**MOBILIZATION/ACTIVATION PROCESS**

**NOTIFICATION REQUIRED ENTRIES**

**(Release date of the MARFORRES Notification and Activation Message but**

**NO EARLIER THAN 6 MONTHS prior to projected Active Duty Date)**

TTC 217 000 (DOA) MOB MCC (A)

A (As indicated in Notification and Activation msg) (Could be same as Unit MCC)

TTC 897 000 EARLY NOTICE DT (A) PROJ ACDU DT (B) CONTINGENCY CD (C)

A 8-byte Notice Date (YYYYMMDD) (Release date of Notification and Activation msg no more than six month before proj acdu)

B 8-byte ACDU (YYYYMMDD) date (Report date)

C 3-byte Contingency CD (9GF)

**Note: Entry will fail if member is not in a reserve record status code equal to '0'.**

**Note: The Early Identification entry can be reported without the MOBMCC. Once the personnel have been designated the unit must ensure the EID is reported.**

**ADMIN AUDIT REQUIRED (60 DAYS PRIOR TO MOBILIZATION)**

The following documents are required to be reviewed for accuracy. Corrections will require updated forms and associated unit diary entries. Reference the PRIUM for further guidance or information.

**REQUIRED AUDIT:**

**BASIC INDIVIDUAL RECORD (TBIR**)

-Member must update each section as required:

-Contract

-Service

-Personal

-Record

-Dependent

-Billet Identification

-Duty Status

**Note: R-RecStat should be 0 (zero) for activation.**

**Note: DU LIMIT should be 0 (zero) for activation.**

**Note: StrCat should be 0 (zero) or F for activation.**

**Note: Requirement to audit the BIR and report the below entry.**

TTC 815 000 ANNUAL SCREENING

A Effective date is the date the audit was completed

-All reserve Marines are REQUIRED to initial the mobilization delays/exemption statement in addition to signing the BAH entitlement and BIR certification signatures.

**RECORD OF EMERGENCY DATA (TRED)**

-Member must update as required:

-Spouse

-Children

-Guardian

-Parents

-Do not notify due to ill health

-MIA notification

-Beneficiaries for death gratuity and pay arrears

-Person Authorized Direct Disposition

-Additional insurance companies

-Next of Kin phone numbers/relationship/directions

-SGLI Election change in amount/beneficiary/payment/completion of new form

-Spouse SGLI coverage

**SERVICE GROUP LIFE INSURANCE (SGLV-8286)**

-Verify/Update life insurance beneficiaries, addresses, relationship and distribution allocations.

**DEPENDENCY APPLICATION (NAVMC 10922)**

-Ensure authorized dependents are annotated

-Ensure dependents on the TBIR, TRED and Dependency Application match

**WAIVER OF BENEFITS/PENSION (VA FORM 21-8951-2)**

-If required, ensure form is completed and signed with member’s pension election

**ADDITIONAL FORMS AS NEEDED:**

**BASIC TRAINING RECORD (TBTR)**

-Review to ensure all completed training has been reported

**EDUCATION (TEDU)**

-Member is to review to ensure all completed education has been reported

**RECORD OF SERVICE (TROS)**

-Cpls and Below are to review for accuracy to ensure required Pro/Cons are current and have been reported

**TAX EXEMPTIONS, FEDERAL/STATE (W-4)**

-Complete form if member requests an update to their annual tax deductions

**STATE OF LEGAL RESIDENCE (DD Form 2058)**

-Complete and sign if member requests to change their state of legal residence for income tax purposes

**FAMILY SERVICE GROUP LIFE INSURANCE (SGLV-8286A)**

-Complete and sign if member requests election/removal of life insurance coverage for their spouse

**CAREER RETIREMENT CREDIT REPORT (RT07)**

-Member must sign and date to validate annually the accuracy of all reserve duty/active duty performed during their military service

**REENLISTMENT CONTRACT (DD Form 4) / EXTENSION AGREEMENT (NAVMC 321A)**

-Members RECC that do not meet/exceed the deployment date will required to voluntarily reenlist/extend.

