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# IPAC Newsletter



New Orleans, LA 70146

## Director's Note

### Individual Highlights:

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This year has continued to fly by and we in the IPAC have continued to increase our administrative optempo as the seasons change. Summer 's here and the Orders Processing Center is busier than ever; supporting the IMA population, the Selected Reserves assigned to the various units here at Marine Corps Support Facility New Orleans as well as the many requests for Reserve Counterpart Training orders requests. The Selected Reserve section has added Company C, Intelligence Support Battalion under their umbrella of support. The Active Duty Support section is also busier with summer moves and retirements. They are joining and transferring Marines at the cyclic rate.

The Individual Ready Reserve (IRR) continues to do more with less. The section has incorporated the IRR promotion warrant process, providing more than 1,300 promotion warrants each quarter. As the operational tempo continues to climb, the professional level of support has not dwindled. The IPAC continues to provide top notch service to all customers we support. We don't rest on our achievements, but instead we will continue to seek ways to improve our services. We are always interested in your view of our services provided. With your feedback we can find paths for improvement and success. As all of this is happening we are also in the middle of the summer rotations and we are losing some continuity while gaining new motivators to the IPAC.

I would like to personally say to all those departing, thanks for a great job and many long days and nights of hard work. For those joining us, I would like to say welcome aboard and we all look forward to your individual talents and motivation and imparting it with our IPAC staff. I would like to say welcome Mrs. Kimberly Allen on board as part of the Command Support Section. Always glad to have former Marines join our staff! Lastly, I must recognize some of our outstanding Civilian Marines in the IPAC. For the first time in the Marine Corps Civilian Marines were allowed to attend the Personnel Officers Course in Camp Lejeune, NC. The IPAC New Orleans sent three Civilian Marines, Mr. Robert O'Toole, Mrs. Jodi Lara and Mrs. Deloris Romero were the first ever civilian Marines to attend and graduate from this formal period of instruction and we look forward to their continued expertise and leadership here in the IPAC. Please write us at [MFR\\_IPAC@ismc.mil](mailto:MFR_IPAC@ismc.mil) and check us out at:

<http://www.marines.mil/unit/marforres/MFRHQ/G1/IPAC/NEW%20IPAC%20SITE/Home.html>

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

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*"We are the premier administrative organization that provides superior personnel services for Commanders, their Marines and family members stationed aboard this installation."*

## Customer Service Center Branch

Hurricane season is upon us, the CSC contingency plan for evacuation to an alternate work site will be seamless as far as submitting incidents through the CSC website and email, though they may take a bit longer to process. The RightFax Service will not be in use in the event of relocation and the toll free number will be available after approximately three days. Though the CSC has had a few setbacks we are still moving forward to the DISA DECC hosting for the RightNow Technology. The current secure website is <https://www.csc.marforres.usmc.mil> and the email address is [csc@marforress.usmc.mil](mailto:csc@marforress.usmc.mil) but will change after the migration to a disa.mil address. Keep an eye on the website and Share Portal for updated information.

**Congratulations!** To WO Polanco Polanco for completion of the Basic School, Job Well Done! He has completed the Personnel Officer's Course and will PCS to Camp Pendleton, CA; we wish him and his family well. The CSC also bids farewell to

Cpl David Pathammavong who executed PCA to Belle Chasse and Sgt Terell L. Pryor, who was reassigned to G-1/Ops while we welcome Sgt 's Samantha A. Bivin, Christopher J. Hoffner and Cpl Daniel P. Reyes; best wishes to all!

### DEERS/RAPIDS Office

It is very important that everyone stays informed of all policy changes in regards to the eligibility of new and replacement identification cards to avoid making unnecessary trips to the office. There is also an updated list of required documents on the Share Portal, as well as the IPAC website. The ID office is open Monday - Friday from 0730 - 1630 and 0800-1200 on Saturday of each drill weekend. The phone number for the DEERS/RAPIDS office is: (504) 697-8999.

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## Systems & Quality Assurance Branch

If you were married after reporting to Marine Corps Support Facility New Orleans, and your spouse resides outside of the local area, you may be entitled to FSA. If you are receiving FSA because your spouse was not residing locally and has relocated to the area, report to the IPAC to update your addresses and limit the overpayment of FSA. See IPAC for more information.

