



Director's Note

As we embark upon a New Year, we often look back at the accomplishments of the past. The IPAC has come a long way in a short period of time. We moved from a consolidated admin section of 40 Marines to an Installation Personnel Administration Center of 148 Marines and civilian Marines in less than 24 months, servicing more than 65k active duty and reserve Marines. As we increased our structure, we also continued take on more responsibilities. This year, we have assumed the administrative responsibilities of Intelligence Support Battalion (ISB), companies A and B and expect to take on company C during the next quarter. In consolidation of resources, we have reviewed and refined many procedures that did not transfer from Kansas City. Given the fluidity of personnel administration and the myriad of individual scenarios, I can attest that we have had unequivocal success in this effort.

We have many dedicated individuals here in the IPAC that make up a great team. These teams work independently yet cohesively in support of the IPAC mission, "To provide effective and efficient personnel administration services to all Commanders, their Marines and family members." This includes the obligation of ensuring Marines and Marine Sailors are administratively prepared for worldwide deployment with the operating forces. Our goal is to maintain accurate information within the Marine Corps Total Force System (MCTFS) and provide quality and timely services in a professional and courteous manner.

In March, HQMC will host the 2012 IMA Conference. The IPAC will brief the new processes and procedures that the IMA community requested during the last conference and feel confident we will meet and exceed their expectations.

We are available to you 24 hours a day via our web site to assist you in any way possible. For those assigned to MARFORRES New Orleans, we recommend that you gain access to our SharePoint. If there is information that you feel will benefit the audience we support, please let us know and we will be sure to share it. One team...one fight. Semper Fi.

Website –

<http://www.marines.mil/unit/marforres/MFRHQ/G1/IPAC>.

SharePoint –

<https://portal.marforres.usmc.mil/sites/mfr/hq/g1/ipac/default.aspx>

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Deputy Director: Mr. Isaac Phillips

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Individual Highlights:

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- OPC 2
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- IRR Branch 3
- Active Duty Branch 4
- Sys Q/A Branch 4



Customer Service Center



Sgt Polanco Polanco reports to The Basic School in Quantico, Virginia. We bid him farewell.

The Customer Service Center is continuing to improve processes and procedures with updated technology. The phone monitoring system for the toll free number received the upgrade that will allow historical reports on agent statistics and monitoring of phone calls in order to enhance customer service. Be on the lookout for RNT upgrades as we proceed in the migration to the DISA DECC during the spring of 2012. Also each month more of the in house active duty personnel at MARFORRES Headquarters are signing up for accounts and submitting their Personnel Action Request via the CSC website. This is a great tool to track their request from submission to completion. The secure website is <https://csc.marforres.usmc.mil>.

DEERS/RAPIDS Office

For the DEERS/RAPIDS Office to function effectively, it is very important that everyone stays informed of all policy changes in regards to the eligibility of new and replacement of identification cards to avoid making unnecessary trips to the office. There is also a

list of required documents on the portal as well as the IPAC website. The ID office is open Monday - Friday from 0730 - 1630 and 0800 - 1200 on the Saturday of each drill weekend, Ms. Celia Miles can be reached at (504) 697-8899.

Congratulations!

Sgt Polanco Polanco, Customer Service Agent and Active Reserve Warrant Officer select, he will be leaving the CSC mid January and reporting to The Basic School in Quantico, VA, he will be missed and we all wish him well in all his future endeavors. This month we also said goodbye to Sgt Jason Verrette who reported to 4thMAW on 5 January.

OIC: Mrs. Patricia Huttlinger

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Order Processing Center

Orders Processing Center (OPC) continues to strive at supporting the customers through the CSC database.

There have been some issues with LOA for 2012 funding, which has slowed down the processing of many claims; we have been working with the comptroller to fix the problems and resubmission of all travel claims.

OPC no longer reports IPP payments for orders less than 30 days for RUC (MTU) 88900 or (IMA) 88831; the SelRes section will be reporting them instead. We are still reporting IPP payments for RUC (IRR) 88801.

As of 1 November 2011, all travel claims submitted to the MFR Finance Office MUST be submitted via DTMS-T. All claims received in the OMB (MFR.Travel@usmc.mil) will be returned. The processing time for each claim will not start until proper receipt of the claim, via DTMS-T is achieved.