**RTC ACTIVATION REQUIRED ENTRIES (RESERVE DIARY)**

**ONLY IF DD&E APPROVED BY MARFORRES ENTRIES (TTC 099 XXX)**

TTC 099 000 MOB STAT (A)

A 2 byte status code from online prium fig 11-4

**Note: If member is granted an exemption**

TTC 099 001 MOB STAT (A) MOBEDA (B)

A 2 byte status code from online PRIUM fig 11-4

B 8 byte EDA

**Note: If member is granted delay or deferment. EDA is date member is expected to carry out the mobilization orders.**

TTC 826 001 **(XXXXXXXX)**MOB MCC (A) TO MCC (B) EAS (C) MDAY (D) ACT STAT (E)

EXECORDER (F) CRISIS CODE (G)

**XXXXXXXX=ACTION DATE ONE DAY PRIOR TO DATE OF ACTIVATION**

A 3-byte MOB MCC

B 3-byte Gaining MCC

C 8-byte EAS date

D 8 byte ED of mobilization

E 2-byte Activation Code (As identified in Fig 11-5 of the MCTFSPRIUM)

F 5-byte Executive Order Number (13223)

G 3-byte Crisis Code (9GF)

**Note: Any member without a valid record status, strength category, and duty limit code within the MOBMCC will not be activated, entry will fail).**

**RTC REQUIRED ACTIVATION ENTRIES (ACTIVE DIARY)**

TTC 022 007 (DOA) INITIAL JOIN RUC \_\_\_\_\_\_\_\_ MCC\_\_\_\_\_DU

TTC 022 016 (DOA) INITIAL JOIN RUC \_\_\_\_\_\_\_\_ MCC\_\_\_\_\_DU DIFOP (\*see note)

TTC 022 017 (DOA) INITIAL JOIN RUC \_\_\_\_\_\_\_\_ MCC\_\_\_\_\_DU DIFDEN (\*see note)

**\*Note Report only on officers whose primary MOS is 7380, 7500-7599, or 9907.**

TTC 388 001 CHAN BAH (A) ZD/UC/BAH (B) BAH DIFF (C) DISASTER (D) RENT/MTG (E) ADD’L R/M (F) ED (G)|

A 5 byte numeric ZIP Code from ROWS orders

B MN (W = with depn/O (alpha) = without depn)

C BAH-DIFF (O (alpha) normal BAH; D = for BAH-DIFF)

D N

E $7777.77 in all cases

F $0000.00 in all cases

G 8-byte ED (YYYYMMDD) (Date of Activation)

**Note: ALL reservist rate BAH I regardless of financial responsibility**

**Note: Puerto Rico is entitled to Overseas Housing Allowance (OHA), not BAH. OHA requires proof of financial responsibility by member.**

TTC 142 002 START BAS

**Note: Enlisted Only. DO NOT RUN ON OFFICERS**

TTC 276 000 STRT CONUS COLA (A) (B) ED (C)

A 5-byte numeric ZIP code from ROWS orders

B 1-byte alpha dependent Code (W for with dependents or O (alpha) for without)

C 8-byte ED (YYYYMMDD)

TTC 323 000 (DOA) START PERSTEMPO BRANCH M RUC (A) FROM DATE (B) TO DATE (C) TYPE (D)

A Unit RUC

B Activation Date

C DEMOB Date

D WAA (CONTINGENCY/OPERATION)

**NOTE: AD members start day leaving PDS**

**NOTE: Reservists start day leaving PDS unless outside local commuting area and not commuting daily.**

TTC 189 003 (DOA) STRT FSAT ED (A)

A Activation Date or Date depart RTC

**Note: Only Marines at the RTC awaiting further departure to the ILOC WITH DEPENDANTS who live OUTSIDE OF COMMUTING DISTANCE and ARE NOT COMMUTING DAILY will rate FSA. Otherwise, start FSA when member departs RTC.**

**Note: Effective date is the date of activation**

TTC 311 001 (DOA) RCRA ED (A)

A DATE OF ACTIVATION

**Note: ENLISTED ONLY. If it has been more than 90 days since the members release from active duty, then the entitlement is for the reduced clothing replacement allowance (RCRA)**

TTC 305 001 CRA DATE

A Date reflected in MCTFS

**Note: ENLISTED ONLY. If mobilized WITHIN 90 days after being released from active duty, submit date reflected in MCTFS.**

TTC 383 000 CRED ADD UNIF ALW $(A)ED(B) \*FOR OFFICERS ONLY\* Source Doc is NAVMC 11059

A 200.00

B Date of Activation

**NOTE: A Reserve officer is entitled under 37 U.S.C. 416(b) to $200 as reimbursement for additional uniforms on each occasion of entry on AD for training for a period of more than 90 days including authorized travel time**.

