



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST MCB CAMLEJO 5000.2A
G-1/RPAC
17 Dec 24

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
5000.2A

From: Commander
To: Distribution List

Subj: REGIONAL PERSONNEL ADMINISTRATION CENTER (RPAC) STANDING
OPERATING PROCEDURES (SOP)

Encl: (1) List of References
(2) Regional Personnel Administration Center, Marine Corps
Installations East Standard Operating Procedures Manual

1. Situation. The purpose is to establish policies, procedures, responsibilities, and relationships with respect to administrative matters within Marine Corps Installations East (MCIEAST) to ensure all bases/stations are standardized. Due to the frequency of changes that occur within Marine Corps administration, enclosure (1) will be maintained electronically on the RPAC Sharepoint page (https://usmc.sharepoint-mil.us/sites/MCIEAST_PAC), in order to update procedures as policy changes.

2. Cancellation. MCIEAST-MCB CAMLEJO 5000.2.

3. Mission

a. This Order is not designed to replace directives or instructions published by higher headquarters (HHQ). It is published to provide a means to provide administrative policies, procedures, responsibilities, and administrative relationships with units and personnel supported by the RPAC consistent with the direction from HHQ.

b. These procedures are necessary for consistency, quality, and timely processing of administrative requirements requests from Marines and Commanders.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Review of this Order is recommended for all Commanders and their staffs. The Commanding General (CG), MCIEAST-MCB CAMLEJ (Attn: Assistant Chief of Staff (AC/S), G-1), is responsible for the oversight and daily operation of the RPAC.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Adherence to this Order will assist Commanders in focusing on their unit's combat readiness while maintaining personnel administrative readiness. The end-state is to provide Commanders, Marines, and their families with effective personnel administrative support.

(2) Concept of Operations. The complex nature of pay, entitlements, and personnel administrative procedures necessitates an ongoing technical professional military education program. Therefore, this Order is a dynamic document subject to ad hoc updates as HHQ publishes changes. The varied methods in which Marines and units deploy require flexibility and cooperation. In fact, it is essential to ensure personnel administration requirements are achieved promptly and proactively. Due to this dynamic aspect, the AC/S G-1 and RPAC Director are authorized to deviate from this Order as the situation requires, under the provision of the references and their updates.

b. Tasks

(1) MCIEAST Subordinate Unit Commanders and Tenant Commands shall:

(a) Be ultimately responsible for the accuracy of their Marines' records in accordance with reference (a).

(b) Ensure S-1 and senior administrative personnel attend any RPAC workshops that will assist in understanding processes and procedures.

(2) Director, RPAC shall:

(a) Ensure compliance with this Order and provide assistance as directed in reference (a).

(b) Ensure that enclosure (2) is updated and in compliance with orders and regulations outlined in enclosure (1).

(c) Coordinate a schedule for and hold annual (at a minimum) administrative workshops with unit's S-1, senior administrative personnel, and RPAC Branches.

c. Coordinating Instructions

(1) Consolidated personnel administration has been mandated. As a result, the individual Marine is responsible for monitoring the accuracy of their Marine Corps Total Force System (MCTFS) record via Marine Online (MOL), Official Military Personnel File (OMPF), and pay records via their leave and earnings statement (LES). With the limitless amount of information on the internet and the availability of MOL and MyPay applications, there are tools available for Marines to use to ensure the correctness of their records.

(2) There will be instances of Marines being under and overpaid. Marines must review their LES monthly and notify their unit S-1 and the RPAC Personnel Support Branch (PSB) or Satellite Support Center (SSC) of any personal or professional events that may affect pay entitlements. Lack of action may contribute to overpayment and does not constitute an administrative error or grounds for a waiver.

5. Administration and Logistics. Recommendations concerning the contents of this Order will be submitted to the CG MCIEAST-MCB CAMLEJ (Attn: AC/S, G-1 and Director, RPAC) via the appropriate chain of command. Distribution Statement A directives issued by the CG MCIEAST-MCB CAMLEJ is distributed via e-mail. This Order can be viewed at:

<http://www.mcieast.marines.mil/StaffOffices/Adjutant/Orders.aspx>

6. Command and Signal

a. Command. This Order is applicable to Active Duty and Reserve Personnel assigned within Marine Corps Installations East.

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


G. B. PACE
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DISTRIBUTION: A/B/C

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LOCATOR SHEET

Subj: REGIONAL PERSONNEL ADMINISTRATION CENTER (RPAC) STANDING
OPERATING PROCEDURES (SOP)

Location: _____
(Indicate the location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

List of References

- (a) MCO 5000.14D
- (b) MCTFSPRIUM
- (c) MCO 1751.3 CH 1
- (d) DoD 7000.14-R, FMR Volume 7A, Chapter 26
- (e) DoD 7000.14-R, FMR Volume 16, Chapter 4
- (f) MCO 10110.47A
- (g) MARADMIN 139/19
- (h) DoD 7000.14-R, DoDFMR Volume 7A, Chapter 24
- (i) DoD 7000.14-R, DoDFMR Volume 7A, Chapter 22
- (j) MCO P1400.32D Ch 1-2
- (k) MCO 1050.3J
- (l) MCO 5800.16 CH 7
- (m) MCO 1050.16A
- (n) MCO 1740.13D
- (o) MCO 1000.6
- (p) MCO 1900.16 CH 2
- (q) Joint Travel Regulations (JTR)
- (r) MARADMIN 632/19
- (s) MCO 7220.21F
- (t) MARADMIN 001/16-373/20
- (u) DoD 7000.14-R, DoDFMR Volume 7A, Chapter 25
- (v) MCO 1326.6 CH 1
- (w) MARADMIN 015/20
- (x) SECNAVINST 5720.44C Change 2
- (y) MCO 5720.77
- (z) MCO 3070.2A
- (aa) MARADMIN 651/12
- (ab) MARADMIN 762/20
- (ac) Marines.mil Website Style Guide
- (ad) Marines Social Media Handbook
- (ae) MARADMIN 280/24
- (af) MARADMIN 175/24