED NOT NOTIFY1 ADDRESS1	0462-000	STOP FLEET ASSISTANCE PROGRAM
0344-027	RED NOT NOTIFY1 ADDRESS2	0463-000	GAS MASK SIZE/TYPE/HELMET SIZE
0344-028	RED NOT NOTIFY2 ADDRESS1	0470-000	TO RUC, COMPANY, PLATOON, WORK SECTION
0344-029	RED NOT NOTIFY2 ADDRESS2	0483-000	TRAINING EVENT CODE
0344-030	RED NOK DIRECTION1	0484-000	MARTIAL ARTS BELT COMPLETION
0344-031	RED NOK DIRECTION2	0489-005	ISSUE GOVT EQUIPMENT OPERATOR LICENSE
0344-032	RED NOK DIRECTION3	0489-006	RENEW GOVT EQUIPMENT OPERATOR LICENSE
0344-033	RED NOK DIRECTION4	0489-007	UPGRD GOVT EQUIPMENT OPERATOR LICENSE
0344-034	RED NOK DIRECTIONS5	0499-002	WORK STATION
0344-047	RED MIA NOTIFY DIRECTIONS	0499-003	BILLET DESCRIPTION
0344-048	RED MIA NOTIFY ADDITIONAL DIRECTIONS	0499-014	LOCAL SCHOOL COMPL
0344-049	PERSON AUTH DIRECT DISPOSITION ADDRESS 1	0499-018	BLOOD TYPE
0344-050	PERSON AUTH DISPOSITION ADDRESS 2	0499-024	HOME TELEPHONE NUMBER
0344-051	RED ADDITIONAL DEATH GRAT ADDR 1	0499-025	MAILING ADDRESS (CONUS)
0344-052	RED ADDITIONAL DEATH GRAT ADDR 2	0499-026	MAILING ADDRESS (OUTSIDE CONUS)
0345-000	RED INSURANCE1	0499-028	WORK TELEPHONE NUMBER
0345-001	RED INSURANCE2	0499-031	ADDRESS STATUS MAIL CONDITION
0345-002	RED INSURANCE3	0499-032	ADDRESS VALIDATION
0345-003	RED INSURANCE4	0499-040	CELL PHONE NUMBER
0345-004	RED INSURANCES	0499-041	CELL PHONE NUMBER REMOVE
0346-000	RED NOK1 TELEPHONE	0499-042	WORK PHONE NUMBER DSN PREFIX
0346-001	RED NOK2 TELEPHONE	0499-043	WORK PHONE NUMBER DSN PREFIX REMOVE
0346-002	RED NOK3 TELEPHONE	0499-044	SECONDARY TELEPHONE NUMBER
0346-009	MIA NOTIFY TELEPHONE 1ST	0499-045	SECONDARY TELEPHONE NUMBER REMOVE
0346-010	MIA NOTIFY TELEPHONE 2ND	0499-046	PHYSICAL ADDRESS
0346-011	PERSON AUTH DIRECT DISPOSITION TELEPHONE	0499-047	PHYSICAL ADDRESS REMOVE
0346-012	RED ADDITIONAL DEATH TELE	0815-000	ANNIVERSARY SCREENING COMPLETE

Figure 4-1.--O-6/GO Level PERSO TTC List

Chapter 5

RPAC Satellite Support

1. Mission. Provide personnel administrative support to the Commanders, Marines (and their family members) who are geographically located away from Camp Lejeune
2. Administrative Functions. Administrative functions and tasks that do not require the presence of a member have been consolidated at RPAC, Camp Lejeune to the maximum extent possible. The following functions below will be supported by the RPAC SSC or RPAC, Camp Lejeune as listed:
 - a. Customer Support. Functions outlined in Chapter 2 - 5 of this order.
 - b. UD and ESR Files. Each RPAC SSC is responsible for scanning UD's into the proper document repository. Please see chapter 4, par 4003 for further UD/ESR scanning information.
 - c. EPARs. EPARs are assigned to the Operations Branch at the main RPAC location and are further assigned to the appropriate branch for processing. EPARs will be completed within 5 business days after receipt. SSC will process all requests that are within the satellite's responsibilities (listed in this chapter) received by EPAR or for walk in customers.
 - d. Transfer & Joins Processing. The Transfer & Joins Process is conducted by the unit S-1 via the MOL, IBI. Once the member is on-boarded, the member will submit their travel claim via the TVI Module. There may be instances in which the member cannot complete the IBI, which will require them to report to their installation RPAC SSC for further processing. See chapter 2 for detailed information regarding inbound processing.
 - e. Transfer Processing. All personnel who are in receipt of PCS/PCA orders or separating/retiring from the Marine Corps will utilize the MOL OBI in order to facilitate the process. There may be instances in which the member cannot complete the OBI, which will require them to report to their installation RPAC Satellite for further processing. Refer to chapter 2 for detailed information regarding outbound processing.
 - f. School of Infantry East Agreement. MOA or MOU between SOI-East and MCAS New River SSC to support SOI-East students. Division of labor between SOI-East Administration Student Center (ASC) and New River SSC reporting capabilities; SOI-East ASC will be responsible for joining all student Marines for Infantry Training Battalion (ITB) and Marine Combat Training (MCT), ASC will transfer all MCT students upon completion of training, report any legal issues that pertain to (UA, to CONF and from CONF), meritorious promotions, Reserve Component unit diary entries will include creation of DD 214 and finalization of NAVMC 11060 and to include reporting reservist pay and entitlements. New River SSC Outbound section will create and certify all ITB Marines OBI orders to include Drum and Bugle Corps Marines; all finalized Commanding General's letter for ADSEP packages will be created by New River SSC Outbound Sep orders, DD 214, and NAVMC 11060 will be finalized by New River SSC Outbound section.