**This allowance is not payable when a Marine:**

**(1) Is under any law during that tour or within a period of 2 years before entering on that tour, did not receive an initial uniform reimbursement or allowance of $200.**

**(2) Is a Reserve officer and enters on that tour of duty within 2 years after completing a previous tour of AD of more than 90 days as a Reserve officer, or a Regular officer commissioned upon NROTC graduation after 12 October 1964.**

TTC 473 000 STRT TSP BP% (A) SP% (B) IN% (C) BONUS% (D)   
ADDRESS (E) |

A 3-byte base pay percentage

B 3-byte special pay percentage

C 3-byte incentive pay percentage

D 3-byte bonus percentage

E Address(25-byte street 1; 40-byte street 2; 20-byte city; 2-byte state code; 9-byte zip)

TTC 473 XXX CHAN TSP BP%/SP%/IN%/BONUS%/ADDRESS

**Note: (Must be reported for all new applicants and those members who want to continue participating if previously enrolled while activated {member can also do this by accessing account online at** [**www.tsp.gov**](http://www.tsp.gov)**} )**

TTC 499 003 BILLET DESC (A)

A 40-byte A/N Billet Description

TTC 177 000 BILLET MOS (A)

A 4-byte Billet MOS

TTC 027 003 RESERVE BIC

A Assigned BIC for reserve billet

TTC 470 000 RUC\_\_A\_\_CoCd\_\_B\_\_PltCd\_\_C\_\_WkSec\_\_D\_\_

A Command RUC

B Command Company Code

C Section Platoon Code

D Work Section

TTC 309 000 SGLI\_\_A\_\_ED\_\_B\_\_

A Designated amount of coverage

B Effective date of SGLI coverage

**NOTE: WILL BE TRIGGERED TO MAXIMUM BY THE INITIAL JOIN UNLESS REDUCED COVERAGE IS RESUBMITTED**

TTC 309 001 SPOUSE SGLI

**NOTE: ONLY IF MEMBER ELECTS REDUCED OR NO COVERAGE ON SPOUSE**

**NOTE: MEMBER MARRIED TO MEMBER AFTER JAN 2, 2013 ARE NOT AUTOMATICALLY ENROLLED; MEMBERS WHO WISH TO ENROLL OR CONTINUE DECLINED FSGLI COVERAGE COMPLETE SGLV FORM 8286A (MARADMIN 241/13).**

**NOTE: Starting deployed per diem while on mobilization orders will vary between units based on the availability of chow and lodging facilities.**

**RTC TO ILOC REQUIRED “TO TAD” ENTRIES**

TTC 189 003 (DOA) STRT FSAT ED (A)

A (DATE SNM DEPARTS RTC)

**NOTE: SMCR/AcDu/AR Marines with dependants inside of reasonable commuting distance.**

TTC 887 000 (DOA)START CRISIS CODE (A) EFF DTE (B)

A (9GF)

B (ONE DAY PRIOR TO START PERSTEMPO)

**NOTE: ACDU/AR only once they start their TAD orders.**

**NOTE: DO NOT report for RESERVISTS. TTC 826 001 (Mobilization entry) updates crisis code.**

TTC 323 000 (DOA) START PERSTEMPO BRANCH M RUC (A) FROM DATE (B) TO DATE (C) TYPE (D)

A Unit RUC

B Activation Date

C DEMOB Date

D WAA (CONTINGENCY/OPERATION)

**NOTE: AD members start day leaving PDS**

**NOTE: Reservists start day leaving PDS unless outside local commuting area and not commuting daily.**

TTC 106 000 TO TAD EXCESS

**ILOC FROM RTC REQUIRED “ATTACH TAD” ENTRIES**

TTC 031 006 ATT \_\_\_ RUC \_\_\_ TAD EXCESS

A 8 byte DATE ATTACHED (YYYYMMDD)