Effective 1 Oct 2011, all Reserve travel claims received by the MFR Finance Office **WILL** contain a signed receiving endorsement from the Marine ordered to active duty. This also includes ALL Reserve travel claims previously settled by this office. ALL new travel claims received as of 1 October 2011 will contain this signed endorsement or they will be returned accordingly until a signed receiving endorsement can be provided by the respective Administrative Unit responsible for the processing of the Marine's travel claim. (Ref: MCTIM 5-50302, DODFMR Vol 9, 0803)

Quick Tip:

Lists of repetitious minor discrepancies we are experiencing are as followed: 1351-2 are being submitted incomplete. Trends below:

1. Blks 1-5;12-14;16-17 are not all marked.
2. Blk 15 Travel dates are wrong.
3. Blk 15.b. member typed:
 - a. "HOME" instead of correct HOR address: City/State-name.
 - b. "Airport Name" no City/State-name.
 - c. "Base Name" instead of: TAD/TY Site City/State-name.

Missing Receiving Endorsement letter of the orders and if applicable:

1. Appropriate responses not circled "Have/Have Not" or "Do/Do Not".
2. Wrong City/State location orders where accepted, member sometimes used the TAD/TY Site. Also, wrong Time/Date, Date-conflict with the Member's Travel Dates or period of duty dates.

Congrats!

SSgt Coiradas completion of the SNCO Course and graduating in the top ten with a GPA of 97.4. Congrats to Sgt Rachel Tarascavage for her promotion 1 January 2012.

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Sgt Rachel Tarascavage was promoted to Sergeant on 1 January 2012.

Selected Reserve Branch

In the fall, SelRes assumed the reporting responsibilities of ISB Company B, who were responsible for the total "reach back" administration of the company's personnel spread across the continental U.S. Thanks in large part to the Company B staff and the administrators previously servicing them at their local commands, the transition of records accountability over to SelRes was a flawless success. The records, save for the ones of Marines currently activated, were received recently audited and complete with all applicable documentation. So much so, Company B along with its sister company, Company A was the first batch of service records maintained by SelRes to be converted to E-records and viewable within the OMPF. Following in trace for conversion to E-records will be the local MSCs comprising approx 300 personnel followed by the IMAs, amassing a total of over 3,000 personnel.

OpSponsors along with the serviced IMA members have been receiving more communication from the SelRes personnel via SelRes initiated CSC incidents, email, and phone calls. This is due to an escalation of priorities with reference to keeping information current on the Marines we service. Greater importance and associated due diligence has been executed, by us

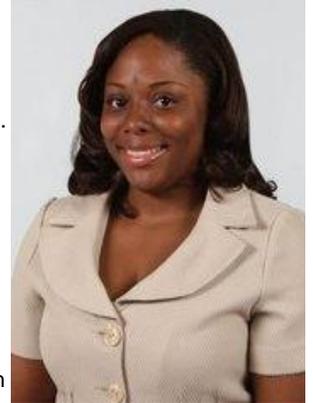
with reference to informing of and assisting with the Marine's completion of service record audits. Audits are now conducted by creating a CSC incident in the Marine's name and assigning the OpSponsor as a proxy, for visibility and command influence. Aside from being a Marine Corps mandated requirement, audits are extremely important and vital to accurately pay Marines during periods of duty. Events that trigger the requirement to conduct an audit are, upon joining/rejoining, within 60 days prior to a deployment/activation, within 60 days prior to performing annual training, whenever there is a change in marital/dependency status, and/or every 3 yrs. We would like to extend our sincere gratitude to the Marines who have endured our "pesky" calls at their home and civilian workplace to accomplish this push to better and accurately manage their pay and personnel records.

We also thank Cyber Command Marines, for actively assisting in the shaping of the initial draft of a soon to be released SelRes's IMA OpSponsor Admin Guide. It is designed to establish a baseline of knowledge and a reference points for OpSponsors who are not well-versed in Marine Corps admin, Marine Corps Reserve admin, and the processes executed to

support their Marines. A final draft of the IMA OpSponsor Guide has been released to a limited number of OpSponsors who will critique it and offer suggested adjustments prior to its IMA-wide release.