### SOFTWARE RELEASE (SR) 2012.1

The SR made changes to the Marine Corps Total Force System (MCTFS) and Marine Online (MOL). For a total list of changes, there is a brief located at the following website:

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

Below are some important changes:

### Electronic Data Interchange Person Identifier (EDIPI)

The EDIPI is a MCTFS data element and will be replacing the SSN for the purpose of identification of personnel. Units should think about modifying locally retrieved reports (ReportNet or ODSE) to include the EDIPI so that information can be retrieved in MCTFS via the EDIPI.

**Limited Duty Codes.** New codes have been created, identifying expiration of limited duty and tracking of Physical Evaluation Boards (PEB). The new codes, when generated/reported, will be sent to the Marine and the Unit MOL Manager via MOL.

**HT/WT/BF.** MCTFS, UD/MIPS, and MOL TMS have been modified in the way that these data elements are reported and / or stored in MCTFS. Based on the information reported, MCTFS will create a "flag" to determine if a Marine is within HT/WT standards. The system will also generate an advisory twice a month when a Marine that is not within standards and has not been assigned to the BCP Program in MCTFS. Individual Marines and MOL Managers should have already started seeing advisories in their MOL account. Corrective action requires units to report HT/WT/BF or report assignment to the BCP via MOL TMS.



### Congratulations!

On a job well done, Staff Sergeant Timothy D. Warner on his upcoming retirement from the Marine Corps from August 1992 - August 2012!

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### Family Separation Allowance (FSA)

*"If you are receiving FSA because your spouse was not residing locally and has relocated to the area, report to the IPAC to update your address and limit overpayment of FSA."*

## Selected Reserve Branch

Due to its great impact in this edition of the newsletter, SelRes would like to start off by recognizing and expressing gratitude to the OpSponsors of our Mobile Training Unit (MTU) members for their cooperation and diligence with submitting administrative requests as soon as possible, from the date an event took place. Their efforts have taken our Marine Corps Administrative Analysis Team (MCAAT) inspected Timeliness Management Report (TMR) to 95% on the MTU Reporting Unit Code (RUC) 88900, meaning that they are providing timely submittals and SelRes is reporting events on the Unit Diary within five days. Thanks again, MTU OpSponsors!

Keeping in line with reporting timeliness, we would like to implore to the IMA OpSponsors to assist SelRes in getting the IMA RUC 88831 consistently in the 90%. We understand the unique nature of our geographical composition, with IMA members not being located with the OpSponsors and neither being located with us, but with a collective approach, operating without delay on any administrative issue, I am confident we can stay

above the Marine Corps' mandated 90% TMR. We will steadily increase the communication and interaction with all OpSponsors and command representatives in order to achieve this.

### Welcome!

Mr. Andrew Jackson III, Cpl Sergio P. Ruiz, LCpl Wade Kaser and PFC Derryle W. Myers

*"Thanks again, MTU OpSponsors!"*

### Congratulations!

Finally, we would like to recognize Cpl Summer L. Glenn and LCpl Krisielle J. Molina for their *Esprit de Corps*. They have assumed and completed the lion's share of work within the SelRes Branch in addition to training new SelRes Branch members.

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## Individual Ready Reserve Branch

The Individual Ready Reserve (IRR) Branch administers to the various components of the Marine Forces Reserve community. We support in the administration of the IRR population and provide ready Marines to the Gaining Force Commands in support of Marine Forces Reserve's contingency operational commitments world-wide.

Once a month nation-wide, IRR Marines are mustered, screened and provided on site support to include being briefed on the many opportunities of being the Ready Reserve. In the spring of 2012, over 2,000 Marines were mustered and received a stipend for attending one of the various briefs conducted coast-to-coast from Kansas City, MO to Charlotte, NC and Palo Alto, CA.

In addition to processing entitlements and updating Marine Corps Total Force System records for members of the Ready Reserve, the IRR Branch manages the monthly processing of over 1,000 members who are discharged from the Marine Corps Reserve. The Marines in this category are comprised of the Active Duty Component and Selected Marine Corps Component that have completed their eight years of service obligation and will obtain an Honorable Discharge and certificate from the Marine Corps Reserve for their commitment to service.

As members of the IRR, Selected Marine Corps Reserve, or any other component with questions can reach us through the Marine Forces Reserves Customer Service Center at 800.255.5082 or via the World Wide Web at <https://csc.marforres.usmc.mil/>.

The IRR Branch would like to bid farewell and following seas to three of our brothers and sisters who have provided outstanding service to members of the IPAC and Marine Corps Reserve community. SSgt Robert C. Sanders II will retire on 31 July 2012; Ms. Patricia D. Bell has pursued an opportunity in her home state of Kansas, she will always be remembered. Also, to Mr. John M. Papis who was reassigned as the Marine Corps Individual Reserve Support Activity Manpower Officer.