B 5 byte TAD RUC

C 3 byte TAD MCC

TTC 274 000 COMD DPI \_(A)\_

A 2 byte code of “11” for members deployed in support of OIF/OEF

TTC 034 000 START OPMCC \_(MCC)\_ OPRUC \_(RUC) OPID \_(A)\_ ED \_(YYYYMMDD)\_

A 6 byte Operation Code:

OIF791 / OIF 7-9.1 (Jan-Jun 08)

OIF792 / OIF 7-9.2 (Jul-Dec 08)

OIF7-9 / OIF 7-9 (Jan-Dec 08)

OEF / OEF (Jan-Dec 08)

**Note: As Operations change the OPID for each member is REQUIRED to be UPDATED.**

TTC 156 000 RSPA \_\_A\_\_

A Whole dollar amount

**NOTE: Report on diary just prior to the last U&E for the first payday member will be in theater.**

**Note: Enter amount for each pay period vice monthly amount.**

TTC 327 000 STRT DEPLOY DER DIEM (\_A\_)ED(\_B\_)|

A 1 DIGIT LETTER CODE:

R – Reservist (CONUS) with out meals provided

S – Reservist (CONUS) with meals provided

C – Contingency (OCONUS)

B Effective Date ED is the day **AFTER** arrival at the designated deployment location

TTC 159 000 STRT SPLIT PAY \_(A)\_

A Date deployment begins

**NOTE: Report on diary just prior to the last U&E for the first payday member will be in theater.**

**Note: Both entries must be reported for split pay.**

TTC 328 000 STOP DEPLOYED PER DIEM ED (A) |

A 8-byte ED (YYYYMMDD)

**NOTE: Effective Date is the day BEFORE the date of departure from the designated deployment location**

**ILOC REQUIRED ARRIVAL TO THEATER ENTRIES**

TTC 327 000 STRT DEPLOY DER DIEM (\_A\_)ED(\_B\_)|

A 1 DIGIT LETTER CODE:

R – Reservist (CONUS) with out meals provided

S – Reservist (CONUS) with meals provided

C – Contingency (OCONUS)

B Effective Date ED is the day **AFTER** arrival at the designated deployment location

TTC 293 001 START HOSTILE FIRE PAY

A 8-byte Date of Action  
 B 2-byte Country Code  
 C 8-byte Effective Date

**NOTE: EFFECTIVE DATE IS DATE OF ARRIVAL IN THEATER**

TTC 136 001 HARDSHIP DUTY PAY

A 1-byte hardship duty code T = Temporary, or P = Permanent

B 9-byte country code (complete listing available in ODSE look up tables under LK\_HARDSHIP\_DUTY\_CODES\_EH)

C 8-byte ED (YYYYMMDD)

**NOTE: EFFECTIVE DATE IS DATE OF ARRIVAL IN THEATER**

TTC 432 001 START TAX EXCL (A) LOC (B) |

A. 8-byte date

B. 2-byte country/CZTE location code

**NOTE: EFFECTIVE DATE IS DATE ARRIVE IN THEATER**

TTC 432 002 CHG EXCL LOC (A) TO (B) LOC (C) |

A. 8-byte from date

B. 8-byte to date

C. 2-byte new country/CZTE location code

**NOTE: EFFECTIVE DATE IS DATE ARRIVE IN THEATER**

TTC 139 001 CHAN CARSEA DU\_\_\_\_

A Date of action is the date authorized the entitlement

TTC 422 000 DEPLOY STAT \_(A)\_ DRD \_(B)\_

A Deployment Status Code

**NOTE: See Codes Manual MCO P1080.20**

B Expected Date of Return if more than 5 months from Date of Departure

TTC 481 012 PFT NREQ

**NOTE: Report on all deployed Marines. A code of 9 will generate in MCTFS to utilize previous PFT score for promotion purposes.**

TTC 480 004 CFT NREQ

**NOTE: Report on all deployed Marines. A code of 9 will generate in MCTFS to utilize previous CFT score for promotion purposes.**