SelRes would like to recognize Mrs. Latisha Bickham for her total contribution. She expertly conducts her day-to-day functions and manages her time to fill personnel voids. She has proven to be extremely knowledgeable and efficient; she has become the default back-up for Team Leaders and her Group Leader. Mrs. Bickham was a key contributor in the concept and development of the SelRes' first IMA OpSponsor Admin Guide. She offered the Guide, along with several other ideas to improve services provided by the SelRes and the IPAC, but also the quality of service provided by their OpSponsors and on-site admin staff. Mrs. Bickham's involvement went beyond the concept; she conducted research, development, formatting, and editing of several drafts. She exhibited a dedication to duty which extends beyond her individual desktop and has encompassed SelRes as a whole, and the IPAC's contribution to Marines and Commands.

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Mrs. Latisha Bickham has been a major asset to SelRes and its goal to provide the best quality admin support to our Marines and Commands.

Individual Ready Reserve Branch

The Individual Ready Reserve Branch (IRR) manages various components of the Marine Corps Reserve. For example, the Standby Reserve consists of Marines who are unable to meet participation requirements of the Ready Reserve and desire to maintain their affiliation, are bound by contractual obligation, or are officers who have failed to resign their commission. These individuals are not required to perform training and are not part of units; however, they may be mobilized as needed to fill manpower requirements for specific skills. The Standby Reserve consists of the following training categories: Active Status List (ASL) and Inactive Status List (ISL).

Marines in the ASL are on the Reserve Active Status List (RASL) for the purposes of promotion and are eligible to participate in reserve

training programs for retirement point credit only. The ASL is comprised of Marines that are designated as key employees, Marines who have been temporarily assigned for a hardship reason and eventually intend to return to the Ready Reserve, and Marines who for other reasons as determined by the Secretary of the Navy (SecNav) and the Commandant of the Marine Corps (CMC) are prevented from participating in training on a regular basis.

Marines in the ISL are not eligible to participate, receive pay or retirement credit, and are not eligible for promotion consideration. The ISL is comprised of reserve officers for the following reasons: (a) Officers beyond their MSO who did not earn at least 27 retirement points during their previous anniversary year, (b) Officers so are retirement eligible and failed to earn at least 50 retirement points during their

anniversary year, (c) members transferred to the ISL as a result of a Mobilization Potential Screening Board (MPSB). and (d) members who voluntarily requested and were transferred to the ISL.

Members of the ISL or ASL with any questions should contact the MARFORRES customer service center at 1-800-255-5082 or at <https://csc.marforres.usmc.mil/>.

Congratulations: The IRR Branch would like to congratulate Mr. Michael Shepherd who recently received a promotion to a GS-6 billet within the IRR Branch. We would also like to congratulate Sgt Velazquez who received a promotion from Corporal on 1 January 2012.



Mr. Michael Shepherd recently received a promotion from GS5 to GS6.

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Active Duty Maintenance Branch



Cpl Steven Nothem completed the ASC with honors.

If you are a Marine looking to separate or retire from the Marine Corps in FY12, there are some MARADMINS you should be aware of; they are below.

MARADMIN 303/11 FY12 – Voluntary Early Release Prgm

Are you an enlisted Marine with an EAS between now and 30 Sep 12? It was released detailing the FY12 VEERP. The VEERP is applicable to any active duty enlisted Marine with an EAS between 1 Oct 11 – 30 Sep 12. Under the VEERP Marines may request to separate up to 90 days before their EAS. The request needs to be submitted via an AA

form to be endorsed by your section, routed through the Career Planner, and endorsement by the CO. Request for VEERP needs to be submitted as soon as possible to ensure the process is correct and timely. All Marines submitting for VEERP must attend pre-separations counseling and complete a final physical. Your early release date is determined by your EAS. Marines separated using the VEERP will be processed as if they have completed their full active duty obligation. If you still have obligated time on your current contract you will be required to serve the remainder of you time in the IRR or you can join a Selective Marine Corps Reserve unit. If you received an enlistment bonus, you will not have your bonus recouped. When submitting for the VEERP, consider terminal leave. If you are approved a 90 day early release and approved for 30 days of terminal leave you will depart 4 months early. Marines submitting for retirement, approved for retirement, or an Active Reserve Marine, you are not eligible for the VEERP. Interested in the

VEERP and have questions? POC is the Battalion Career Planner, SSgt Deanda at 504-697-8006.