Thank you all for your dedication to service and selfless commitment to Marines and Civilian Marines!

### Welcome!

Finally, welcome to SSgt Jerry L. Garcia; Sgt's David Caballero and Jose R. Centenopaz and Ms. Kelly R. Creel.

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# Active Duty Maintenance Branch

**Proceed Time when executing Permanent Change of Station Orders (PCSO).** MARADMIN 298-12 announced a change to the Marine Corps Policy on Proceed Time. It states, "proceed time will be authorized for members entitled to transportation of dependents and/or household goods may be authorized four (4) days of proceed time under the following conditions:

- A. When being reassigned to or from a dependent restricted and/or all others overseas tour.
- B. When the service member's ship of assignment is changing homeport."

What does that mean to you? It means if you are executing PCSO after 30 June 2012, to any location within the Continental United States you will no longer receive proceed time. However, if you are assigned an overseas tour you will continue to receive proceed time.

**Thrift Savings Plan (TSP).** MARADMIN 295-12 announced the new ROTH TSP option. As of 1 June 2012 Marines may elect the ROTH TSP Option. "The TSP is offering Marines the option to designate some, or all of the Marine's contributions as ROTH after-tax contributions. Both contributions and earning accrued will be tax free, as long as IRS requirements are met. Whereas, the traditional TSP contributions are made on a pre-tax basis and taxes are owed when the money is withdrawn." Marines may elect the ROTH TSP in addition to the TSP Option via "MyPay" until July or August. If you would

like to start or change your ROTH TSP election you will need to submit a TSP election form to the IPAC. To obtain a TSP election form, or to get more information on the ROTH TSP option and the Traditional TSP option, please visit [www.tsp.gov](http://www.tsp.gov).

**Awards Update:** MARADMIN 253-12 provides an update of awards since the last update, per MARADMIN 30-12.

## Welcome!

A warm welcome goes out to the following personnel who joined the Active Duty Branch: Ms. Emmadell Anderson; Mrs. Teresa L. Jones; Ms. Raquel L. Paiz; Sgt's Ginger T. Chaney and Cliff V. Turner III; Cpl Damian Culley, Cpl Summer L. Glenn and PFC Kaitlin L. Oswald.

**Congratulations!** To Sgt Ronald C. Irwin, Sgt Omar Negretebalandran and Cpl Maceo A. Wiggins on their successful completion of the Intermediate Administrative Specialist Course. Finally, we would like to also congratulate Cpl Daniel L. Glenn for successfully completing the Marine Corps Martial Arts Instructor Course!

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# Order Processing Center Branch

There have been some issues with Line of Accounting (LOA) for 2012. As a result, it has slowed down the processing of many claims. We have been working with the Comptrollers to eradicate the problems and resubmission of all travel claims. The following discrepancies are noted:

1. PHA and HIV's are not up-to-date in MCTFS.
2. Travelers personally procuring airline tickets. If this happens the traveler must provide a justification statement which is forwarded to MFR DMO for review and approval. If approved, the reimbursement will not exceed the cost of the GTR per JFTR U3110.
3. Travelers not including a copy of their official flight itinerary for IDT order travel claims, per the MCRAMM.

These discrepancies are becoming a trend when members are changing from IRR RUC 88801 to IMA RUC 88831 or vice versa, while on less than 30-days orders. Furthermore, this causes pay problems. Therefore, transfers and / or joins to another RUC need to be completed before executing and / or completion of orders.

**Quick Tips:** Lists of minor discrepancies, but repetitious trends on the 1351-2: Blocks 1-5-12-14-16-17 are not marked. Block 15 Travel dates are incorrect; Block 15b member type's a. "Home" instead of correct HOR address, city/state name; b. "Airport Name" but city/state name is not included and c. "Base Name" instead of TAD/TY Site city/state name.

Missing Receiving Endorsement Letter of the orders and if there is one; the appropriate responses are not circled "Have/Have Not" or "Do/Do Not". Or the wrong city/state location orders were accepted; member sometimes used the TAD/TY Site; wrong time/date, date-conflict with the member's travel dates or period of duty dates.

**Congratulations!** GySgt Christopher Q. Battle and Sgt Sandra I. Moody on their promotions. Cpl Carlos A. Ganuza as the 2012 recipient of the Mayor's Distinguished Community Service Award and Navy/Marine Corps Certificate of Commendation.

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Corporal Carlos A. Ganuza  
Mayor's Distinguished  
Community  
Service Award