TTC 339 003 FR WT CNTL STRT CBT

**NOTE: Only if commander determines BCP cannot be administered in theater. EFF DTE is date arrived in theater.**

**NOTE: Member MUST be in receipt of Hostile Fire Pay.**

TTC 135 000 INDIV LOC XXX XX XXXX ED YYYYMMDD

**NOTE: Unclassified use location codes**

**NOTE: Classified use code 000ZZ0000**

TTC 499 030 MAGTF \_\_\_\_\_\_

(1) 1ST BYTE: COMMAND

A: AIR COMBAT ELEMENT

C: COMMAND ELEMENT

G: GROUND COMBAT ELEMENT

S: LOGISTIC COMBAT ELEMENT

(2) 2ND BYTE - UNIT COMMAND (UNIT OR MEF MEMBER COMES FROM):

H: I MEF

L: II MEF

V: III MEF

P: MEB

O: OTHER

(3) 3D BYTE - LOCATION COUNTRY

A: IRAQ

B: KUWAIT

C: QATAR

D: BAHRAIN

E: AFGHANISTAN

F: DJIBOUTI

G: OTHER

(4) 4TH BYTE - 0 (CITY/CAMP CODE IS NO LONGER REQUIRED).

TTC 485 000 RIFLE QUAL \_(YYYYMMDD)\_ \_(A)\_

A Report ‘WWW’

**NOTE: Report ‘NNN’ only for those Marines not required to fire based on grade**

TTC 499 015 PISTOL QUAL \_(YYYYMM)\_ \_(A)\_

A Report ‘WWW’

**NOTE: Report ‘NNN’ only for those Marines not required to fire based on grade**

TTC 328 000 STOP DEPLOYED PER DIEM ED (A) |

A 8-byte ED (YYYYMMDD)

**NOTE: Effective Date is the day BEFORE the date of departure from the designated deployment location**

**ILOC REQUIRED RETURN FROM THEATER ENTRIES**

TTC 327 000 STRT DEPLOY DER DIEM (\_A\_)ED(\_B\_)|

A 1 DIGIT LETTER CODE:

R – Reservist (CONUS) with out meals provided

S – Reservist (CONUS) with meals provided

C – Contingency (OCONUS)

B Effective Date ED is the day **AFTER** arrival at the designated deployment location

TTC 274 000 COMD DPI \_\_\_\_

A Report command DPI of parent command (2-byte code)

TTC 135 000 INDIV LOC XXX XX XXXX ED YYYYMMDD

**NOTE: Unclassified use location codes**

**NOTE: Classified use code 000ZZ0000**

TTC 499 029 MAGTF DESIGNATOR DELETE

**NOTE: Date of Action will be the date returned to CONUS**

TTC 160 000 STOP SPLIT PAY\_\_\_\_\_\_

A Report prior to the U&E for the first pay period once member has returned to CONUS