MARADMIN 619/11 FY12&13 – Temp Authority to Retire as Officer After 8YCS vice 10YCS

This release reiterates MARADMIN 266/11 which extended the authority to retire as an officer after 8 years of commissioned service vice 10 years. Commissioned service is all service served in the Armed Forces in the rank of CWO2 or above. You must still have completed 20 years of active service and meet all other requirements for retirement. All requests must be submitted via AA form through your chain of command. The MARADMIN states “this program will not supersede any other service obligation incurred due to promotion, education programs, PCS, etc.”

MARADMIN 704/11 FY12&13 – Voluntary Early Release Prgm for Special Education and Advanced Degree Prgm Grads

This announced Marines, participating in the Special Education Program, the Advanced Degree Program, and have completed 36 months of service are eligible to submit for a waiver for the remainder of their obligated service. It must be submitted via AA form and routed through your chain of command. The MARADMIN states “this program will not supersede any other service obligation incurred due to promotion, PCS, etc.”

Welcome: PFC Feleshia Rothschild to the Outbound.

Congratulations: Sgt Richard Harper for completing the Sergeant’s Course and the IASC, and Cpl Steven Nothem for graduating the ASC with Honors.

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Systems & Quality Assurance Branch

Making DTS Payments On-Line – Ref: DTS

In an effort to improve the DTS debt collection process, DFAS has added a DTS Debt Payment form to the Pay.Gov website. DTS users who are in debt to the government can now make payments online using a personal credit card, debit card, or bank account, through the website. To make a payment, go to www.pay.gov, search for the DTS Debt Payment Notification form, and enter the information found on the DTS debt letter and method of payment. Payment(s) made through Pay.Gov will post to the DTS document once they are processed. For additional information visit the reference link.

BAS Rates and Government Meal Rates Effective January 1, 2012 – Ref: PAAN 63-11/RPAAN 62-11

Effective January 1, 2012 the Basic Allowance for Subsistence (BAS) and the Daily Government Meal Rates (discount and standard) were changed. The monthly BAS rate for enlisted personnel is \$348.44; Officers is \$239.96. The daily discounted and standard government meal collection rates used for payroll deductions are as follows: Discounted rate (DMR) is \$9.90; Breakfast – \$2.10, Lunch – \$3.90, Dinner – \$3.90. The new partial daily rate to be charged for meals on the first and last days of essential station messing, temporary field and afloat assignments is

\$2.48. Standard government meal rate is \$11.55: Breakfast – \$2.45, Lunch – \$4.55, Dinner - \$4.55.

PRORATING OF SPECIAL PAY – HOSTILE FIRE AND IMMINENT DANGER PAY (HFP/IDP) TO 1/30TH OF THE MAXIMUM MONTHLY AMOUNT (\$225) EFFECTIVE JANUARY 1, 2012 – Ref: PAAN 62-11/RPAAN 61-11

Effective January 1, 2011, the entitlement to HFP/IDP is to be a prorated monthly entitlement where each day eligible equals 1/30th of the maximum monthly amount (\$225) payable to a member. **Example 1** – Member arrives in a designated HFP/HDP area on 10 Jan. Marine is entitled to HFP/IDP in the amount of \$157.50 for month of January. (\$225.00 divided by 30 = \$7.50 daily rate x 21 days = \$157.50) **Example 2** – Member arrives in a designated HFP/IDP area 25 Jan and departs 26 Feb. Member is entitled to HFP/IDP as follows: (\$7.50 x 6 days = \$45.00/\$7.50 x 26 days = \$195.00. Total = \$240.00)

For more information visit the MISSA/MISSO link at <https://ips.usmc.mil/sites/missa/reference.aspx>.

We would like to congratulate Sgt Matthew Mayhugh; Sgt Mayhugh graduated from Sergeant’s Course on 12 January 2012 in the top 10% of his class.

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Sgt Matthew Mayhugh graduated from Sergeant’s Course on 12 January 2012 in the top 10% of his class.