TTC 156 000 RSPA $\_\_\_\_\_\_

A Reset RSPA to $0.00

**NOTE: Report prior to the U&E for the first pay period once member has returned to CONUS**

TTC 071 000 OVERSEAS CONTROL DATE ED\_\_\_\_\_\_\_

A Effective Date is the date departing hostile fire area/combat zone

**NOTE: Member must have completed 180 consecutive days within a hostile fire area/combat zone**

TTC 121 000 OP HIST FR\_\_\_\_ TO\_\_\_\_ OPMCC\_\_\_\_OPRUC\_\_\_\_OPS\_\_\_\_LOC\_\_\_\_OPTYPE\_\_\_\_

A 8–byte From Date

B 8-byte To Date

C 3-byte Operation MCC

D 5-byte Operation RUC

E 40-byte Operation Description

F 20-byte Operation Location

G 1-byte Operation Type

TTC 152 001 CBT SERV \_\_\_

A 1-byte code for location of combat service

TTC 120 001 LAST TOUR CBT\_\_\_\_

A Effective Date is the date Marine returned CONUS

**NOTE: Marine MUST have served 180 days consecutive in a hostile fire area/combat zone**

**NOTE: Check PRIUM for other requirements for adjusting the Last Combat Tour Date.**

TTC 140 000 AWD\_\_A\_\_ DEV\_\_B\_\_FR\_\_C\_\_TO\_\_D\_\_ ED\_\_E\_\_

A Award Type

B Award Device

C From Date

D To Date

E Effective Date the award was signed

**NOTE: Ensure all required and appropriate awards are issued (i.e. ICM, ACM, SSDR...etc)**

TTC 294 001 STOP HOSTILE FIRE PAY

A 8-byte Date of Action  
 B 2-byte Country Code  
 C 8-byte Effective Date

**NOTE: EFFECTIVE DATE IS DATE MARINE DEPARTED LOCATION. MCTFS WILL ADJUST PAY THROUGH THE LAST DAY OF THE MONTH**

TTC 175 001 STOP HARDSHIP DUTY PAY

A 1-byte hardship duty code T = Temporary, or P = Permanent

B 8-byte ED (YYYYMMDD)

**NOTE: EFFECTIVE DATE IS DATE DEPARTED THEATER. MCTFS WILL ADJUST PAY ACCORDINGLY.**

TTC 432 001 STOP TAX EXCL (A) LOC (B) |

A. 8-byte date

B. 2-byte country/CZTE location code

**NOTE: EFFECTIVE DATE IS DATE ARRIVE IN THEATER**

TTC 422 000 DEPLOY STAT \_(A)\_ DRD \_(B)\_

A Deployment Status Code

**NOTE: See Codes Manual MCO P1080.20**

B Expected Date of Return if more than 5 months from Date of Departure

TTC 173 000 STOP CARSEA DU\_\_\_\_

A Date of action is the date detached from the vessel.

TTC 147 000 CRED CARSEA DU\_\_A\_\_TO\_\_B\_\_

A Date the entitlement is authorized

B Date the Marine detached from the vessel

TTC 813 000 LAST PHYSICAL EXAM \_(A)\_

A 8-byte ED (YYYMMDD)

TTC 499 001 HIV III \_(A)\_

A 6-byte ED (YYYYMM)

TTC 335 000 MARKS PRO \_.\_CON \_.\_OCC\_\_\_ED\_\_\_\_\_\_\_\_

**Note: Cpl and below - ED SNM TERM TAD EXCESS**

**Note: PRO/CONs Should be submitted via MOL**

TTC 161 000 EX POW \_(A)\_ (If member was ever an ex-POW)

A 1-byte code from MCO P1080.20

TTC 483 000 TRAINING EVENT BB

Post Deployment health Assessment w/in 5-Days of returning CONUS

TTC 483 000 TRAINING EVENT AX

Warrior Transitioning Training required w/in 30-Days prior to redeployment

**ILOC TO RTC REQUIRED “ATTACH TERM” ENTRIES**

­TTC 328 000 STOP DEPLOYED PER DIEM ED \_(A)\_

A 8-byte ED (YYYYMMDD) day **before** the date of departure from the designated

deployment location for stopping the entitlement

TTC 475 000 STRT DISC MEAL RATE\_\_\_\_

A Effective Date is the date of return from deployment

TTC 461 000 \_(A)\_ ATT TERM \_(B)\_ RUC \_(C)\_ HIST \_(D)\_

A 8-byte DOA (only if DOA is earlier than date of UD)

B 4-byte time

C 5-byte RUC

D Title of Unit/Command from which attached.

**RTC FROM ILOC REQUIRED “FROM TAD” ENTRIES (ACTIVE DIARY)**

TTC 107 000 (A)\_FR TAD(B)RUC(C)

A 8-byte DOA

B 4-byte time TAD terminated

C 5-byte RUC (RUC which Member is being joined to, not TAD RUC)

TTC 323 002 (A) STOP PERSTEMPO ED (B)

A 8 byte DOA

B 8 byte ED of Stop PersTempo (end date is determined by when Marine returns to his/her PLEAD)

**NOTE: Only stop on ACDU/AR and Reservist within reasonable commute.**

TTC 190 002 STOP FSAT ED (end date is determined by when Marine returns to his/her PLEAD

**NOTE: Only stop on ACDU/AR and Reservist within reasonable commute.**

TTC 887 001 (A) STOP CRISIS CODE (B) EFF DTE (C)

A 8-byte DOA

B 3-byte Crisis Code 9GF

C 8-byte ED

**NOTE: AC and AR Marines only – effective date Marine returns to RTC**

TTC 815 000 ANNUAL SCREENING

A Effective date is the date the audit was completed

TTC 922 000 CRCR CERTDATE (A)

A 6-byte (YYYYMM) certification date

TTC 274 000 COMD DPI \_(A)\_

A 2-byte code for MISSO

TTC 034 001 STOP OPINFO ED (A)

A 8-byte Effective Date (YYYMMDD)

**NOTE: AC and AR Marines only – effective date Marine returns to RTC**

TTC 135 000 INDIV LOC (A) (B) (C)

A 3-byte country code

B 2-byte numeric state code

C 4-byte city code

TTC 335 000 MARKS PRO \_.\_CON \_.\_OCC\_\_\_ED\_\_\_\_\_\_\_\_

**Note: SMCR only – eff date SNM released from active duty)**

TTC 115 030 TO LWAS (A) (B) (C)

A 4-byte time leave begins (HHMM)

B 8-byte ED leave begins

C 8-byte ED separation

**NOTE: Used for those taking pre-separation leave prior to being deactivated.**

Unit Commanders are additionally responsible for ensuring the below listed items are completed prior to any member being deactivated.

* Ensure DD Form 214/215 is completed and delivered to member upon LWAS. Pay attention to block 18 and the requirements from MARADMIN 257/03)
* Ensure all PDMRA leave is used prior to deactivation.
* Ensure 11060 has been submitted 10 days prior to EAS/ECC.
* Ensure DD Form 1351-2 (Travel Claim) is completed and signed by the member. RTC must ensure claim is submitted to the MARFORRES Finance Center immediately upon deactivation.
* Ensure LWAS orders are issued to member when member departs on leave.
* Ensure family members/dependents are provided the required Return & Reunion Brief.
* Ensure active duty ID Cards are recovered and reserve ID Cards are reissued as appropriate.
* Ensure TAMP ID Cards are issued to members and their dependents for Transitional Medical Benefits.
* Ensure Civilian Employment Information is updated via MOL.

When all required deactivation processing is completed, and members depart to the RTC, the below unit diary entries are required:

TTC 378 000 (A) DROP SPD (B) (C) RE (D) ED (E)

A 8-byte DOA (same date as ED)

B 4-byte sep code = MBK5

C 1-byte sep doc type = H

D 2-byte reenlistment indicator

E 8-byte ED

NOTE: ED is last day of active duty.

**RTC REQUIRED DEACTIVATION ENTRIES (RESERVE DIARY)**

TTC 020 145 JOIN RUC \_ MCC \_ DU FR RELACDU IDT REQ 48

TTC 217 000 MOB MCC (A)

TTC 470 000 FOR RUC (A) COMPANY CODE (B) PLATOON CODE (C) WORK SECTION (D)

A 5 byte Reserve Ruc

B 1 byte Company Code (report ‘0’ {zero} if NONE)

C 4 byte Platoon Code (mandatory field

D 4-byte Work Section (leave blank if unknown or not applicable)

TTC 027 003 RESERVE BIC (A)

A 11-byte A/N Billet Identification Code

TTC 499 003 BILLET DESC (A)

A 40-byte A/N Billet Description

TTC 177 000 BILLET MOS (A)

A 4-byte Billet MOS

TTC 304 000 CUSTODY STAT (A)

A 1-byte A/N code

**Note: Required entry when both parents/guardians are members of the Armed Forces {active or reserve} or of a single parent having custody of the dependent).**

TTC 473 XXX CHAN TSP BP%/SP%/IN%/BONUS%/ADDRESS

**Note: (Must be reported for all new applicants and those members who want to continue participating if previously enrolled while activated {member can also do this by accessing account online at** [**www.tsp.gov**](http://www.tsp.gov)**} )**

**NOTE: If you joined an IRR Marine solely for the purpose of Activating/Deploying with a unit, then after SMCR join posts – drop Marine back to the IRR – (per page 11 entry)**